

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

Administration

Task	Report	Timeline
Borough Newsletter	<ul style="list-style-type: none"> Draft newsletter reviewed at the April 25th workshop Vice President Shafer to meet with staff to provide input and feedback Once format is decided, staff will acquire pricing options 	May 23 – Draft review June 30 – Mailing
Website Audit	<ul style="list-style-type: none"> Comprehensive overview of the Borough website 	May 31 – updates completed

Budget & Finance

Task	Report	Timeline
Quarterly Reporting of Budget to Actual	<ul style="list-style-type: none"> Staff will be preparing a report for Council's review Presents all accounts & current position Budgeted revenues and expenses compared to actual 	May 23 – Draft review June 30 – Mailing
2023 Budget Preparation	<ul style="list-style-type: none"> 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 	Aug – justification sheets Sep & Oct – meetings Nov – preliminarily adopt Dec – adopt budget, ordinances & resolutions

Community Outreach

Task	Report	Timeline
High Line Train Station Collaboration	<ul style="list-style-type: none"> March 15th – staff submitted DCED grant application Requested \$355,000 to replace roof and front portico Resolution 2022-02 passed in support & cooperative agreement signed 	EOY 2022 – funding decision
Updated Center Square Lighting	<ul style="list-style-type: none"> Staff is working with the Chamber of Commerce Options will be presented to Council for review at the May 25th workshop meeting 	Sep – donations received EOY 2022 – installation

Economic Development

Name of Development	Zoning District	Proposed Use/Improvement	Status
Hidden Key Brewery	Community Commercial	Accessory building to be used for brewing and storage	<ul style="list-style-type: none"> • Planning Commission to review at May 9th meeting
Sheetz	Highway Commercial	Lot consolidation for the construction of a new Sheetz gas and convenience store at the intersection of Rt. 11 & Rt. 16	<ul style="list-style-type: none"> • 2021 – Council approved subdivision plan for lot consolidation & N. Carl Avenue vacation request • Land development plan submitted to the Planning Commission for review at May 9th meeting
Buchanan Flats	R-2	10 multi-family structures with 30 units per building totaling 300 units, several areas of stormwater management, and a proposed public road allowing access to the development from Rt. 16	<ul style="list-style-type: none"> • GAFCWA’s engineer is reviewing sourcewater protection area and total capacity request • ARRO Consulting initial comments submitted to the developer • Planning Commission reviewed the preliminary plans on April 11th • 90 day extension requested & approved by the developer.

Personnel

Task	Report	Timeline
Hire Billing & Accounting Coordinator	<ul style="list-style-type: none"> • Victoria Ritchey has been selected as the most qualified candidate for this position. • Victoria has over 23 years of accounting & administrative experience and will be an excellent addition to the Borough staff. 	May 2, 2022
Update Personnel Handbook	<ul style="list-style-type: none"> • Salzmann Hughes has provided an estimate to completely update the Borough’s outdated personnel handbook. • Estimated cost not to exceed \$2,500 	<p>May – Council approves estimated cost</p> <p>July – Council reviews updated draft</p> <p>August – Council adopts</p>

Public Facilities

Task	Report	Timeline
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 CO #1 = time extension due to concrete availability 	<p>May 18 – Substantial Completion</p> <p>May 31 – Final Completion</p>
2017 CDBG S. Jefferson Street Restoration	<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 = Ganoë Paving for \$216,570.27 Contract, bonds, and insurances are being reviewed by Salzman Hughes 	<p>June – construction begins</p> <p>Aug – northern block completed by OHW</p> <p>Sep 30, 2022 – CDBG funding deadline</p>
2021 CDBG ADA Ramps	<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 – final completion</p>
N. Carlisle Street Rehabilitation Project	<ul style="list-style-type: none"> Staff is responding to letters received from impacted residents and setting up meetings as requested to review outstanding issues. Council approved the reinstallation of fencing around Jerome King playground. Council will review a time extension request for final completion as submitted by DOLI Construction. 	<p>May 6 – final completion deadline</p>
Handicap Parking Ordinance	<ul style="list-style-type: none"> Council approved the creation and advertisement of an ordinance for handicap parking at 153 S. Carlisle St Additional request for handicap parking at 45 N. Carlisle St Ordinance for both requests to be advertised together 	<p>May – Council approves advertisement</p> <p>June – Council enacts ordinance</p>
Vivian Avenue	<ul style="list-style-type: none"> All parties have signed all related agreements Greenworth to pave top coat by July Borough work still to be completed: <ul style="list-style-type: none"> - Speed table - Signage - Embankment - Dedication 	<p>May – Council reviews secondary agreement</p> <p>June – embankment work & signage</p> <p>July – top coat, speed table, ordained</p>
GIS Mapping	<ul style="list-style-type: none"> Budgeted \$25,000 in 2022 for Borough-wide GIS mapping 	<p>May 25 – ARRO presentation</p>

Public Safety

Task	Report	Timeline
Police License Plate Reader	<ul style="list-style-type: none"> Budgeted \$20,000 in 01.410.740 police account Mayor Thomas worked to secure a \$10,000 grant for the purchase of this equipment. 	May – Council to affirm purchase
Enforcement of Established No Parking Designations	<ul style="list-style-type: none"> No parking areas painted on S. Washington & W. Baltimore Streets are not currently ordained. Mayor Thomas to present recommendation to Council to rectify and allow enforcement. 	May 25 – Mayor guidance to Council
0 W. Franklin Street Borough Property	<ul style="list-style-type: none"> Borough owned property, neighboring cars parking Staff reviewed the deed, all pins found, no parking signs to be installed. 	May – no parking signs installed

Public Works

Task	Report	Timeline
OHW Preparations	<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 	July to August
Dirt & Gravel Road Funding	<ul style="list-style-type: none"> On April 22nd staff meet 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. 	July – submit application Dec – funding determination

Public Works Operational Updates

- Assistance with sewer lateral evaluation
- Mowing & weed eating
- Street sweeping
- Inlet cleaning with vac trailer
- Assistance facility repairs at the Waste Water Treatment Plant
- Coordination with Columbia Gas
- Daily overview of the ADA ramps project
- Curb box repairs related to Columbia Gas main replacement and other Water Authority tasks

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 more protection for the Borough and clearer specification of sewer regulations• Salzmann Hughes will be reviewing the document	June – Council review Aug – advertise Sep – enact ordinance

Sewer Operational Updates

- Jetter clutch and biosolids dump truck belt repaired
- Building permit received for the demolition of the old primary clarifier
- Isco all weather sampler for influent sampling delivered and set up
- Tubing and pipe work on leaking pumps
- Reviewed current proposed developments
- Evaluation and dye testing of problematic sewer lateral
- Work related to updated sewer ordinance
- Recent trainings completed by operators - Wastewater Pump Station Maintenance and Troubleshooting & Wastewater Laboratory Skills