

**Borough of Greencastle  
January 2023 Council Meeting  
Manager's Report**

**Administration**

<b>Task</b>	<b>Report</b>	<b>Timeline</b>
Borough Newsletter	<ul style="list-style-type: none"> <li>• Staff drafted second newsletter for 2022 as approved by Council</li> <li>• Submitted for Council review and printing mid-December</li> <li>• Residents will receive newsletter by first week in January</li> </ul>	<p>Dec 2022 – Council review &amp; sent to print</p> <p>Jan 2023 – Residents receive newsletter</p>
2023 Initial Annual Reporting	<ul style="list-style-type: none"> <li>• Staff will be working in the first several weeks of 2023 to complete and submit many required official reports for the Borough               <ul style="list-style-type: none"> <li>- DCED: Tax Information, Survey of Financial Condition, Elected &amp; Appointed Officials</li> <li>- Liquid Fuels: Project Completion Reports, MS-965</li> <li>- Pension Plans: Act 205, AG-385</li> </ul> </li> </ul>	January to March 2023

**Budget & Finance**

<b>Task</b>	<b>Report</b>	<b>Timeline</b>
Council Pay Ordinance	<ul style="list-style-type: none"> <li>• Regulatory Statues:               <ul style="list-style-type: none"> <li>- Borough Code – Chapter 43 Sections 2 &amp; 4</li> <li>- Title 8 PA Cons. Statues – § 1001 E &amp; F</li> </ul> </li> <li>• Total Impact = \$3,000/yr once fully implemented               <ul style="list-style-type: none"> <li>- Council President &amp; Vice President = \$600/yr increase</li> <li>- Mayor &amp; remaining Council = \$300/yr increase</li> </ul> </li> <li>• Change in salary is effective at the beginning of the next term of each member of Council               <ul style="list-style-type: none"> <li>- Increase would only impact current Councilmembers if they ran for and won another term of office</li> </ul> </li> </ul>	<p>May 2022 – Council reviewed pay increase</p> <p>Nov 2022– Council approved ordinance drafting</p> <p>Dec 2022– Council reviewed ordinance</p> <p>Jan 2023 – Council approves advertising</p> <p>Feb 2023 – Council enacts ordinance</p>
FY 2022 Audits	<ul style="list-style-type: none"> <li>• Financial – Fieldwork has been scheduled for the week of February 21<sup>st</sup> with Boyer &amp; Ritter to begin the financial audit for FY ending December 31, 2022</li> <li>• Workers Compensation – planned for end of January</li> <li>• Liquid Fuels – tentatively planned for early February</li> </ul>	<p>Jan – audits begin</p> <p>Mar – financial audit fieldwork complete</p> <p>April - DCED-CLGS-30</p> <p>August - DCED-CLGS-04</p>

## Community Outreach

Task	Report	Timeline
Updated Center Square Lighting	<ul style="list-style-type: none"> <li>• New light fixture and pole chosen and ordered</li> <li>• Total cost per light = \$3,000                             <ul style="list-style-type: none"> <li>- Cost includes fixture, pole, receptacle, arm, donor plaque, and installation</li> <li>- Lights to be delivered in January</li> </ul> </li> <li>• Chamber staff is tasked with reaching out to potential donors, with several already identified</li> <li>• Borough staff coordinating installation with contractors</li> <li>• Budgeted expense and revenue for all costs and reimbursement included in 2023 budget</li> </ul>	<p>Nov 2022 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"> <li>• Subdivision of parcel 08-2A00.-007.-000000 for the installation of a separate Dollar General store</li> </ul>	<ul style="list-style-type: none"> <li>• 10/31/2022 – submitted plans</li> <li>• Planning Commission reviewed at 11/14/2022 meeting</li> <li>• Many outstanding comments, resubmission required</li> </ul>
Buchanan Flats	R-2	<ul style="list-style-type: none"> <li>• 10 multi-family structures                             <ul style="list-style-type: none"> <li>- 2 buildings with 48 units in Borough</li> <li>- Total 288 units</li> </ul> </li> <li>• Proposed public road in Antrim Township allowing access to the development from Rt. 16</li> <li>• Draft agreement being revised establishing a 10-year commitment from Inch &amp; Co to monitor and install a signal at the Rt 16 intersection</li> </ul>	<ul style="list-style-type: none"> <li>• PennDOT will not approve a traffic light at the Rt. 16 intersection with current TIS data</li> <li>• Concerns over the impact of this development on the level of service on I-81 Exit 5, may require reduction of units in development</li> <li>• Results from the survey provided to current Moss Spring Avenue residents being reviewed for traffic calming options</li> <li>• Waivers requested for preliminary plan including the location of the proposed connection of Moss Spring Avenue to Rt. 16</li> <li>• Planning Commission recommended conditional preliminary plan approval including waivers as reviewed in Nov &amp; Dec</li> </ul>

