

**Borough of Greencastle
July 2022 Council Meeting
Manager's Report**

Administration

Task	Report	Timeline
Borough Newsletter	<ul style="list-style-type: none"> • Final draft approved by Borough Council • Mercersburg Printing = \$948.08 for printing and mailing • To be mailed by mid-July 	July 15 – mailing

Budget & Finance

Task	Report	Timeline
Quarterly Reporting of Budget to Actual	<ul style="list-style-type: none"> • Staff is preparing a report for Council's review • Presents all accounts and current position • Budgeted revenues and expenses compared to actual 	July 25 – review at workshop
2023 Budget Preparation	<ul style="list-style-type: none"> • Staff is analyzing past budgets to determine prior levels of service in relation to revenues • Budget preparations will begin around July with department heads presenting capital projects to the Borough Manager • Justification sheets will be distributed to department heads in August and completed by the end of September • Tax or sewer rate change set by ordinance, SPIF rate change set by resolution – adopted in December 	July – evaluate past budgets Aug – justification sheets Sep & Oct – meetings Nov – preliminarily adopt Dec – adopt budget, ordinances & resolutions

Community Outreach

Task	Report	Timeline
Updated Center Square Lighting	<ul style="list-style-type: none"> • Staff and Chamber will determine best option for Council review and approval prior to OHW • Staff evaluating cost of additional options: <ul style="list-style-type: none"> - Flowers - Banner brackets - Outlets - Warranty • Prior donors identified, once light chosen staff will reach out to this group first for donating and offer old light 	July – light & pole chosen Aug to Sep – donations received EOY 2022 – installation

Economic Development

Name of Development	Zoning District	Proposed Use/Improvement	Status
Buchanan Flats	R-2	<ul style="list-style-type: none"> • 10 multi-family structures with 30 units per building totaling 300 units • Several areas of stormwater management • Proposed public road in Antrim Township allowing access to the development from Rt. 16 • Planning Commission reviewed the preliminary plans on April 11th 	<ul style="list-style-type: none"> • GAFCWA's engineer is reviewing sourcewater protection area, total capacity request, and Grant Street • Several meetings held in June with development team, engineers, and representatives from Council, PC, and GAFCWA • Staff is working to ensure intersection at Rt 16 will be signalized • Meeting with PennDOT and local representatives being coordinated

Personnel

Task	Report	Timeline
Update Personnel Handbook	<ul style="list-style-type: none"> • Salzmann Hughes provided an estimate of \$2,500 to completely update the Borough's outdated personnel handbook • Staff communicated to Salzmann Hughes approval to begin this work 	<p>May – Council approved cost not to exceed \$2,500</p> <p>July – Council reviews updated draft</p> <p>August – Council adopts</p>
Police Contract Negotiations	<ul style="list-style-type: none"> • The Borough's collective bargaining agreement with the Greencastle Police Department is being negotiated as the current contract expires December 31, 2022 • Meetings are being held with the Personnel Committee, the Borough solicitor, and the bargaining group representing the police department 	<p>April – negotiations began</p> <p>May to Aug – continue negotiations</p> <p>Sept – Council approval of new police contract</p>

Public Facilities

Task	Report	Timeline
GIS Mapping	<ul style="list-style-type: none"> • Budgeted \$25,000 in 2022 for Borough-wide GIS mapping • ARRO presented services at the May 25th workshop • Staff meeting with ARRO to plan mapping, acquire GIS software, set project timeline, and discuss staff training 	<p>June 6 – Council approval to begin</p> <p>July – staff & ARRO plan implementation</p>

