

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

**Administration**

| <b>Task</b>                           | <b>Report</b>  | <b>Timeline</b>  |
|---------------------------------------|--|--|
| Borough Ordinance Updates             | <ul style="list-style-type: none"> <li>• Chapter 86 – Brush, Grass and Weeds</li> <li>• Chapter 132 – Property Maintenance &amp; RVs</li> <li>• Chapter 166 – Stormwater</li> <li>• Chapter 190 – Speed Limits &amp; Parking</li> <li>• Chapter 205 – Pools</li> <li>• Ordinances reviewed at July 25<sup>th</sup> workshop meeting</li> <li>• Staff will be working with Borough solicitor to update</li> </ul> | <p>Aug – review changes</p> <p>Sep – draft updated ordinances</p> <p>Oct – Council review</p> <p>Nov – advertise</p> <p>Dec – adopt ordinances</p> |
| Borough Council Position to be Filled | <ul style="list-style-type: none"> <li>• Council accepted Mairose resignation effective July 31<sup>st</sup></li> <li>• 30 days to fill position = August 30<sup>th</sup></li> <li>• Notices posted online</li> <li>• Applications due to Borough by August 15<sup>th</sup></li> <li>• Council to review applications and hold interviews</li> </ul>   | <p>Jul 28 – public notification of vacancy</p> <p>Aug 15 – applications due</p> <p>Aug 30 – appointment</p>  |

**Budget & Finance**

| <b>Task</b>                             | <b>Report</b>  | <b>Timeline</b>  |
|---|--|--|
| Quarterly Reporting of Budget to Actual | <ul style="list-style-type: none"> <li>• Staff is preparing a report for Council's review</li> <li>• Presents all accounts and current position</li> <li>• Budgeted revenues and expenses compared to actual</li> </ul>  | <p>Aug – Budget &amp; Finance review</p>   |
| 2023 Budget Preparation                 | <ul style="list-style-type: none"> <li>• Budget preparations are underway with department heads presenting capital projects to the Borough Manager</li> <li>• Justification sheets will be distributed to department heads in August and completed by the end of September</li> <li>• Tax or sewer rate change set by ordinance, SPIF rate change set by resolution – adopted in December</li> </ul> | <p>Aug – justification sheets</p> <p>Sep &amp; Oct – meetings</p> <p>Nov – preliminarily adopt</p> <p>Dec – adopt budget, ordinances &amp; resolutions</p> |

## Community Outreach

| Task                           | Report   | Timeline  |
|--------------------------------|--|---|
| Updated Center Square Lighting | <ul style="list-style-type: none"> <li>Borough staff reviewed top options with the Chamber</li> <li>Chamber determining final choice for light fixture</li> <li>Prior donors identified, staff will reach out to this group first for donating and offer old light</li> <li>Community light donations will be accepted during Old Home Week, several potential donors based on responses from Borough newsletter</li> </ul>  | <p>Aug to Sep – donations received</p> <p>EOY 2022 – installation based on weather and availability</p> |
| Keystone Community Program     | <ul style="list-style-type: none"> <li>Council approved staff to submit an application for the Keystone Community Program through DCED</li> <li>Staff is working with the developers of the Aura building on Baltimore Street to submit their project for funding</li> <li>Funds received would function as a revolving loan and stay in the Greencastle community indefinitely</li> <li>Borough solicitor is drafting agreement and loan documentation</li> </ul> | <p>Aug 31 – deadline for application</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"> <li>10 multi-family structures with 30 units per building totaling 300 units</li> <li>Several areas of stormwater management</li> <li>Proposed public road in Antrim Township allowing access to the development from Rt. 16</li> <li>Planning Commission reviewed the preliminary plans in April</li> <li>Staff is working to ensure intersection at Rt 16 will be signaled</li> </ul> | <ul style="list-style-type: none"> <li>G AFCWA’s engineer is reviewing sourcewater protection area, total capacity request, and Grant Street</li> <li>Several meetings held with development team, engineers, and representatives from Council, PC, and G AFCWA</li> <li>Meeting with PennDOT and local representatives being coordinated</li> <li>Updated plans received end of July, engineering review underway</li> <li>Plans to be included on Aug 29<sup>th</sup> Planning Commission meeting</li> </ul> |

