

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

Administration

Task	Report	Timeline
Borough Ordinance Updates	<ul style="list-style-type: none"> • Chapter 86 – Brush, Grass and Weeds • Chapter 132 – Property Maintenance & RVs • Chapter 166 – Stormwater • Chapter 190 – Speed Limits & Parking • Chapter 205 – Pools • Ordinances reviewed at July 25th workshop meeting • Staff will be working with Borough solicitor to update 	<p>Sep – draft updated ordinances</p> <p>Oct – Council review</p> <p>Nov – advertise</p> <p>Dec – adopt ordinances</p>
Borough Council Position Filled	<ul style="list-style-type: none"> • Council accepted Mairose resignation effective July 31st • Three applications received for open position • Council interviewed all applicants and selected Scott Reagan for the Councilmember position • Mr. Reagan's term will end December 31, 2023 with a 2-year term placed on the 2023 Municipal Primary Election • Council will ratify this appointment via resolution as proposed for the September meeting 	<p>Aug 22 – interviews held & appointment</p> <p>Aug 26 – official swearing in by Judge Cunningham</p> <p>Sep 6 – ratify resolution</p>

Budget & Finance

Task	Report	Timeline
Quarterly Reporting of Budget to Actual	<ul style="list-style-type: none"> • Staff has presented a report for Council's review • Displays all accounts and current position • Budgeted revenues and expenses compared to actual 	<p>Sep – Council review</p>
2023 Budget Preparation	<ul style="list-style-type: none"> • Budget preparations are underway with department heads gathering estimates and reviewing capital projects • Justification sheets were distributed to department heads to be completed by the end of September • Budget meetings are planned and will be advertised with the first meeting being held the last week in September • Tax or sewer rate change set by ordinance, SPIF rate change set by resolution – adopted in December 	<p>Aug – justification sheets</p> <p>Sep & Oct – meetings</p> <p>Nov – preliminarily adopt</p> <p>Dec – adopt budget, ordinances & resolutions</p>

Community Outreach

Task	Report	Timeline
Updated Center Square Lighting	<ul style="list-style-type: none"> • A final selection has been made for a new light fixture and pole including an arm attachment and electric receptacle • Prior donors identified, Chamber staff is reaching out to this group first for donating and offering old light • Meeting scheduled with contractor and light provider to discuss installation and availability • Community light donations will be accepted with several potential donors identified based on responses from Borough newsletter 	<p>Sep to EOY – receive donations</p> <p>EOY 2022 – installation based on weather and availability</p>
Keystone Community Program	<ul style="list-style-type: none"> • Council approved staff to submit a grant application for the Keystone Community Program through DCED • Staff worked collaboratively with the developers of the Aura building at 6 E. Baltimore Street to submit an application requesting nearly \$300,000 in funding • Funding received would function as a revolving loan and stay in the Greencastle community supporting future development indefinitely • Borough staff is looking forward to working with this passionate local developer to reestablish an iconic, historical building in our downtown Greencastle 	<p>Aug 31 – application submitted to DCED</p> <p>EOY 2022 – funding determination</p>

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 <ul style="list-style-type: none"> - 2 buildings with 48 units in Borough - Total 288 units • Several areas of stormwater management • Proposed public road in Antrim Township allowing access to the development from Rt. 16 • Staff is working to ensure intersection at Rt 16 will be signalized 	<ul style="list-style-type: none"> • Meeting with PennDOT, Antrim Township and local representatives scheduled for mid-October to review proposed Rt 16 intersection • Planning Commission reviewed revised plans at Aug 29 meeting • GAFCWA's engineer is reviewing sourcewater protection area, total capacity request, and Grant Street • Review letters submitted by ARRO and sewer engineering firm • Resubmittal required for address outstanding comments • Extension provided until Nov 30

