

**Borough of Greencastle
October 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 • Draft ordinances reviewed at September 26th workshop <ul style="list-style-type: none"> - Additional changes requested, staff revising for review at November workshop 	<p>Oct – staff revising updated ordinances</p> <p>Nov – Council review</p> <p>Dec – advertise</p> <p>Jan 22 – adopt ordinances</p>
Update Resolution for Public Meetings & Decorum	<ul style="list-style-type: none"> • Council requested staff revise current Resolution 2013-04 which established public comment procedures • Reviewed at September 26th workshop, the revised resolution establishes the following: <ul style="list-style-type: none"> - Clear definitions for meeting types, participants, and order of business - Group statements, length of comments, and rules of conduct for the public and Council - Restrictions for the use of recording devices - Guidelines for Councilmembers ethical conduct 	<p>Aug 22 – reviewed updated resolution, staff made revisions</p> <p>Sep 26 – reviewed revised draft resolution</p> <p>Oct 3 – adopt resolution</p>

Budget & Finance

Task	Report	Timeline
2023 Budget Preparation	<ul style="list-style-type: none"> • Budget preparations are underway with all meetings open to the public as scheduled and advertised • Justification sheets are completed and capital items have been reviewed by the Budget & Finance committee • Tax and sewer rate changes 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 new light fixture and pole including an arm attachment and electric receptacle Borough staff is taking a more involved position with this project and installation <ul style="list-style-type: none"> Staff contacting light supplier to determine availability Meeting being scheduled with electrician to determine the final cost per light and timeline for installation Chamber staff will focus on reaching out to potential donors with many already identified 	<p>Oct to EOY – donations received</p> <p>EOY 2022 – installation based on weather and availability</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 and local representatives scheduled for mid-October to review signalization of Rt 16 intersection Planning Commission reviewed revised plans at Aug 29 meeting G AFCWA’s engineer is reviewing sourcewater protection area, total capacity request, and Grant Street ARRO submitted 3 review letters and comments Resubmittal required for address outstanding comments Extension provided until Nov 30

Personnel

Task	Report	Timeline
Update Personnel Handbook	<ul style="list-style-type: none"> Council approved cost of \$2,500 for Salzman Hughes to update the Borough’s outdated personnel handbook Salzman Hughes has provided a draft handbook Personnel committee is reviewing the handbook, adjustments are being made Council will review the revised updated handbook 	<p>May – Council approved cost not to exceed \$2,500</p> <p>Oct – Council reviews updated draft</p> <p>Nov – Council adopts</p>

<p>Police Contract Negotiations</p>	<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 May to Oct – continue negotiations EOY – Council approval of new police contract</p>
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Public Facilities

Task	Report	Timeline
<p>GIS Mapping</p>	<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 gathering data and 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 available 	<p>June – Council approval to begin Aug to Oct – ARRO data collection & database building Oct – staff training EOY – 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 • Original contractor was Canadochly Construction with an initial bid amount of \$26,225.00 <ul style="list-style-type: none"> - Contract expired May 31st, all work completed was deemed deficient by ARRO, no workers 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 • Council approved final termination of the contract with Canadochly and the rebidding of the project • Final notice of termination submitted to Canadochly on September 30th • Project is current advertised for bidding with bid opening scheduled for October 18th 	<p>May 31 – contract expired Aug – Borough installed final east side ramp Sep 26 – Council approval to terminate contract Oct 18 – bid opening for advertised project Dec 15 – final construction completion date Sep 30, 2023 – 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 • Staff to update scope for County and DCED approval due to Columbia Gas installation of several identified ramps 	<p>Feb 2023 – bid project Apr 2023 – begin construction 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>Nov 2023 – bid project</p> <p>Sep 2024 – completion</p>
<p>N. Carlisle Street Rehabilitation Project</p>	<ul style="list-style-type: none"> • ARRO submitted estimate to complete all outstanding punch list items and correct vandalized sidewalks • Amount determined as potential funds payable to contractor based on acceptable work completed • Correspondence and notices provided from Borough • Solicitor drafting updated response to DOLI regarding project finalization 	<p>May 6 – contract expired</p> <p>Aug to Oct – 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 adjustment, speed table and warning pavement markings • Greenworth completed top coat paving • Council will ordain the roadway pending signatures by all interested parties • Once accepted and ordained, barricades will be removed and the road will be open to public 	<p>May – completed embankment & installed signage</p> <p>Aug – speed table & pavement marking</p> <p>Nov – roadway ordained & opened</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 project • The Borough evaluated sidewalk and curb conditions, ARRO provided 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 • Staff will submit a supplementary grant to PennDOT for additional funding 	<p>Jun – staff evaluated curbs and sidewalks</p> <p>Jul 31 – submittal of DCED grant application</p> <p>Oct – PennDOT grant submittal</p> <p>Mar 2023 – funding determinations</p>
<p>Stormwater and MS4</p>	<ul style="list-style-type: none"> • September 15th the workgroup met and discussed the following topics: <ul style="list-style-type: none"> - GIS mapping, stormwater ordinance, possible areas of study for projects, and overall workgroup initiatives 	<p>Nov 17th at 4pm – next MS4 workgroup meeting</p>

Public Safety

Task	Report	Timeline
Special Events Permit	<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 reviewed other local municipalities forms and procedures for events • Once revisions received from EMC, Council will review and adopt form for implementation 	<p>Aug – draft of special events permit submitted to EMC for review</p> <p>EOY – Council reviews form & adopts</p>
Dunkin Donuts Traffic Concerns	<ul style="list-style-type: none"> • Traffic continues to stack in this area due to high customer volumes, drive thru wait times and congestion • A traffic plan was submitted and reviewed by Borough Council September 6th with following comments provided to the owner including: <ul style="list-style-type: none"> - 2 lines of traffic entering from E. Baltimore Street - Implementation of on-site traffic controls - Additional/modified positioning of staff as needed outside for order processing and traffic management - Related informational material dispersed to customers 	<p>Jun 14 – requested traffic improvement plan</p> <p>June to August – communication with owner</p> <p>Sep – traffic plan received</p> <p>Oct – traffic plan implementation</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>
Leaf Collection Program	<ul style="list-style-type: none"> • Leaf collection to begin the week of Monday, October 10th • Same weekly schedule for pickup locations as previous years • Program guidelines: <ul style="list-style-type: none"> - Leaves must be piled on curbs away from any storm drains or impediment to the collection truck - Leaves cannot be bagged or otherwise contained - No tree limbs or other yard waste will be accepted 	<p>Oct 10 – begin leaf collection</p> <p>Leaf collection program will end when it is determined leaves are no longer falling</p>

Public Works Operational Updates

- Mowing, weed control, maintenance of Besore bioswale
- Procured estimates for the installation of spouting to protect the newly painted mural
- Began coordination with contractors for Center Square lighting improvements
- Completed all 2023 budget justification sheets including capital expense requests
- Shade tree planting for 2022 scheduled for fall

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>Nov – Council review</p> <p>Dec – advertise</p> <p>Jan 22 – adopt ordinance</p>

Sewer Operational Updates

- Coordinated the clean out of the anoxic zones, aeration tank, and side #2 of the digester
 - Staff replaced all the diffusers in the aeration tank while it was empty for cleaning
- 2023 budget justification sheets completed and submitted
- Cleaned clarifier #2 for inspection
 - Attached new brackets for skimming plates as original hardware had deteriorated
 - Routine maintenance completed on clarifier while empty including changing the oil in the mixers, screw pump drive, Gasho blowers and clarifier drive unit
- Contractor completed driveway paving from Grant Shook Road to the control building as budgeted and approved