<p>2016 CDBG ADA Ramps</p>	<ul style="list-style-type: none"> • Funding = \$49,204.73 • Scope = Install 8 ADA compliant ramps along S. Ridge Ave • Contractor = Canadochly Construction for \$26,225.00 • CO #1 = time extension due to concrete availability • Contract expired May 31st, all work completed was deemed deficient by ARRO • No workers on site since June 8th • Notices provided to necessary parties, liquidated damages at \$500/day 	<p>May 31 – contract expired June – ARRO & Borough notices provided July 9 – terminate contract if no action from July 1st notice Sept 30 – CDBG funding deadline</p>
<p>2017 CDBG S. Jefferson Street Restoration</p>	<ul style="list-style-type: none"> • Funding = \$249,207.36 • Scope = sidewalks, curbing, ADA ramps, driveway aprons, 2” mill and overlay of entire roadway • Contractor = Ganoie Paving for \$216,570.27 • Letters mailed to all impacted residents on S. Jefferson Street noting construction planned June to mid-August • Milling completed exposing poor base conditions, due to limited residential usage no additional scope added for base repairs 	<p>June – construction begins, roadway milling completed Aug – northern block completed by OHW Sept 30 – CDBG funding deadline</p>
<p>2021 CDBG ADA Ramps</p>	<ul style="list-style-type: none"> • Funding = \$110,000 • Scope = Install 20 ADA compliant ramps • Updated project scope and application submitted to Franklin County for DCED approval 	<p>Jan 2023 – bid project Apr 2023 – begin construction Aug 2023 – final completion</p>
<p>N. Carlisle Street Rehabilitation Project</p>	<ul style="list-style-type: none"> • All resident meetings completed, punch list updated accordingly • Council approved the reinstallation of fencing around Jerome King playground • Notice provided to DOLI from ARRO deeming specified work as deficient, required to remedy in 30 days • Subsequent notices being provided to necessary parties, liquidated damages at \$1,000/day plus actual costs 	<p>May 6 – contract expired May 24 – ARRO Notice of Defective Work June – Borough notices provided July 9 – terminate contract if no action from July 1st notice</p>
<p>Vivian Avenue</p>	<ul style="list-style-type: none"> • Borough staff installed signage and completed work on the Luger’s embankment as required per the agreement • Greenworth completed top coat paving on Vivian • Borough work still to be completed: <ul style="list-style-type: none"> - Speed table – authorized at June 27th workshop - Dedication 	<p>May – completed embankment & installed signage July – speed table installed Aug – roadway ordained</p>

<p>N. Washington Street Construction</p>	<ul style="list-style-type: none"> • Columbia Gas is completing a comprehensive gas main replacement project including work on N. Washington St • Columbia Gas will be paving the entire roadway upon the completion of their replacement work • GAFCWA has evaluated the condition of the water main and service lines, only service lines will be replaced • The Borough needs to evaluate sidewalk and curb conditions prior to roadway paving • Columbia Gas has agreed to not pave the roadway until the Borough completes all necessary repairs 	<p>June – staff evaluated curbs and sidewalks</p> <p>July – Council makes determination on scope of project</p> <p>Aug – Columbia Gas project completed, will not pave until Borough notifies</p>
<p>Stormwater and MS4</p>	<ul style="list-style-type: none"> • The members of the MS4 workgroup and Rep. Paul Schemel attended the June 27th Council workshop • Mayor Thomas and ARRO Consulting made presentations at the workshop meeting providing updated information on previous, current, and future stormwater requirements • Staff developing a stormwater action plan and reviewing current stormwater ordinance • The MS4 workgroup will then meet quarterly moving forward with the next meeting planned for September 	<p>June 27 – MS4 presentations at the Council workshop</p> <p>Sep – next MS4 workgroup meeting</p>

Public Safety

Task	Report	Timeline
<p>No Parking & Speed Limit Designations</p>	<ul style="list-style-type: none"> • Some areas painted for no parking but are not ordained • Not all roadways in the Borough have speed limits established by ordinance • Staff and police reviewing areas for no parking and to establish speed limits • Recommendations presented to Council at July 25th workshop • Upon Council approval, staff will draft and advertise an updated ordinance for Chapter 190 of the Borough Code 	<p>July – review of other areas to be addressed</p> <p>Aug – Council approves staff to draft & advertise ordinance</p> <p>Sept – Council enacts ordinance</p>
<p>Special Events Permit</p>	<ul style="list-style-type: none"> • Staff is working with the Borough’s Emergency Management Coordinator to develop a special events permit form to be used for all requested Borough events • Staff is reviewing other local municipalities forms and procedures 	<p>July – draft of special events permit submitted to Council for review</p> <p>Aug – Council approves form and adopts</p>

