

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

Administration

Task	Report	Timeline
Borough Newsletter	<ul style="list-style-type: none"> • Draft newsletter being finalized • Staff is reworking content based on Council feedback • Staff is acquiring pricing options for printing and mailing 	<p>Early June – draft finalization</p> <p>June 30 – mailing</p>

Budget & Finance

Task	Report	Timeline
Quarterly Reporting of Budget to Actual	<ul style="list-style-type: none"> • Staff is preparing a report for Council's review • Presents all accounts & current position • Budgeted revenues and expenses compared to actual 	<p>Early June – preparing report</p> <p>June 27 – review at workshop</p>
2023 Budget Preparation	<ul style="list-style-type: none"> • Staff is analyzing past budgets to determine prior levels of service in relation to revenues • 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 	<p>July – evaluate past budgets</p> <p>Aug – justification sheets</p> <p>Sep & Oct – meetings</p> <p>Nov – preliminarily adopt</p> <p>Dec – adopt budget, ordinances & resolutions</p>

Community Outreach

Task	Report	Timeline
Updated Center Square Lighting	<ul style="list-style-type: none"> • Top 9 options reviewed at the May 25th workshop meeting, no preference provided • Staff waiting on Council's directive to move forward • Staff reviewed options with Chamber • Staff evaluated pole options to include outlets • Prior donors identified, once light chosen staff will reach out to this group first for donating and offer old light 	<p>July – light & pole chosen</p> <p>Aug to Sep – donations received</p> <p>EOY 2022 – installation</p>

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 reviewed at May 9th and May 31st meetings • Council to review final plans at June 6th meeting
Sheetz	Highway Commercial	Lot consolidation for the construction of a new Sheetz gas and convenience store on the northeast corner of 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 • Planning Commission reviewed land development plans on May 9th and recommended Council approval • Council to review final plans at June 6th 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"> • GAFSCWA’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 • Staff is coordinating meetings with developer, engineers, Council President, PC Chair, and GAFSCWA chair to review plans prior to resubmittal

Personnel

Task	Report	Timeline
Update Personnel Handbook	<ul style="list-style-type: none"> • Salzmann Hughes provided an estimate of \$2,500 to completely update the Borough’s outdated personnel handbook • Staff communicated to Salzmann Hughes approval to begin this work 	<p>May – Council approved cost not to exceed \$2,500</p> <p>July – Council reviews updated draft</p> <p>August – Council adopts</p>

<p>Police Contract Negotiations</p>	<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 21, 2022 • Meetings held with the Personnel Committee, the Borough solicitor, and the bargaining group representing the police department 	<p>April – negotiations began</p> <p>May to Aug – continue negotiations</p> <p>Sept – Council approval of new police contract</p>
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Public Facilities

Task	Report	Timeline
<p>2016 CDBG ADA Ramps</p>	<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 • Substantial concerns with contractor ability and lack of experience, subcontractors being evaluated at Canadochly’s cost • Contract expired May 31st, all work completed was deemed deficient by ARRO • Notices being provided to necessary parties, liquidated damages at \$500/day 	<p>May 31 – contract expired</p> <p>June 7 – notices provided to contractor & surety</p> <p>Sept 30 – CDBG funding deadline</p>
<p>2017 CDBG S. Jefferson Street Restoration</p>	<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 review completed and all documents signed • Pre-construction meeting held May 31st • Ganoë is preparing schedule with priority given to northern block first • Letters mailed to all impacted residents on S. Jefferson Street noting construction planned June to mid-August 	<p>June – construction begins</p> <p>Aug – northern block completed by OHW</p> <p>Sept 30 – CDBG funding deadline</p>
<p>2021 CDBG ADA Ramps</p>	<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>

<p>N. Carlisle Street Rehabilitation Project</p>	<ul style="list-style-type: none"> • All resident meetings completed or scheduled, punch list updated accordingly • Council approved the reinstallation of fencing around Jerome King playground • Notice provided to DOLI from ARRO deeming specified work as deficient, required to remedy in 30 days • Subsequent notices being provided to necessary parties, liquidated damages at \$1,000/day plus actual costs 	<p>May 6 – contract expired May 24 – ARRO Notice of Defective Work June 7 – Borough notices provided June 23 – punch list items completed June 27 – if not remedied Council to take action at workshop</p>
<p>Handicap Parking Ordinance</p>	<ul style="list-style-type: none"> • Council approved the creation and advertisement of an ordinance for handicap parking at 45 N. Carlisle St and 153 S. Carlisle St • Ordinance drafted and advertised 	<p>June 6 – Council enacts ordinance June 15 – staff installs signage</p>
<p>Vivian Avenue</p>	<ul style="list-style-type: none"> • All parties have signed all related agreements • Borough staff install signage and completed work on the Luger’s embankment as required per the agreement • Greenworth to pave top coat by July • Borough work still to be completed: <ul style="list-style-type: none"> - Speed table - Dedication 	<p>May – completed embankment & installed signage July – top coat, speed table installed Aug – roadway ordained</p>
<p>GIS Mapping</p>	<ul style="list-style-type: none"> • Budgeted \$25,000 in 2022 for Borough-wide GIS mapping • ARRO presented services at the May 25th workshop 	<p>June 6 – Council review & approve to begin</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 be paving the entire roadway upon the completion of their replacement work • GAFCWA has evaluated the condition of the water main and service lines, only service lines will be replaced • The Borough needs to evaluate sidewalk and curb conditions prior to roadway paving • Columbia Gas has agreed to not pave the roadway until the Borough completes all necessary repairs 	<p>June – staff evaluates curbs and sidewalks July – Council makes determination on scope of project Aug – Columbia Gas project completed, will not pave until Borough notifies</p>