## Personnel

| Task                         | Report   | Timeline  |
|------------------------------|--|---|
| Update Personnel Handbook    | <ul style="list-style-type: none"> <li>Salzmann Hughes provided an estimate of \$2,500 to completely update the Borough's outdated personnel handbook</li> <li>Staff communicated to Salzmann Hughes approval to begin this work</li> <li>Salzmann Hughes preparing draft handbook, timeline extended based on availability</li> </ul>                         | <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"> <li>The Borough's collective bargaining agreement with the Greencastle Police Department is being negotiated as the current contract expires December 31, 2022</li> <li>Meetings are being held with the Personnel Committee, the Borough solicitor, and the bargaining group representing the police department</li> </ul> | <p>Apr – negotiations began</p> <p>May to Aug – 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"> <li>Budgeted \$25,000 in 2022 for Borough-wide GIS mapping</li> <li>Software acquired for GIS data collection and implementation</li> <li>ARRO to begin onsite mapping on August 16<sup>th</sup></li> <li>Code enforcement module formatting and creation underway</li> </ul>   | <p>June – Council approval to begin</p> <p>Aug 15 to 29 – ARRO data collection</p> <p>Sep – staff training</p> <p>Oct – full implementation</p>   |
| 2016 CDBG ADA Ramps | <ul style="list-style-type: none"> <li>Funding = \$49,204.73</li> <li>Scope = Install 8 ADA compliant ramps along S. Ridge Ave</li> <li>Contractor = Canadochly Construction for \$26,225.00</li> <li>Contract expired May 31<sup>st</sup>, all work completed was deemed deficient by ARRO</li> <li>No workers on site since June 8<sup>th</sup></li> <li>Notices provided to necessary parties, liquidated damages at \$500/day</li> <li>Franklin County &amp; CDBG granted 1-year extension</li> <li>Communication with contractor to finalize project</li> <li>Borough to improve safety and establish walkability on east side of S. Ridge Ave</li> </ul> | <p>May 31 – contract expired</p> <p>June – ARRO &amp; Borough notices provided</p> <p>Aug – Borough to improve worksite &amp; coordinate project finalization</p> <p>Sep 30, 2023 – CDBG funding deadline</p> |

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| <p>2017 CDBG<br/>S. Jefferson Street<br/>Restoration</p>                     | <ul style="list-style-type: none"> <li>• Funding = \$249,207.36</li> <li>• Scope = sidewalks, curbing, ADA ramps, driveway aprons, 2" mill and overlay of entire roadway</li> <li>• Contractor = Gano Paving for \$216,570.27</li> <li>• Milling completed exposing poor base conditions, Council approved CO #2 &amp; #3 for base repairs totaling \$38,688</li> <li>• Work delayed for deteriorated utility pole near train station, pole now replaced work continuing</li> <li>• Top coat paving scheduled for week of August 1<sup>st</sup></li> </ul> | <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<br/>ADA Ramps</p>   | <ul style="list-style-type: none"> <li>• Funding = \$110,000</li> <li>• Scope = Install 20 ADA compliant ramps</li> <li>• Updated project scope and application submitted to Franklin County for DCED approval</li> </ul>  | <p>Jan 2023 – bid project</p> <p>Apr 2023 – begin construction</p> <p>Aug 2023 – final completion</p>  |
| <p>2022 CDBG<br/>Application<br/>Walter Ave &amp; Rt 11<br/>Intersection</p> | <ul style="list-style-type: none"> <li>• Funding requested = \$224,153.00</li> <li>• Scope = install 4 new pedestrian crosswalk signals, 10 ADA ramps, and reconfigure crosswalk walkability</li> <li>• Currently intersection is not safely accessible by pedestrians or those with disabilities</li> <li>• Project will improve public safety and ADA compliance through the intersection and the surrounding area</li> </ul>  | <p>Jul 29 – application submitted to Franklin County</p> <p>Dec – funding determination</p> <p>Jun 2023 – bid project</p> <p>Nov 2023 – completion</p>   |
| <p>N. Carlisle Street<br/>Rehabilitation<br/>Project</p>                     | <ul style="list-style-type: none"> <li>• All resident meetings completed, punch list updated accordingly, safety concerns addressed by Borough</li> <li>• Fencing reinstalled around Jerome King playground</li> <li>• Notice provided to DOLI from ARRO deeming specified work as deficient, required to remedy in 30 days</li> <li>• Subsequent notices provided to necessary parties, liquidated damages at \$1,000/day plus actual costs</li> <li>• Borough solicitor drafting response to DOLI regarding project finalization</li> </ul>              | <p>May 6 – contract expired</p> <p>May 24 – ARRO Notice of Defective Work</p> <p>Jun &amp; Jul – Borough notices provided</p> <p>Aug – correspondence with DOLI to determine finalization options</p>          |
| <p>Vivian Avenue</p>   | <ul style="list-style-type: none"> <li>• Borough staff installed signage and completed work on the Luger's embankment as required per the agreement</li> <li>• Greenworth completed top coat paving on Vivian</li> <li>• Borough work still to be completed: <ul style="list-style-type: none"> <li>- Speed table – authorized at June 27<sup>th</sup> workshop</li> <li>- Dedication</li> </ul> </li> </ul>   | <p>May – completed embankment &amp; installed signage</p> <p>Aug – speed table installed &amp; roadway ordained</p>  |

