

**Borough of Greencastle
November 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 185 – Taxation • Chapter 190 – Speed Limits & Parking • Chapter 205 – Pools • Draft ordinances reviewed at September & October workshops, ready to be advertised 	<p>Oct – Council reviewed and staff updated ordinances</p> <p>Nov – advertise</p> <p>Dec – adopt ordinances</p>
Resolution 2022-09 Tax Collector Fee Schedule	<ul style="list-style-type: none"> • Tax collector representative approached Borough Manager regarding increasing the fee for tax certification <ul style="list-style-type: none"> - For certifications, tax collector must review current and prior Borough & school taxes then provide written documentation - \$20 is consistent with other municipal tax collectors - Fee is charged to third parties not taxpayers 	<p>Nov – adopt resolution</p>

Budget & Finance

Task	Report	Timeline
2023 Budget Preparation	<ul style="list-style-type: none"> • All budgets are prepared and balanced for Council review and approval to advertise for public inspection • Highlights of the 2023 budgets include: <ul style="list-style-type: none"> - Sustained municipal services - No additional staff positions - No increase to sewer or stormwater rates - 1 mill increase to real estate tax millage rate • Real estate tax millage set by ordinance to be adopted in December 	<p>Nov – preliminarily adopt & approve advertisement</p> <p>Dec – adopt budget & R/E tax ordinance</p>

Council Pay Ordinance	<ul style="list-style-type: none"> • Reviewed at May Council Workshop • Regulatory Statues: <ul style="list-style-type: none"> - Borough Code – Chapter 43 Sections 2 & 4 - Title 8 PA Cons. Statues – § 1001 E & F • Impact of Pay Increase as Proposed: <ul style="list-style-type: none"> - Council President & Vice President = \$600/yr increase - Mayor & remaining Council = \$300/yr increase - Total increased expense = \$3,000 annually 	<p>May – Council reviewed option of pay increase</p> <p>Nov – approve drafting on ordinance</p> <p>Dec – authorize ordinance advertising</p>
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Community Outreach

Task	Report	Timeline
Updated Center Square Lighting	<ul style="list-style-type: none"> • New light fixture and pole chosen • Meetings have occurred with contractors and all estimates have been received <ul style="list-style-type: none"> - Total cost per light = \$3,000 - Cost includes fixture, pole, receptacle, arm, donor plaque, and installation - 6 – 8 week lead time until lights will be delivered • Chamber staff will focus on reaching out to potential donors with many already identified • Budgeted expense and revenue for all costs and reimbursement included in 2023 budget 	<p>Nov to 2023 – donations received</p> <p>Early 2023 – installation based on weather and contractor availability</p>
Keystone Community Grant Application	<ul style="list-style-type: none"> • Grant application submitted in August to support the Aura Building renovation project at 6 E. Baltimore Street • The Borough was notified by the grant reviewer of additional funds available under the grant <ul style="list-style-type: none"> - The new resolution is reflective of the increased funding request from \$213,300.00 to \$301,168.00 	<p>Aug 31 – application submitted</p> <p>Nov 7 – new resolution submitted</p> <p>EOY 2022 – funding determination</p>

Economic Development

Name of Development	Zoning District	Proposed Use/Improvement	Status
Storage Building at 301 S. Antrim Way	HC	<ul style="list-style-type: none"> • Installation of a 5600 SF storage building 	<ul style="list-style-type: none"> • Reviewed by the Planning Commission in October meeting • All comments addressed, recommend approval

Dollar General on N. Antrim Way	HC	<ul style="list-style-type: none"> Subdivision of parcel 08-2A00.-007.-000000 for the installation of a separate Dollar General store 	<ul style="list-style-type: none"> Preliminary plans received Oct 31st Engineers reviewing plans Planning Commission to review at November 14th meeting
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 establish an agreement for a signal at the Rt 16 intersection 	<ul style="list-style-type: none"> Meeting held on Oct 13th with PennDOT and local representatives to review signalization of Rt 16 intersection PennDOT unwilling to consider a traffic light with current TIS data PC Chairman and Borough Manager attending Antrim Township meeting to review concerns over the Moss Spring connection Planning Commission to review at November 14th meeting