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 Salzmann Hughes has provided a draft handbook Personnel committee is reviewing the handbook, adjustments will be made and Council will review the revised updated handbook prior to implementation 	<p>May – Council approved cost not to exceed \$2,500</p> <p>Sep – Council reviews updated draft</p> <p>Oct – 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>Apr – negotiations began</p> <p>May to Oct – continue negotiations</p> <p>EOY – 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 Software acquired for GIS data collection and implementation ARRO began onsite mapping on August 16th Borough-wide database and code enforcement module formatting and creation underway Coordination with Franklin County GIS department and Water Authority engineers to procure and incorporate existing GIS data as available 	<p>June – Council approval to begin</p> <p>Aug to Sep – ARRO data collection & database building</p> <p>Oct – staff training</p> <p>EOY – implementation</p>
2016 CDBG ADA Ramps	<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 Contract expired May 31st, all work completed was deemed deficient by ARRO No workers on site since June 8th Franklin County & CDBG granted 1-year extension Borough installed the final ramp on east side of S. Ridge Ave to improve safety and walkability to school campus Communication continues with contractor to finalize project in a timely manner 	<p>May 31 – contract expired</p> <p>June – ARRO & Borough notices provided</p> <p>Aug – Borough installed final east side ramp</p> <p>Sep – continue to coordinate project finalization</p> <p>Sep 30, 2023 – 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 = Ganoe Paving for \$216,570.27 • Council approved COs for base repairs totaling \$38,688 • Substantial completion declared on August 5 • Punchlist established with minor repairs to be addressed prior to final approval • Coordination with Franklin County for final inspection and reimbursement submittal by the end of the month 	<p>June – construction begins, roadway milling completed</p> <p>Jul – base repairs, concrete work</p> <p>Aug – finalized concrete, top coat paving, punch list items</p> <p>Sep 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</p> <p>Apr 2023 – begin construction</p> <p>Aug 2023 – completion</p>
<p>2022 CDBG Application Walter Ave & Rt 11 Intersection</p>	<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 • Currently this intersection is not safely accessible by pedestrians or those with disabilities • Project will improve public safety and ADA compliance through the intersection and the surrounding area 	<p>Jul 2022 – application submitted to Franklin County</p> <p>Dec 2022 – funding determination</p> <p>Jun 2023 – bid project</p> <p>Nov 2023 – completion</p>
<p>N. Carlisle Street Rehabilitation Project</p>	<ul style="list-style-type: none"> • All resident meetings completed, punch list updated accordingly, safety concerns addressed by Borough • Fencing reinstalled around Jerome King playground • Notice provided to DOLI from ARRO deeming specified work as deficient, required to remedy in 30 days • Subsequent notices provided to necessary parties • ARRO submitted estimate to complete all outstanding punch list items and correct vandalized sidewalks • Borough solicitor drafting response to DOLI regarding project finalization 	<p>May 6 – contract expired</p> <p>May 24 – ARRO Notice of Defective Work</p> <p>Jun & Jul – Borough notices provided</p> <p>Aug & Sep – correspondence with DOLI to determine finalization options</p>
<p>Vivian Avenue</p>	<ul style="list-style-type: none"> • The Borough has completed all required work per the executed agreement including signage, embankment work, speed table and pavement markings • Greenworth completed top coat paving on Vivian • Council will ordain the roadway at its October meeting 	<p>May – completed embankment & installed signage</p> <p>Aug – speed table & pavement marking</p> <p>Oct – 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 pave the roadway in conjunction with the Borough's more comprehensive reconstruction plan • GAFCWA evaluated the condition of the water main and service lines, only service lines will be replaced • The Borough evaluated sidewalk and curb conditions, ARRO provide an estimated cost for the total project cost • Borough staff submitted a DCED multimodal grant application for \$300,386.38 in funding to complete the project including sidewalks, curbs, base repair, and trees 	<p>Jun – staff evaluated curbs and sidewalks</p> <p>Jul 31 – submittal of grant application</p> <p>Aug – Columbia Gas project completed, will not pave until Borough notifies</p> <p>Jan 2023 – funding determination</p>
<p>Stormwater and MS4</p>	<ul style="list-style-type: none"> • Council and members of the MS4 workgroup attended the June 27th Council workshop to review updated information on stormwater requirements • The workgroup will be developing a stormwater action plan and reviewing current stormwater ordinance • Staff is analyzing previously engineered stormwater projects to assess possible stormwater infrastructure projects for the ARPA funds 	<p>Jun 27 – MS4 presentations at the Council workshop</p> <p>Sep 15th at 4pm – next MS4 workgroup meeting</p> <p>Sep – 2nd ARPA allocation</p>

