

**Borough of Greencastle
February 2023 Council Meeting
Manager's Report**

Administration

Task	Report	Timeline
2023 Initial Annual Reporting	<ul style="list-style-type: none"> • Staff has submitted the initial required annual reporting for 2023 including the following: <ul style="list-style-type: none"> - DCED: Tax Information, Survey of Financial Condition, Elected & Appointed Officials - Liquid Fuels: Project Completion Reports, MS-965 - Pension Plans: Act 205, AG-385 	Completed January 2023

Budget & Finance

Task	Report	Timeline
Council Pay Ordinance	<ul style="list-style-type: none"> • Regulatory Statues: <ul style="list-style-type: none"> - Borough Code – Chapter 43 Sections 2 & 4 - Title 8 PA Cons. Statues – § 1001 E & F • Total Impact = \$3,000/yr once fully implemented • Change in salary is effective at the beginning of the next term of each member of Council <ul style="list-style-type: none"> - Increase only impacts current Councilmembers if they run for and win another term of office 	Nov 2022– Council approved ordinance drafting Jan 2023 – Council approved advertising Feb 2023 – Council enacts ordinance as advertised
FY 2022 Audits	<ul style="list-style-type: none"> • Financial audit – Fieldwork will occur the week of February 21st with Boyer & Ritter to begin the financial audit for FY ending December 31, 2022 • Workers Compensation & Liquid Fuels audits planned to be completed in Q1 2023 	Mar – financial audit fieldwork complete April – DCED-CLGS-30 August – DCED-CLGS-04

Community Outreach

Task	Report	Timeline
Updated Center Square Lighting	<ul style="list-style-type: none"> • New light fixture and pole chosen and ordered • Total cost per light = \$3,000 • Several local sponsors have already made contributions • Borough staff coordinating installation with contractors • Expenses and revenues included in 2023 budget 	Nov 2022 to 2023 – donations received Early 2023 – installation based on weather & contractor availability

<p>Beautification Committee</p>	<ul style="list-style-type: none"> • Council has noted a desire to re-establish a Beautification Committee comprised of community members • This committee will assist in developing and pursuing initiatives promoting the beautification of the Borough • Several residents have volunteered to serve on this committee, staff will also contact more possible members 	<p>Nov 2022 – Council discussed re-establishing committee</p> <p>Mar – potential first public meeting</p>
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Economic Development

Name of Development	Zoning District	Proposed Use/Improvement	Status
<p>Dollar General on N. Antrim Way</p>	<p>HC</p>	<ul style="list-style-type: none"> • Subdivision of parcel 08-2A00.-007.-000000 • Land development plan for the construction of a Dollar General store 	<ul style="list-style-type: none"> • 10/31/2022 – submitted plans • Planning Commission reviewed at 11/14/2022 meeting • Resubmitted plans will be reviewed at the February 13th Planning Commission meeting
<p>Buchanan Flats</p>	<p>R-2</p>	<ul style="list-style-type: none"> • 10 multi-family structures <ul style="list-style-type: none"> - 2 buildings with 48 units in Borough - Total 288 units • Proposed public road in Antrim Township allowing access to the development from Rt. 16 • Agreements to establish: <ul style="list-style-type: none"> - Traffic Signal Monitoring <ul style="list-style-type: none"> ▪ 10 year agreement to monitor and install signal if/when warranted - Cemetery Access Easement <ul style="list-style-type: none"> ▪ Ensures unimpeded cemetery access - Stormwater Operations and Maintenance (O&M) <ul style="list-style-type: none"> ▪ Confirms protection of water quality and BMP maintenance - Developer’s Agreement <ul style="list-style-type: none"> ▪ Outlines all offsite improvements including traffic calming measures 	<ul style="list-style-type: none"> • Concerns over the impact of this development on the level of service on I-81 Exit 5, may require reduction of units in development • Waivers approved for preliminary plan including the location of the proposed connection of Moss Spring Avenue to Rt. 16 • Planning Commission has recommended conditional preliminary plan approval • Traffic calming measure estimate being conveyed to developer as a result of the survey responses provided by current Moss Spring community residents • Time extension from Inch & Co extends deadline for action on the preliminary plan until March 7

Personnel

Task	Report	Timeline
Open Positions to be Filled	<ul style="list-style-type: none"> The Borough is currently hiring for the following positions: <ul style="list-style-type: none"> - Part-Time Receptionist - Part-Time Borough Secretary - Full-Time Public Works Laborer - Part-Time Wastewater Treatment Operator Trainee 	<p>Job descriptions available on Borough website</p> <p>Applications will be accepted until the positions are filled</p>