<p>Dunkin Donuts Traffic Concerns</p>	<ul style="list-style-type: none"> • In June 2021, Mayor Thomas meet with the owner of the business and addressed traffic concerns • Drive thru efficiency practices minimized traffic concerns but are no longer being implemented • Traffic continues to stack in this area due to the drive thru wait times and congestion 	<p>June 14 – staff sent a letter to owners requesting a traffic improvement plan</p> <p>June 28 – staff talked with owners and reviewed concerns</p>
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Public Works Department

Task	Report	Timeline
<p>OHW Preparations</p>	<ul style="list-style-type: none"> • Scraping & painting all yellow curb areas in the Borough • Line painting • Flag replacements • Street sweeping • Overall maintenance improvements & clean-up 	<p>July to August</p>
<p>Dirt & Gravel Road Funding</p>	<ul style="list-style-type: none"> • On April 22nd staff met with Scott Metzger of the Franklin County Conservation District (FCCD) to review funding for paving and/or stormwater projects in the Borough • Areas deemed eligible for funding include S. Seylar Lane and an unpaved alley on S. Jefferson Street • Staff will complete funding applications for projects at both approved alley sites 	<p>July – submit application</p> <p>Dec – funding determination</p>
<p>Street Construction Permit</p>	<ul style="list-style-type: none"> • With large scale construction occurring in the Borough, staff has identified the need for formalized construction planning and permitting • The permit will require contractors to submit a scope of work, insurance information, and anticipated scheduled • The permit fee will cover Borough inspection costs 	<p>July – staff creates application & associated reconstruction specifications</p> <p>Aug – Council reviews</p>

Public Works Operational Updates

- Quarterly meter reads completed for Quarter 2
- Installed handicap signage as approved by Council
- Reviewing annual alley paving scope of work as approved in 2022 budget
- Annual sidewalk evaluations
- Inspect Columbia Gas curb & sidewalk repairs and installation
- Mowing & weed control
- Maintenance of Besore bioswale
- Daily overview of the ADA ramps project
- Coordination with Vivian Avenue paving and estimate requests for speed table

Sewer Department

Task	Report	Timeline
Updated Sewer Ordinance Chapter 155	<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 • Salzmann Hughes is reviewing the document 	<p>June – legal review</p> <p>Aug – Council review</p> <p>Sept – advertise</p> <p>Oct – enact ordinance</p>
Application for Utility Forgiveness	<ul style="list-style-type: none"> • Staff drafted a form which is now required of any resident requesting sewer relief from Borough Council • The form formalizes the forgiveness process and requires the property owner to provide all necessary information and documentation 	<p>June 27 – Council reviewed draft & approved administrative use of form</p>

Sewer Operational Updates

- Transferred influent flow from side #2 to side #1
- Preparing to empty aeration tank and digester #2 for cleaning and replacement
 - Diffusers in side #2 of the aeration basin as side #1 was completed in 2021
- Communication with developers:
 - Attended Buchanan Flats meeting with the development team
 - Reviewed plans for sewer service
 - Provided schematic for discharge piping, pumps, and a new sewer main
 - Met with Otterbein Church representatives concerning new sewer line for building addition
 - In contact with Hidden Key developers regarding sewer requirements
- Identified and are assessing sewer lateral concerns impacting several property owners
 - Engineering plans for rerouting sewer lateral
- Plant maintenance: changed the oil in the gearboxes for the press and associated augers, adjusted bearing collar, changed oil in compressors, replaced air filters
- Completed maintenance at Colonial Drive and Carlisle Street pumping stations
- Evaluated DEP illicit discharge complaint by inspecting several manholes and stormwater inlets
- Reviewed sewer tapping fees charged and unit evaluation at 301 S. Antrim Way