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|--|---|---|
| <p>N. Washington Street Construction</p> | <ul style="list-style-type: none"> <li>• Columbia Gas is completing a comprehensive gas main replacement project including work on N. Washington St</li> <li>• GAFCWA evaluated the condition of the water main and service lines, only service lines will be replaced</li> <li>• Columbia Gas will pave the roadway in conjunction with the Borough's project</li> <li>• The Borough evaluated sidewalk and curb conditions, ARRO provide an estimated cost</li> <li>• 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</li> </ul> | <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"> <li>• The members of the MS4 workgroup and Rep. Paul Schemel attended the June 27<sup>th</sup> Council workshop</li> <li>• Mayor Thomas and ARRO Consulting made presentations at the workshop meeting providing updated information on previous, current, and future stormwater requirements</li> <li>• Staff developing a stormwater action plan and reviewing current stormwater ordinance</li> </ul>   | <p>Jun 27 – MS4 presentations at the Council workshop</p> <p>Sep 15<sup>th</sup> at 4pm – next MS4 workgroup meeting</p>  |

**Public Safety**

| Task   | Report   | Timeline  |
|--|--|---|
| <p>No Parking &amp; Speed Limit Designations</p> | <ul style="list-style-type: none"> <li>• Some areas painted for no parking are not ordained</li> <li>• Not all roadways in the Borough have speed limits established by ordinance</li> <li>• Staff and police reviewing areas for no parking and to establish speed limits</li> <li>• Recommendations presented to Council at July 25<sup>th</sup> workshop</li> <li>• Upon Council approval, staff will draft and advertise an updated ordinance for Chapter 190 of the Borough Code</li> </ul> | <p>Jul – review of other areas to be addressed</p> <p>Aug – Council approves staff to draft ordinance</p> <p>Oct – Council review</p> <p>Nov – advertise</p> <p>Dec – adopt ordinance</p> |
| <p>Special Events Permit</p>                     | <ul style="list-style-type: none"> <li>• 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</li> <li>• Staff is reviewing other local municipalities forms and procedures</li> </ul>   | <p>Aug – draft of special events permit submitted to Council for review</p> <p>Sep – Council reviews form &amp; adopts</p>  |

