

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

Administration

Task	Report	Timeline
Shentel Construction	<ul style="list-style-type: none"> • Shentel/GloFiber is continuing infrastructure construction • Upcoming areas of work for Shentel construction include: <ul style="list-style-type: none"> - Moss Spring, Meadowview, Brookview, Forest View and Field View - Lohman, Osbourne, Century, Champion and Harriet • Construction timelines and notifications will continue to be provided on the Borough website and Facebook page 	<p>Feb 2022 – non-exclusive franchise agreement established with Shentel</p> <p>Jun to EOY – construction throughout the Borough</p>
Columbia Gas Main Replacement	<ul style="list-style-type: none"> • Columbia Gas began work within the Borough in early September with plans for continued construction efforts through the end of 2023 • Areas impacted by this work include N. Linden Avenue, Tyrone Street and N. Allison Street 	<p>Sep to EOY – construction of new gas main in the identified areas</p>
Local Share Account (LSA) Grant Applications	<ul style="list-style-type: none"> • LSA grants are funded through a statewide program providing for the distribution of gaming revenues to support projects that are in the public interest <ul style="list-style-type: none"> - Municipalities can submit multiple applications for projects that improve their community's quality of life - No matching funds required • Mayor Thomas and police department staff have been working on a LSA grant application to submit for the purchase of three new police vehicles • Borough staff is also submitting a LSA grant application to help support the Borough's lot development project 	<p>Nov – Council to review & approve resolutions of support</p> <p>Nov 30 – LSA grant applications due</p>
Franklin County Hazard Mitigation Plan Adoption	<ul style="list-style-type: none"> • The Franklin County Hazard Mitigation Plan (HMP) outlines prevalent natural and man-made hazards in the county <ul style="list-style-type: none"> - Proposes actions and projects that can be implemented to mitigate loss and damage - Allows for emergency preparedness and planning efforts in the county - Enables municipalities which adopt the plan to receive federal disaster mitigation funding 	<p>Jan – County efforts began on revised HMP</p> <p>Mar – municipal input submitted</p> <p>Jun – draft HMP to PEMA/FEMA</p> <p>Nov – municipal resolution adoption</p>

Budget & Finance

Task	Report	Timeline
2024 Budget Preparations	<ul style="list-style-type: none"> • Staff has finalized the proposed 2024 municipal budgets <ul style="list-style-type: none"> - All budgets are balanced as presented for Council review - Continued level of service in all operational funds including police funding levels & staffing - No tax rate or stormwater increase, 3% sewer increase • 2024 Capital Projects include: <ul style="list-style-type: none"> - E. Baltimore Street lot development - N. Washington Street reconstruction - Walter Avenue & Rt. 11 intersection ADA improvements - 2019 CDBG ADA ramps - Moss Spring traffic calming measures - Walter Avenue bridge repairs • Remaining budget meetings as advertised: <ul style="list-style-type: none"> - November 6th at 7pm – preliminarily adopt budgets & authorize advertisement - December 4th at 7pm – adopt budgets 	<p>Jul – justification sheets</p> <p>Aug – capital expense analysis</p> <p>Sep & Oct – public workshop meetings</p> <p>Nov – preliminarily adopt</p> <p>Dec – adopt 2024 budget and any associated ordinance/resolutions</p>

Community Outreach

Task	Report	Timeline
Beautification Committee	<ul style="list-style-type: none"> • 2024 budget requests are offset by proposed donations: <ul style="list-style-type: none"> - Center Square trash cans = \$6,000 - Center Square benches = \$6,000 - Plantings, soil, etc. = \$1,500 • Beautification Committee YTD expenses = \$2,411.27 <ul style="list-style-type: none"> - Remaining budget = \$288.73 for holiday decorations 	<p>Nov. 14th at 3pm – next public committee meeting</p>
E. Baltimore St property	<ul style="list-style-type: none"> • The Borough has purchased a lot located on the south west corner of the intersection of E. Baltimore Street and S. Washington Street across from the Post Office <ul style="list-style-type: none"> - Anticipated development includes an open-concept community involvement and multipurpose area • Council approved the reallocation of \$25,000 to fund improvements at this property in 2023 • Council approved FSA to design concept plans at a cost not to exceed \$8,000 <ul style="list-style-type: none"> - Preliminary concept plans and an initial budget have been received from FSA to be reviewed by workgroup 	<p>May – Council authorized purchase of property</p> <p>Jun – settlement on property and committee meetings began</p> <p>Oct – fence modifications</p> <p>Nov 30th – LSA grant application due</p>

