

**Borough of Greencastle
April 2024 Council Meeting
Manager's Report**

Administration & Finance

Task	Report	Timeline
<p style="text-align: center;">Non-Borough Contracted Utility Work</p>	<ul style="list-style-type: none"> • Shentel/Glofiber is continuing their infrastructure construction throughout the Borough with current and upcoming areas of work including: <ul style="list-style-type: none"> - E. Franklin St, S. Carlisle St, S. Washington St, S. Allison St, S. Ridge Ave, Maple Ave, Oak Lane, Addison Ave - Carowinds Dr, W. Walter Ave, Sunburst Dr, Celestial Terr, Starlight Dr, Moonlight Dr - Williamson Ave, Jeffrey Dr, Baumgardner Dr, Edward Dr, W. Baltimore St, N. Carlisle St • Columbia Gas is working to replace infrastructure in the following areas: <ul style="list-style-type: none"> - N. Linden Avenue, Tyrone Street and N. Allison Street • 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 2023 to mid-2024 – Shentel construction throughout Borough</p> <p>Sep 2023 to mid-2024 – Columbia Gas construction of new gas mains</p>
<p style="text-align: center;">Comcast Cable Franchise Agreement Renewal</p>	<ul style="list-style-type: none"> • Current franchise agreement with Comcast will expire in August of 2024 • New agreement drafted and provided by Comcast in mid-January <ul style="list-style-type: none"> - 10-year non-exclusive franchise agreement - Requires Comcast to pay a quarterly fee equal to 5% of annual gross revenue from services provided within the Borough • Salzmann Hughes has reviewed the agreement and final modifications are being completed for Council's review 	<p>Jan 17 – draft franchise agreement provided by Comcast & legal review began</p> <p>May – Council review & approval to execute the final agreement</p>
<p style="text-align: center;">Franklin County Reassessment (No Change)</p>	<ul style="list-style-type: none"> • Franklin County real estate valuations were last comprehensively reassessed in 1961 <ul style="list-style-type: none"> - Cumberland, Adams, and Perry Counties completed their most recent reassessments in 2011 • Chambersburg Borough Council authorized a letter to be sent to the Franklin County Commissioners requesting a County-wide reassessment and support from other Franklin County municipalities 	<p>1961 – Franklin County's most recent reassessment of real estate values</p> <p>Jan 8 – Chambersburg Borough Council authorization to request reassessment</p>

<p>Franklin County Reassessment (No Change)</p>	<ul style="list-style-type: none"> - Shippensburg and Waynesboro Boroughs have endorsed and added support to Chambersburg Borough’s reassessment request - Chambersburg Borough Council President Allen Coffman attended the February Greencastle Borough Council meeting, discussed the need for County-wide reassessment and provided information • Representatives from several Boroughs in Franklin County attended a meeting to discuss reassessment and review ways to address the need for updated property valuations with the County Commissioners • Staff will keep Council updated on this topic with any new developments 	<p>Jan 16 & 17 – Shippensburg & Waynesboro officially support reassessment</p> <p>Feb 15 – meeting with Franklin County Borough representatives</p>
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Community & Economic Development

Task	Report	Timeline
<p>Beautification Committee</p>	<ul style="list-style-type: none"> • Monthly meetings began in March and will continue until the end of the year • The committee is drafting a donation request letter for business owners and the public to participate in upgrading benches and trash cans in Center Square • Committee will be responsible for all plantings in Center Square including island and corners as Marie Eshleman is stepping back from some of her long standing volunteer efforts 	<p>Apr 9th at 3pm – public meeting</p> <p>Apr – begin fundraising for benches & trash cans</p>
<p>E. Baltimore St property</p>	<ul style="list-style-type: none"> • An LSA grant was submitted to fund the development of the Borough’s lot into a plaza area focused on multipurpose community involvement as designed by FSA <ul style="list-style-type: none"> - Incorporates a covered stage area, focal wall for art and historic signage, landscaping, and hardscapes • An agreement is to be established with Brightspeed allowing for a mural or architectural façade wall on the phone company building along the west side of the plaza • Staff to reach out to neighboring property owner to discuss brick wall repairs and potential improvements to the back portion of the neighboring building • Borough Council approved the following next steps: <ul style="list-style-type: none"> - Cost estimates to be requested for the structural and architectural design and specifications for repairs to the existing fire wall and the construction of a new brick veneer wall 	<p>Jun 2023 – purchased property</p> <p>Nov 2023 – submitted LSA grant application</p> <p>Mar 4th – Council approved requesting quote for brick wall repairs</p> <p>Mid-2024 – wall repairs</p> <p>* The Community & Economic Development committee will meet as needed</p>

<p>Service Project Coordination with Grace Academy</p>	<ul style="list-style-type: none"> • Staff was contacted by a teacher and a member of the executive committee of Grace Academy in Maryland • Working to coordinate schedules and determine a project appropriate for several sixth grade students in a Student Service Learning class 	<p>Mar 25th – initial contact from Grace Academy representatives</p> <p>May – service project to occur</p>
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Current Development Under Review