## Personnel

Task	Report	Timeline
Update Personnel Handbook	<ul style="list-style-type: none"> <li>• Council approved cost of \$2,500 for Salzman Hughes to update the Borough's outdated personnel handbook</li> <li>• Personnel committee and Council reviewed the draft handbook, staff made all requested revisions</li> </ul>	<p>Oct 2022 – Council reviewed draft</p> <p>Jan 2023 – Council adopts new handbook</p>
Police Contract Negotiations	<ul style="list-style-type: none"> <li>• Borough's negotiating team including three Borough Councilmembers, staff and solicitor worked from April 2022 to December 2022 to establish a new collective bargaining agreement with the Greencastle Police Department</li> <li>• With no new contract established, at the end of 2022 both parties agreed to a 1-year extension allowing for a 5% wage increase for all officers, no change to benefits and no changes to current scheduling practices</li> <li>• Negotiations will continue in 2023 to establish a new police contract</li> </ul>	<p>Apr to Dec 2022 – negotiations with police union</p> <p>Dec 28, 2022 – all parties signed 1-year extension MOU</p> <p>2023 – negotiations continue to establish a new contract to be effective January 1, 2024</p>
Open Positions to be Filled	<ul style="list-style-type: none"> <li>• The Borough is currently hiring for the following positions: <ul style="list-style-type: none"> <li>- Part-Time Receptionist</li> <li>- Part-Time Borough Secretary</li> <li>- Full-Time Public Works Laborer</li> <li>- Part-Time Wastewater Treatment Operator Trainee</li> </ul> </li> </ul>	<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"> <li>• Borough-wide GIS mapping efforts began in 2022 <ul style="list-style-type: none"> <li>- Budgeted \$25,000 in 2022</li> <li>- \$21,780.05 expensed to date</li> </ul> </li> <li>• Finalizing data collection, database creation and code enforcement module formatting underway</li> <li>• Staff is working to establish a data sharing agreement with Franklin County giving the Borough access to County GIS information as updated weekly</li> <li>• \$5,300 budgeted in 2023 to purchase tablets for boots on the ground implementation of the GIS program</li> </ul>	<p>June 2022 – Council approval to begin</p> <p>Aug 2022 to Mar 2023 – ARRO data collection &amp; database building</p> <p>2023 – implementation</p>