	<ul style="list-style-type: none"> • Council to approve a resolution in support of staff submitting an application for a Local Share Account grant to help fund development of the property • Decorations being planned for Heritage Christmas season utilizing the Beautification Committee 	
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Economic Development

Name of Development	Zoning District	Proposed Use/Improvement	Status
Buchanan Flats (No Change)	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 • Developer’s Agreement: <ul style="list-style-type: none"> - Traffic Signal Monitoring - Stormwater Operations and Maintenance - Moss Spring Avenue traffic calming improvements - Bonding requirements 	<ul style="list-style-type: none"> • Council approved final land development plans on June 26th with several required conditions - Initial conditions required to be completed by July 6th have been met - Other required conditions: <ul style="list-style-type: none"> ▪ Antrim Township and PennDOT approval ▪ Establish agreeable timeline for Moss Spring Avenue connection
Dollar General on N. Antrim Way (No Change)	HC	<ul style="list-style-type: none"> • Final subdivision plan approved by Council for parcel 08-2A00.-007.-000000 • Final land development plans submitted for the construction of a Dollar General store 	<ul style="list-style-type: none"> • Preliminary land development plans approved by Council in May • Planning Commission has tabled last two final plan submittals <ul style="list-style-type: none"> - Extensive outstanding comments • To date, no plans have been resubmitted for Planning Commission review
Shafer Lot Line Adjustment	R-1	<ul style="list-style-type: none"> • Preliminary/final plan for consideration of a lot line adjustment between two existing lots in Chadwick Estates development 	<ul style="list-style-type: none"> • Initially approved in 2012 but the plat was never recorded • Borough Planning Commission and Council will reconsider plan for approval and recording <ul style="list-style-type: none"> - Planning Commission to review at their November 13th meeting

Personnel

Task	Report	Timeline
Civil Service Commission	<ul style="list-style-type: none"> • Council approved the activation of the Civil Service Commission (CSC) to advertise and begin testing procedures to establish an eligibility list of full time police officer candidates • The Civil Service Commission met on September 20th <ul style="list-style-type: none"> - Authorized staff to execute examinations - Return a list of candidates qualified for the position of full-time police officer to the Commission for certification - Certified eligibility list then provided to Council • Staff scheduled and advertise testing, but no applications were received so testing to be rescheduled 	<p>Sep 5 – Council approved CSC activation</p> <p>Sep 20 – CSC approved testing & creation of eligibility list</p> <p>Dec – Civil Service testing to occur</p> <p>Jan – CSC to approve eligibility list recommendation</p>
Light Duty Policies	<ul style="list-style-type: none"> • Allows for short-term, light duty assignments to be offered to staff members who are temporarily unable to perform their regular duties due to an injury or illness • Light duty work shall generally be confined to administrative and clerical duties as approved by management and consistent with medical restrictions 	<p>Oct – formalized policies requested & provided for Council review</p> <p>Nov – policy approval by Council</p>

Public Facilities

Task	Report	Timeline
Stormwater and MS4	<ul style="list-style-type: none"> • Staff reviewing options for in-field sampling, collection, and analysis of stormwater conditions within the Borough • ARRO has provided cost estimates for various piping options to be utilized at Mifflin Lane <ul style="list-style-type: none"> - Modeling analysis indicated 45"x29" elliptical piping will best convey the stormwater discharge in this area - The engineering opinion of probable cost for the Mifflin Lane improvements is \$565,278.50 with elliptical piping - Staff submitting grant applications in 2024 for funding 	<p>Aug – Council reviewed a proposal from Shippensburg University for stormwater sampling</p> <p>Sep – cost estimates provided for Mifflin Lane project</p>
N. Carlisle Street Rehabilitation Project	<ul style="list-style-type: none"> • A \$95,000 monetary credit approved by DOLI and the Borough ensures DOLI will not return to the Borough and allows the Borough to proceed with project finalization • Sidewalk repair work was advertised for public bidding and submitted to local contractors for quotes <ul style="list-style-type: none"> - Staff meeting with contractors to review repair options 	<p>Mar – credit approved</p> <p>Nov – review costs & determine best option for project completion</p>