Public Facilities

Task	Report	Timeline
GIS Mapping	<ul style="list-style-type: none"> Borough-wide GIS mapping efforts began in 2022 <ul style="list-style-type: none"> - Budgeted \$25,000 in 2022 - \$23,840.22 expensed to date Finalizing database and code enforcement module Data sharing agreement with Franklin County provides Borough access to County GIS information \$5,300 budgeted in 2023 to purchase tablets for implementation of the GIS program 	<p>June 2022 – Council approval to begin</p> <p>Aug 2022 to Mar 2023 – ARRO data collection & database building</p> <p>2023 – implementation</p>
N. Carlisle Street Rehabilitation Project	<ul style="list-style-type: none"> The Borough has provided correspondence and notices offering options and timelines for project finalization Staff, legal and engineering involved with negotiations 	<p>July 2022 to current – consistent correspondence</p>
Other Upcoming Projects	<ul style="list-style-type: none"> 2021 CDBG – ADA Ramps <ul style="list-style-type: none"> - Scope: install 20 ADA ramps - Funding: \$110,000 - Timeline: finalize by end of 2023 N. Washington Street Construction <ul style="list-style-type: none"> - Scope: install sidewalks, curbs, base repair, and trees - Funding: DCED & PennDOT multimodal grants submitted for \$300,386.38 - Timeline: finalize by end of 2023 2022 CDBG – Walter Ave & Rt 11 Intersection <ul style="list-style-type: none"> - Funding requested = \$224,153.00 - Scope: install 4 new pedestrian crosswalk signals, 10 ADA ramps, and reconfigure crosswalk walkability - Timeline: finalize by end of 2024 	

<p>Stormwater and MS4</p>	<ul style="list-style-type: none"> • On November 17, 2022, the workgroup established initiatives including increasing public awareness, prioritizing education and public outreach • The next meeting will include reviews on local projects and potential funding sources as well as focus on tasks for progress and involvement 	<p>Feb 16, 2023 at 4pm – public MS4 workgroup meeting</p>
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Public Safety

<p>Green Light Go Grant</p>	<ul style="list-style-type: none"> • Staff submitted an application to PennDOT for a Green Light Go grant to replace outdated traffic controllers at all Borough intersections <ul style="list-style-type: none"> - This project will improve traffic flow and appropriate traffic signaling to ensure public safety - \$229,080.00 in funding requested with a 20% municipal match of \$ 57,270.00 if awarded 	<p>Jan 31, 2023 – application submittal Jul 2023 – award notifications May 2026 – construction completion</p>
<p>Flashing Beacon Repairs at N. Linden Avenue</p>	<ul style="list-style-type: none"> • Accident resulted in the total loss of the flashing beacon on the NW side of the Linden Ave and Rt. 16 intersection • Insurance claim processed and full reimbursement has been received based on contractor quote • Signal contractor ordered parts and will schedule repair 	<p>Dec 2022 – accident Jan 2023 – insurance reimbursement Early 2023 – repair completed</p>

Public Works Department Operational Updates

- Winter weather related responsibilities - snow plowing/shoveling and ice removal
- After hours assistance for sewer blockage on Addison Street
- Organization of subdivision and land development plans at Borough office
- Numerous daily PA One calls processed
- Assisted with the removal of roots at the GAFCWA springhouse
- Coordination with Columbia Gas for gas main replacement projects
- Oversight of construction activities at the Sheetz development project
- Completed plumbing repairs and coordinated carpet cleaning at the Borough office

Sewer Department

Task	Report	Timeline
<p>Updated Sewer Ordinance Chapter 155</p>	<ul style="list-style-type: none"> • Drafted by William Hill and Borough staff • More comprehensive; provides greater protection for the Borough and clearer specification of sewer regulations • Salzman Hughes is currently reviewing the document • Council will review at an upcoming workshop meeting 	<p>Jun 2022 – legal review Feb/Mar 2023 – Council review & advertise Early 2023 – adopt ordinance</p>

Sewer Department Operational Updates

- Assisted the Public Works department with sewer lateral replacement on Addison Street
- Fielded phone calls and showed sewer equipment to numerous potential bidders
- Participated in the public sealed bid opening for the sale of sewer equipment
- In house repairs made to water softener at the WWTP
- Prepared grease trap permits for issuance
- Worked on annual report for DEP to evaluate plant and collection system for adequacies to project future conditions and identify needs
- Use of sewer camera equipment in January included the following areas:
 - Addison Street – inspect and identify location of sewer blockage
 - S. Carlisle Street – inspect mainline, verify integrity of adjacent laterals during scheduled repairs
 - E. Baltimore Street – ruled out a problem suspected by plumber
 - N. Washington Street – assess lateral integrities
- Assisted Public Works and Water departments with the removal of roots at GAFCWA springhouse
- Oversaw the replacement of three sections of sewer main on S. Carlisle Street by T. Byers Excavating
 - Sewer line inspection work by Mr. Rehab had identified deficiencies severe enough to warrant digging and replacing the mainline in these areas.
- List of anticipated rehabilitation work to Mr. Rehab for pricing, work to be completed in 2023