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 provided a draft handbook Personnel committee and Council reviewed the handbook and staff made requested revisions Finalized handbook will be adopted when police contract negotiations are complete 	<p>May – Council approved cost not to exceed \$2,500</p> <p>Oct – Council reviewed updated draft</p> <p>Dec – 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 EOY – continue negotiations</p> <p>EOY – Council approval of police contract</p>
Open Positions to be Filled	<ul style="list-style-type: none"> Upon the resignation of some wonderful employees, the Borough is currently hiring to fill the following positions: <ul style="list-style-type: none"> - Part-Time Receptionist - Part-Time Borough Secretary - Full-Time Public Works Laborer 	<p>Job descriptions are available on the 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"> Budgeted \$25,000 in 2022 for Borough-wide GIS mapping Borough-wide database and code enforcement module formatting and creation underway Franklin County GIS department and Water Authority engineers are providing existing GIS data to incorporate Budgeted \$5,300 for tablets in 2023 to be shared among General, Sewer, Stormwater, and Water funds 	<p>June – Council approval to begin</p> <p>Aug to EOY – ARRO data collection & database building</p> <p>EOY – implementation</p>
2016 CDBG ADA Ramps	<ul style="list-style-type: none"> Funding = \$49,204.73 Scope = Install ADA compliant ramps along S. Ridge Ave Work done by original contractor deemed deficient <ul style="list-style-type: none"> Franklin County & CDBG granted 1-year extension Borough installed the remaining ramp on east side of S. Ridge Ave to allow for walkability to school campus Council approved final termination of the contract with Canadochly and the rebidding of the project Ganoe Paving awarded as lowest responsible bidder for an initial contract price of \$42,107.30 for the completion of the 4 ADA ramps on the west side of S. Ridge Avenue <ul style="list-style-type: none"> Contract and schedule to be submitted Project completed by December 15, 2022 	<p>Oct 18 – bid opening for advertised project</p> <p>Oct 31 – award contract to Ganoe Paving</p> <p>Nov – contract & schedule submitted, work to begin</p> <p>Dec 15 – final construction completion date</p> <p>Sep 30, 2023 – CDBG funding deadline</p>
2021 CDBG ADA Ramps	<ul style="list-style-type: none"> Funding = \$110,000 Scope = Install 20 ADA compliant ramps Staff to update scope for County and CDBG approval due to Columbia Gas installation of several identified ramps 	<p>Feb 2023 – bid project</p> <p>Apr 2023 – begin construction</p> <p>Aug 2023 – completion</p>
2022 CDBG Application 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 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>Dec 2023 – bid project</p> <p>Sep 2024 – completion</p>

<p>N. Carlisle Street Rehabilitation Project</p>	<ul style="list-style-type: none"> • ARRO submitted an 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 offering options for finalization 	<p>May 6 – contract expired Aug to Nov – correspondence with DOLI to determine finalization options</p>
<p>Vivian Avenue</p>	<ul style="list-style-type: none"> • The Borough completed all required work per the executed agreement including signage, embankment adjustment, speed table and warning pavement markings • Greenworth completed top coat paving • A final Deed of Dedication has been drafted and is being signed by all required parties • Once accepted and ordained, barricades will be removed and the road will be open to public 	<p>May – completed embankment & installed signage Aug – speed table & pavement marking 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 streetscape project • 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>Jul 31 – submittal of DCED grant application Nov – PennDOT grant submittal 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>
<p>PennDOT Traffic Signal Maintenance Agreement</p>	<ul style="list-style-type: none"> • Per Pa Code § 212.5(c)(1), local municipalities are responsible for the installation, revision, maintenance, operation and removal of traffic signals within their boundaries with PennDOT permission • Municipalities are required to enter into an agreement with PennDOT to ensure the proper maintenance and timing of traffic lights • A current Traffic Signal Maintenance Agreement (TSMA) is required prior to the submittal of any signal permits or permit revisions <ul style="list-style-type: none"> - Based on revisions needed for Washington Street permit, the Borough must submit a TSMA 	<p>Nov – complete & submit agreement to PennDOT</p>

Public Safety

Task	Report	Timeline
Dunkin Donuts Traffic Concerns	<ul style="list-style-type: none"> • After the Borough's direction was provided to the owner the following changes have occurred: <ul style="list-style-type: none"> - Painting of 2 lines of traffic from E. Baltimore Street - Additional staffing outside for order processing and traffic management • Traffic flow has improved overall <ul style="list-style-type: none"> - Owner must ensure that customers are utilizing both lanes and understand planned flow 	<p>Sep – traffic plan received</p> <p>Oct – traffic plan implementation</p>
Rt. 16 and S. Ridge Avenue Crosswalk	<ul style="list-style-type: none"> • Letter co-signed by the Borough Manager and school district superintendent has been submitted to PennDOT • PennDOT representatives provided the following options: <ul style="list-style-type: none"> - Removal of the crosswalk – PennDOT noted the crosswalk can be removed but ramps must remain - Submit for grant funding to install a flashing beacon and additional signage at this crosswalk • Grant options including ARLE and Green Light Go are being reviewed 	<p>Oct 4 – letter submitted to PennDOT</p> <p>Oct 19 – initial phone call with PennDOT</p> <p>Nov 7 – zoom meeting to discuss flashing beacon & funding</p>

Public Works Department

Task	Report	Timeline
Leaf Collection Program	<ul style="list-style-type: none"> • Leaf collection began the week of Monday, October 10th • Same weekly schedule for collection as in 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>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
- Electrical work completed on several vehicles and equipment to ensure all lights are fully functional
- Continued coordination with contractors for Center Square lighting improvements
- Numerous daily PA One calls processed
- Coordination with Columbia Gas for gas main replacement projects
- Trainings Completed: PA Flagging Certification course and PA One Call training

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• Salzman Hughes is reviewing the document• Ordinance will be reviewed with rest of ordinance modifications	Jun – legal review Nov – Council review Dec – advertise Jan 22 – adopt ordinance

Sewer Operational Updates

- John Deere tractor as budgeted for in 2022 was received
 - Preparing to sell older Massey Ferguson tractor
- Mr. Rehab completed relining work on N. Jefferson Street and S. Carlisle Street
 - Staff will be reviewing post inspection reports to evaluate infrastructure
- Main digester emptied and cleaned
 - Installed new diffusers
- Variable frequency drives and controls for Gasho blowers were delivered and Anytime Electric will be installing the equipment in November
- Control building roof cleaned as required annually per the warranty
- Plant and pumping station generators serviced
- Maintenance completed on side 1 of the clarifier