<p>Other Upcoming Projects (No Change)</p>	<ul style="list-style-type: none"> • N. Washington Street Streetscape Improvements Project <ul style="list-style-type: none"> - Scope: install sidewalks, curbs, ADA ramps, base repair and trees - Funding: <ul style="list-style-type: none"> ▪ DCED Multimodal Transportation Grant awarded = \$259,079.00 ▪ 2021 CDBG for ADA ramps = \$110,000.00 ▪ Liquid fuels funds – required matching funds ▪ Columbia Gas – completing top coat paving - Timeline: bid in November 2023 and finalize by the end of 2024 • 2022 CDBG – Walter Ave & Rt. 11 Intersection <ul style="list-style-type: none"> - Scope: install pedestrian crosswalk signals, ADA ramps, reconfigure crosswalks - Funding requested = \$224,153.00 - Timeline: funding required to be expensed by end of 2027
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Public Safety

Task	Report	Timeline
<p>Police Contract Negotiations</p>	<ul style="list-style-type: none"> • Meetings with the union representatives are occurring • Negotiations will continue until a new contract is agreed upon between the Borough and the union • Arbitration date scheduled for December if no agreement 	<p>May – negotiations began Nov – final review EOY – new contract</p>
<p>Baltimore St & S. Ridge Ave Intersection</p>	<ul style="list-style-type: none"> • Council has expressed safety concerns with this crosswalk since its installation as required by PennDOT in 2020 <ul style="list-style-type: none"> - Limited site distance given the position of the crosswalk at the bottom of a hill - Speed of vehicles traveling on Baltimore St into town • Council approved staff’s recommendation of painting hash marks and installing additional signage along the westbound lane to prevent passing on the shoulder <ul style="list-style-type: none"> - Work approved at a cost not to exceed \$2,000 • Staff is requesting approval from PennDOT to implement the approved modifications on Baltimore Street 	<p>Sep – Council review of additional safety measures Oct – coordination with PennDOT EOY – implementation of approved modifications</p>
<p>Fireworks Ordinance</p>	<ul style="list-style-type: none"> • The proposed ordinance as advertised regulates the ignition, discharge, and use of consumer and display fireworks in the Borough <ul style="list-style-type: none"> - Use of consumer fireworks to be prohibited - Larger events with display fireworks must apply for and be granted a permit by the Borough requiring proof of general commercial liability insurance in an amount not less than \$1,000,000 	<p>Oct – Council review of draft fireworks ordinance & approval for advertisement Nov – enactment of fireworks ordinance</p>

Public Works Department Operational Updates

- Over 100 PA One calls completed related to upcoming design work and development projects
- Maintenance for seasonal equipment completed
- Coordination with Columbia Gas and Shentel/GloFiber for infrastructure construction efforts
- Coordinated town clock repairs
- Maintenance to external lighting around Borough Hall
- Clean up of garage and storage area in maintenance shed
- Annual leaf collection program underway as of October 9th utilizing the same schedule as designated in previous years

Sewer Department Operational Updates

- Replaced the containment trench pump
- Maintenance work completed on scum pump
- Gutter cleaning on biosolids building and garage
- Completed roof repair on garage
- Corresponded with PSI to confirm Council approval of manhole replacement on Williamson Avenue
- Worked with Carlisle Consulting and Anytime Electric to finalize Gasho blower VFD installation
- Serviced Landia mixers
- Constructed a roof over the VFD electrical panel to ensure longevity of upgrades project