<p>2016 CDBG ADA Ramps</p>	<ul style="list-style-type: none"> <li>• Funding = \$49,204.73</li> <li>• Scope = Install ADA compliant ramps along S. Ridge Ave</li> <li>• Ganoie 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"> <li>- All work completed by December 15, 2022</li> <li>- Final CO &amp; payment application submitted for approval</li> </ul> </li> <li>• Staff is working with Franklin County to finalize grant reporting and reimbursement submittals</li> </ul>	<p>Nov 2022 – Contractors on-site, work finalized, punchlist Dec 15, 2022 – final completion Jan 2023 – Council review of final CO &amp; payment application Feb 2023 – grant reimbursement</p>
<p>N. Carlisle Street Rehabilitation Project</p>	<ul style="list-style-type: none"> <li>• Estimate established for the total cost to complete outstanding punch list items and fix vandalized sidewalks</li> <li>• The Borough provided correspondence and notices offering options and timelines for finalization</li> <li>• Staff, legal and engineering involved with negotiations</li> <li>• Meeting scheduled for mid-January with necessary representatives to establish a plan for finalization</li> </ul>	<p>May 6, 2022 – contract expired Aug to Dec 2022 – correspondence between DOLI &amp; Borough Jan 2023 – DOLI meeting</p>
<p>Vivian Avenue</p>	<ul style="list-style-type: none"> <li>• A final Deed of Dedication has been recorded and the roadway is ordained and dedicated to the Borough</li> <li>• Barricades have been removed and the road is open to public as of December 7, 2022</li> </ul>	<p>Nov 2022 – roadway ordained Dec 2022 – roadway recorded &amp; opened</p>
<p>Other Upcoming Projects</p>	<ul style="list-style-type: none"> <li>• 2021 CDBG – ADA Ramps <ul style="list-style-type: none"> <li>- Scope: install 20 ADA ramps</li> <li>- Funding: \$110,000</li> <li>- Timeline: finalize by end of 2023</li> </ul> </li> <li>• N. Washington Street Construction <ul style="list-style-type: none"> <li>- Scope: install sidewalks, curbs, base repair, and trees</li> <li>- Funding: DCED &amp; PennDOT multimodal grants submitted for \$300,386.38</li> <li>- Timeline: finalize by end of 2023</li> </ul> </li> <li>• 2022 CDBG – Walter Ave &amp; Rt 11 Intersection <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>- Timeline: finalize by end of 2024</li> </ul> </li> </ul>	
<p>Stormwater and MS4</p>	<ul style="list-style-type: none"> <li>• On November 17, 2022, the workgroup established initiatives including increasing public awareness, prioritizing education and public outreach</li> <li>• Staff to schedule workgroup meeting for February</li> </ul>	<p>Feb 2023 – next MS4 workgroup meeting, will be advertised</p>

## Public Safety

<p>Green Light Go Grant</p>	<ul style="list-style-type: none"> <li>• Staff submitted an initial project scoping form to PennDOT for a Green Light Go grant to replace outdated traffic controllers on all traffic lights in the Borough             <ul style="list-style-type: none"> <li>- This project will improve traffic flow and appropriate traffic signaling to ensure public safety</li> <li>- \$309,776 in funding was requested with a 20% municipal match if awarded</li> </ul> </li> <li>• Staff to submit full application to PennDOT for review by January 31<sup>st</sup> due date</li> </ul>	<p>Dec 22, 2022 – scoping form to PennDOT</p> <p>Jan 31, 2023 – submittal of full application</p> <p>Jul 2023 – award notifications</p> <p>May 2026 – construction completion</p>
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## Public Works Department Operational Updates

- Snow plowing and ice removal
- Cold weather on-call responses
  - Norfolk Southern Madison Street underpass
  - Sump pump drainage to roadways causing freezing and unsafe conditions
  - Emergency water related issues
- Numerous daily PA One calls processed
- Helped the police department with food pantry delivery
- Coordination with Columbia Gas for gas main replacement projects
- Oversight of Sheetz development project
- Assistance with year-end Liquid Fuels reporting

## Sewer Department

Task	Report	Timeline
<p>Updated Sewer Ordinance Chapter 155</p>	<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 currently reviewing the document</li> <li>• Council will review this extensive ordinance at an upcoming workshop meeting</li> </ul>	<p>Jun 2022 – legal review</p> <p>Feb 2023 – Council review &amp; advertise</p> <p>Mar 2023 – adopt ordinance</p>

## Sewer Operational Updates

- Assisted the police department with food pantry delivery
- Submitted advertisement to TractorHouse and Lancaster Farmer for sale of the tractor & spreader
- Training completed on PFAS and potential impacts of this contaminant on wastewater treatment
- Repairs and adjustments to high level float in N. Washington Street pumping station wet well
- Addressed issues with cold weather related impacts on the wastewater treatment plant
- Tank levels adjusted to deal with freezing temperatures
- Began preliminary work on the annual Biosolids and Chapter 94 reports