Public Safety

Task	Report	Timeline
<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 for events • Once revisions received from EMC, Council will review and adopt the form for implementation 	<p>Aug – draft of special events permit submitted to EMC for review</p> <p>Oct – Council reviews form & 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 effectively • Traffic continues to stack in this area due to drive thru wait times and congestion • Owner ensured a traffic plan would be submitted based on an estimate received from line painting contractor • Mayor Thomas and staff has spoken with the owner several times, traffic plan submitted to Borough Sep 6th 	<p>Jun 14 – staff sent a letter to owners requesting a traffic improvement plan</p> <p>June, July, August – staff & Mayor continue to communicate with owner</p> <p>Sep – traffic plan implemented</p>

Public Works Department

Task	Report	Timeline
Dirt & Gravel Road Funding	<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>Oct – finalize application for submittal</p> <p>Dec – funding determination</p>
Street Construction Permit	<ul style="list-style-type: none"> • With large scale construction occurring in the Borough, staff identified the need for formalized construction planning and permitting • The permit requires contractors to submit a scope of work, insurance information, and anticipated schedules • The permit fee will cover Borough inspection costs • Permit form is now being utilized, submitted to Shentel for their installation work planned for 2023 	<p>Jul – staff creates application & associated reconstruction specifications</p> <p>Aug – form established for utilization</p>

Public Works Operational Updates

- Mowing, weed control, shade tree watering, maintenance of Besore bioswale
- Daily assistance with Old Home Week activities
- Spouting repairs over mural on Baltimore Street railroad underpass
- Coordination of speed table striping on Vivian Avenue
- Line painting at crosswalks and light timing reconfiguration for pedestrian signals around the GASD campus
- Swale maintenance along Baumgardner Drive
- Assessed new contractors for traffic signal maintenance services as current provider (PERCS) is no longer in business
 - Executed an agreement with Signal Service, Inc. for emergency response services and annual preventative traffic signal maintenance

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 • Ordinance will be reviewed with rest of ordinance modifications 	<p>Jun – legal review</p> <p>Oct – Council review</p> <p>Nov – advertise</p> <p>Dec – adopt ordinance</p>

Sewer Operational Updates

- Assistance provided for the set up and removal of the shed on the square for Old Home Week
- Reviewed Buchanan Flats land development plan submittal for sewer service and capacity requests
 - Determined the proposed additional sewer flows in sewer collection system and at the plant would not exceed our capacity for wastewater treatment.
- Pumped down side #2 aeration basin and digester
 - Contractor to be onsite the first week of September to vacuum and clean both basins
- Procured quotes for sewer main repairs and replacement on S. Carlisle Street
 - Contractor estimates included Mr. Rehab, Scott’s Hauling & Excavating, and T. Byers Contracting with costs ranging from approximately \$40,000 to 12,750.00.
 - Council will be reviewing the lowest quote of \$12,750.00 provided by T. Byers at their September meeting
- Annual biosolids testing completed
 - More intensive testing than normal daily biosolids sampling
 - Requires sampling at multiple locations and at various depths from the biosolids pile located on the biosolids storage pad at the Waste Water Treatment Plant
 - Coordinated efforts for sampling with help from the Public Works Department staff
 - Once passing results are received a local farmer will haul away the biosolids
- Ganoë Paving removed the obsolete primary clarifier structure & seeded area
- Primed and seal coated side #2 of clarifier wall and contact basin main wall surfaces with epoxy
- Requested and reviewed estimates for driveway paving as budgeted
 - Lowest quote received was from Ganoë Paving for \$9,855.00
 - Borough will supply asphalt purchased at COSTARS pricing from St. Thomas Development