<p>Stormwater and MS4</p>	<ul style="list-style-type: none"> • The members of the MS4 workgroup have been notified and requested to attend the June 27th Council workshop • Mayor Thomas and ARRO Consulting will make presentations at the workshop meeting providing updated information on state requirements and procedures • The MS4 workgroup will then meet quarterly moving forward with the next meeting planned for September 	<p>June 27 – MS4 presentations at the Council workshop</p> <p>Sep – next MS4 workgroup meeting</p>
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Public Safety

Task	Report	Timeline
<p>0 W. Franklin Street Borough Property</p>	<ul style="list-style-type: none"> • Borough owned property, neighboring cars parking there • Staff reviewed the deed, all pins found • Staff will be sending a letter to identified property owner requesting a meeting to review parking concerns 	<p>June – meeting with resident</p> <p>July – no parking signs installed</p>
<p>Enforcement of Established No Parking Designations</p>	<ul style="list-style-type: none"> • No parking areas painted on S. Washington & W. Baltimore streets are not currently ordained • Mayor Thomas prepared recommendations to Council to rectify and allow enforcement at the May 25th workshop meeting • Staff and police to review if any other areas need to be evaluated for no parking • Staff and police recommendations presented to Council at June 27th workshop • Upon Council approval, staff will draft and advertise and updated ordinance to Chapter 190 of the Borough Code 	<p>June – staff reviewing if any other areas need to be addressed</p> <p>July – Council approves staff to draft & advertise ordinance</p> <p>Aug – Council enacts ordinance</p>
<p>Special Events Permit</p>	<ul style="list-style-type: none"> • 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 • Staff will be reviewing other local municipalities forms and procedures 	<p>July – draft of special events permit submitted to Council for review</p> <p>Aug – Council approves form and adopts</p>
<p>Dunkin Donuts Traffic Concerns</p>	<ul style="list-style-type: none"> • In June 2021, Mayor Thomas meet with the owner of the business and addressed traffic concerns • Drive thru efficiency practices minimized traffic concerns but are no longer being implemented • Traffic continues to stack in this area due to the drive thru wait times and congestion 	<p>June – staff will organize a meeting with owners & provide updates to Council</p>

Public Works Department

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 met 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

- Installed all the Hometown Hero banners
- Annual sidewalk evaluations
- Vivian embankment work completed and signage installed
- Installed no outlet sign on Carowinds as requested
- Patched pot holes on N. Linden Avenue
- Coordinated several meetings with Columbia Gas to review repairs and address patching concerns
- Cleaned out tree wells on N. Carlisle Street for resident to install trees as identified
- Mowing & weed eating
- Sidewalk repairs
- Maintenance of Besore bioswale
- Prepared bioswale outlet pipe grate option for library approval
- Daily overview of the ADA ramps project
- Water Authority tasks
- Rescued 9 baby ducks from a stormwater inlet on N. Carlisle Street

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 	June – legal review July – Council review Aug – advertise Sep – enact ordinance

<p>Sewer Relief Appeals Form</p>	<ul style="list-style-type: none"> • Staff is drafting a form which will be required of any resident requesting sewer relief from Borough Council • The form will formalize the current process and clearly require the property owner to provide all necessary information and documentation 	<p>June 27 – Council review of draft form</p> <p>July – Council consider adoption of sewer relief appeal form</p>
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Sewer Operational Updates

- Identified and are assessing sewer lateral concerns impacting several property owners
- Reviewed submitted land development plans for the proposed brewery and Sheetz developments
- Analyzed inspection reports from Mr. Rehab to determine locations in need of repairs
- Identified areas for annual budgeted rehabilitation
- Work related to updated sewer ordinance
- Attended training in Gettysburg for educational credits on operator’s license
- DEP inspected the aluminum sulfate tank, inspection completed every 10 years
- Control Systems 21 completed the annual equipment calibrations on flow meters and temperature gauges