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|---|---|--|
| <p>Dunkin Donuts<br/>Traffic Concerns</p> | <ul style="list-style-type: none"> <li>• In June 2021, Mayor Thomas meet with the owner of the business and addressed traffic concerns</li> <li>• Drive thru efficiency practices minimized traffic concerns but are no longer being implemented</li> <li>• Traffic continues to stack in this area due to the drive thru wait times and congestion</li> <li>• Mayor Thomas spoke to owner on July 25<sup>th</sup>, no traffic plan submitted to date to Borough</li> <li>• Deadline for response will be reiterated</li> </ul> | <p>Jun 14 – staff sent a letter to owners requesting a traffic improvement plan</p> <p>Jun 28 – staff talked with owner</p> <p>July – staff continued to establish communication</p> |
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### Public Works Department

| Task                                  | Report   | Timeline   |
|---------------------------------------|--|--|
| <p>OHW Preparations</p>               | <ul style="list-style-type: none"> <li>• Scraping &amp; painting all yellow curb areas in the Borough</li> <li>• Line painting</li> <li>• Flag replacements</li> <li>• Street sweeping</li> <li>• Overall maintenance improvements &amp; clean-up</li> </ul>   | <p>July to August</p>  |
| <p>Dirt &amp; Gravel Road Funding</p> | <ul style="list-style-type: none"> <li>• On April 22<sup>nd</sup> staff met with Scott Metzger of the Franklin County Conservation District (FCCD) to review funding for paving and/or stormwater projects in the Borough</li> <li>• Areas deemed eligible for funding include S. Seylar Lane and an unpaved alley on S. Jefferson Street</li> <li>• Staff will complete funding applications for projects at both approved alley sites</li> </ul> | <p>Aug – finalize application for submittal</p> <p>Dec – funding determination</p>   |
| <p>Street Construction Permit</p>     | <ul style="list-style-type: none"> <li>• With large scale construction occurring in the Borough, staff has identified the need for formalized construction planning and permitting</li> <li>• The permit will require contractors to submit a scope of work, insurance information, and anticipated scheduled</li> <li>• The permit fee will cover Borough inspection costs</li> </ul>   | <p>Jul – staff creates application &amp; associated reconstruction specifications</p> <p>Aug – Council reviews at workshop</p> |

### Public Works Operational Updates

- Mowing, weed control, shade tree watering, maintenance of Besore bioswale
- Daily overview of the S. Jefferson Street project
- Cleaned mural on Baltimore Street railroad underpass
- Line painting – curbs, crosswalks, parking lot lines at Borough Hall
- Addressed several safety concerns on N. Carlisle Street
- Repairs to emergency siren in clock tower

## Sewer Department

| Task                                | Report   | Timeline  |
|-------------------------------------|--|---|
| Updated Sewer Ordinance Chapter 155 | <ul style="list-style-type: none"> <li>• Drafted by William Hill and Borough staff</li> <li>• More comprehensive; provides greater protection for the Borough and clearer specification of sewer regulations</li> <li>• Salzmann Hughes is reviewing the document</li> <li>• Ordinance will be reviewed with rest of ordinance modifications</li> </ul>                        | <p>Jun – legal review</p> <p>Oct – Council review</p> <p>Nov – advertise</p> <p>Dec – adopt ordinance</p> |
| Application for Utility Forgiveness | <ul style="list-style-type: none"> <li>• Staff drafted a form required of any resident requesting sewer relief from Borough Council</li> <li>• The form formalizes the forgiveness process and requires the property owner to provide all necessary information and documentation</li> <li>• Form now in use, allowing for more efficient process and determination</li> </ul> | <p>Jun 27 – Council reviewed draft &amp; approved administrative use of form</p>                          |

## Sewer Operational Updates

- DEP inspector completed a Sewage Sludge Compliance Inspection Report at the WWTP
  - No comments or recommendations to be addressed
- Inspected sewer lateral installation at Hidden Key Brewery development
- Met with contractors to gather pricing for aeration tank and digester side #2
  - Cleaning scheduled for mid-August
  - Borough staff will then replace diffusers
  - Wall surface repairs completed
- Adjusted aeration system in Colonial Drive pumping station
- Maintenance work needed and planned on trailer mounted sewer jetter
  - Replace pressure relief valves
- Met with contractor to assess S. Carlisle St main replacement work
- Assessed issues with lime feed system, needs new auger and bearings
- Preparations for annual biosolids testing
  - Developed sampling grid
  - Coordination with labs for sample processing
  - Public Works to assist with sample collections
- Received assistance from Guilford Township sewer department to camera laterals for undeveloped lots on Jopa Road