

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

Administration

Task	Report	Timeline
Ordinance 2022-06: Chapter 185	<ul style="list-style-type: none"> • Act 57 requires the Borough to enact an ordinance by January 9, 2023 • This ordinance establishing a procedure by which a tax collector can waive additional charges if a taxpayer did not receive a tax notice • All conditions of the state waiver request form must be met and submitted with full face value payment • Ordinance advertised November 22nd 	<p>Oct – Council reviewed</p> <p>Nov 15 – Council approved advertisement</p> <p>Nov 22 – advertised</p> <p>Dec 5 – Council adopts ordinance</p>

Budget & Finance

Task	Report	Timeline
2023 Budget Preparation	<ul style="list-style-type: none"> • All budgets are prepared and balanced, Council authorized advertisement 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 established by proposed Ordinance 2022-07 • Real estate tax millage set by ordinance as advertised November 18th 	<p>Nov 18 – public inspection advertisement</p> <p>Dec 5 – adopt budgets & enact R/E tax ordinance</p>
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 <ul style="list-style-type: none"> - Council President & Vice President = \$600/yr increase - Mayor & remaining Council = \$300/yr increase • Change in salary is effective at the beginning of the next term of the member of Council <ul style="list-style-type: none"> - Increase would only impact current Councilmembers if they ran for and won another term of office 	<p>May – Council reviewed pay increase</p> <p>Nov – Council approved ordinance drafting</p> <p>Dec – staff drafts, Council reviews, advertise</p> <p>Jan 2023 – Council enacts ordinance</p>

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 <ul style="list-style-type: none"> - Cost includes fixture, pole, receptacle, arm, donor plaque, and installation - 6 – 8 week lead time until lights will be delivered • Chamber staff is currently reaching out to potential donors with several already identified • Borough staff coordinating installation with contractors • 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>

Economic Development

Name of Development	Zoning District	Proposed Use/Improvement	Status
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 • Planning Commission reviewed at November 14th meeting • Many outstanding comments, resubmission required
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 • 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"> • PennDOT unwilling to consider a traffic light at the Rt. 16 intersection with current TIS data • Planning Commission recommended preliminary plan approval at November 14th meeting with several conditions • Waivers as recommended by the PC were reviewed by Council at the Nov 28th workshop and tabled back to the PC for further review and recommendation • Survey being provided to Moss Spring residents for input on traffic calming options

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 • Personnel committee and Council reviewed the draft handbook and staff made requested revisions • Finalized handbook will be adopted when police contract negotiations are complete 	<p>Oct – Council reviewed updated draft</p> <p>Council adopts when police contract is finalized</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 - Part-Time Wastewater Treatment Operator Trainee 	<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 • Data being incorporated from Franklin County GIS department and Water Authority engineers • 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 • Gano 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"> - All work completed, punchlist being finalized - Project completed by December 15, 2022 	<p>Nov – all work including, curbs, sidewalks, ramps, paving & striping</p> <p>Dec 15 – final completion date</p> <p>Sep 30, 2023 – CDBG funding deadline</p>

<p>N. Carlisle Street Rehabilitation Project</p>	<ul style="list-style-type: none"> • ARRO provided an estimate of the total cost to complete outstanding punch list items and fix vandalized sidewalks • The Borough has provided correspondence and notices offering options and timelines for finalization • Staff, legal and engineering involved with negotiations 	<p>May 6 – contract expired Aug to Dec – correspondence between DOLI & Borough</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 • A final Deed of Dedication has been signed by all parties to ordain the roadway for dedication to the Borough • Once Deed of Dedication is recorded, 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 Dec – roadway opened</p>
<p>Other Upcoming Projects</p>	<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 17th the workgroup met and discussed initiatives such as increasing public awareness, prioritizing education and public outreach 	<p>Feb 2023 – next MS4 workgroup meeting, will be advertised</p>

Public Safety

<p>Ordinance 2022-03: Chapter 86 & 132</p>	<ul style="list-style-type: none"> • Allows for the enforcement of accessibility • Increased regulations requiring the removal of obstructions from sidewalks • Defines and provides restrictions for composting systems and adds yard waste to the list of enforceable property maintenance nuisances 	<p>Sep to Nov – Council reviewed Nov 22 – advertised Dec 5 – Council adopts ordinance</p>
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Ordinance 2022-04: Chapter 190	<ul style="list-style-type: none"> • Establishes speed limits on all Borough roadways & alleys • Formalizes speed limit in the current school zone • Creates no parking restriction on S. Washington Street at the intersection of Crowell Lane 	<p>Sep to Nov – Council reviewed</p> <p>Nov 22 – advertised</p> <p>Dec 5 – Council adopts ordinance</p>
Ordinance 2022-05: Chapter 205	<ul style="list-style-type: none"> • Establishes requirements for fencing for any pool with a depth of 2 feet or greater • Defines private outdoor swimming pools to include any pools, hot tubs, and spas which are equal to or greater than 2 feet deep 	<p>Sep to Nov – Council reviewed</p> <p>Nov 22 – advertised</p> <p>Dec 5 – Council adopts ordinance</p>

Public Works Department

Task	Report	Timeline
Leaf Collection Program	<ul style="list-style-type: none"> • During the leaf collection program the Public Works staff collected over 165,000 lbs of leaves! • This program has been a huge daily undertaking for the Public Works team especially while being understaffed. • Based on the positive feedback from many Borough residents, the Borough will continue to provide seasonal leaf collection services in the future. 	Leaves collected from October 10 th to December 2 nd
Hometown Hero Banner Removal	<ul style="list-style-type: none"> • The Hometown Hero banners were installed by the Public Works staff in May • Banners will be taken down in December through coordination with the Greencastle-Antrim Chamber of Commerce 	Dec – banners removed

Public Works Operational Updates

- Maintenance of Besore bioswale
- Assistance with holiday preparations
 - Cleaning prior to and after all downtown holiday events
 - Deploying no parking signage for the Christmas parade and Heritage Christmas events
 - Positioned the Holiday House and Santa’s Mailbox on the square as requested
- Numerous daily PA One calls processed
- Coordination of shade tree plantings
- Street sweeping & inlet clearing
- Coordination with Columbia Gas for gas main replacement projects
- Oversight of Sheetz development project
- Numerous sign repairs as needed

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 currently reviewing the document• Council will review this extensive ordinance at an upcoming workshop meeting	Jun – legal review Jan 2023 – Council review & advertise Feb 2023 – adopt ordinance

Sewer Operational Updates

- Concrete maintenance on garage bay and clarifier wall #1
- Changed oil in the side #1 clarifier drive unit and return pump, Landia mixers, and pumps at all the pumping stations
- Prepared tractor and spreader for sale and communicated with advertising companies
- Anytime Electric started the installation of new VFD's, Capital Tristate assisting
- Bulk delivery of lime received for biosolids
- Local farmer hauled away a load of biosolids, occurs twice a year
- Began preliminary work on the annual Biosolids and Chapter 94 reports