Name of Development	Zoning District	Proposed Use/Improvement	Status
<p>Dollar General on N. Antrim Way</p>	<p>HC</p>	<ul style="list-style-type: none"> • Final subdivision plan approved by Council for parcel 08-2A00.-007.-000000 • Final land development plans for the construction of a Dollar General store 	<ul style="list-style-type: none"> • May 2023 – Council approved preliminary land development plan • Planning Commission has tabled last three final plan submittals <ul style="list-style-type: none"> - Several outstanding comments related to stormwater and screening requirements • Variance request submitted to the ZHB related to the required landscape buffer • Requested a 120-day extension for review until 7/9/2024
<p>GASD & Chambersburg Hospital Subdivision</p>	<p>CC-II & INS</p>	<ul style="list-style-type: none"> • Subdivision of the Chambersburg Hospital parcel fronting on Eastern Avenue • Consolidation of 10.097 acres to school district tract 	<ul style="list-style-type: none"> • Plans submitted to Borough & Antrim Township Planning Commissions • ARRO initial review completed, comment letter provided to developer to address and resubmit • Plans tabled at the February 12th Planning Commission meeting • Requested a 180-day extension for review until 11/8/2024
<p>162 S. Carlisle St</p>	<p>R2</p>	<ul style="list-style-type: none"> • Land development plans submitted to the construction of 3 attached residential units • Sep 2022 – ZHB approved variance for front yard setbacks (205-24) 	<ul style="list-style-type: none"> • Jan 2024 – current LD resubmittal • Application for variance has been submitted to the ZHB related to setbacks & lot coverage • Plans tabled at the February 12th Planning Commission meeting • Requested a 90-extension for review until 8/10/2024

<p>Buchanan Flats (No Change)</p>	<p>R-2</p>	<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 26, 2023 with several required conditions <ul style="list-style-type: none"> - Initial conditions required to be completed by July 6th were met - Other required conditions: <ul style="list-style-type: none"> ▪ Antrim Township and PennDOT approval ▪ Establish agreeable timeline for Moss Spring Avenue connection
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Personnel

Task	Report	Timeline
<p>Civil Service Testing for Full-Time Police Officer</p>	<ul style="list-style-type: none"> • Staff proctored the written police officer civil service testing on March 26th <ul style="list-style-type: none"> - 5 applicants signed up and completed the testing - Testing to be graded by McCann Associates - Upon receiving the written test results, any applicants that passed with a 70% or greater will proceed to physical agility testing, oral interview, and a medical and psychological evaluation • An eligibility list for the Civil Service Commission’s review will be created based on the results of all evaluations <ul style="list-style-type: none"> - Eligibility list will be provided to Council for the hiring of a full-time police officer 	<p>Sep 2023 – Council approved CSC activation</p> <p>Sep 2023 – CSC met & approved testing</p> <p>Nov 2023 – testing advertised but cancelled due to no applications</p> <p>Mar 26 – civil service written test occurred</p>
<p>Civil Service Commission Sergeant Position</p>	<ul style="list-style-type: none"> • Sergeant position criteria was reviewed by the Commission at their February 22nd meeting <ul style="list-style-type: none"> - Articles reserved in the 2001 CSC Rules and Regulations - Sergeant pay scale established in the current collective bargaining agreement • Salzmann Hughes drafting modifications to the CSC Rules and Regulations pending Commission approval 	<p>Feb – Council approved CSC activation to establish criteria for Sergeant & CSC met</p> <p>Apr – CSC to meet and review Rules & Regs modifications</p>
<p>Hiring Updates</p>	<ul style="list-style-type: none"> • Full-time Water Treatment Plant position opening <ul style="list-style-type: none"> - Job posted, interviews underway, applications will be accepted until the position has been filled • Chief of Police applicant discussions occurring • Currently hiring for full-time and part-time police officers 	<p>May 2024 – Chief hiring recommendation</p>

Public Facilities

Task	Report	Timeline
<p>N. Carlisle Street Project</p>	<ul style="list-style-type: none"> • Sidewalk repair work is needed to finalize the project <ul style="list-style-type: none"> - In late 2023, remaining work was advertised for public bidding and submitted to local contractors for quotes - Costs higher than anticipated, not accepted by Council - Staff to meet with contractors to review repair options - Scope of work to be reevaluated to be under the \$25,000 threshold for prevailing wage • Committee to review options for rebilling of the acceptable work completed, staff to provide: <ul style="list-style-type: none"> - Breakdown of properties to begin rebilling - Total cost per each property - Impact of potential 10% discount in addition to 3-year payment plan 	<p>2024 – remaining sidewalk repairs, project completion, rebilling determination</p>
<p>N. Washington Street Roadway Improvements Project</p>	<ul style="list-style-type: none"> • Scope: install sidewalks, curbs, ADA ramps, paving, trees • Funding: <ul style="list-style-type: none"> - DCED Multimodal Transportation Grant awarded = \$259,079.00 - 2021 CDBG = \$110,000.00 for ADA ramps - Liquid fuels funds = \$200,000 budgeted as required matching funds - Columbia Gas – completing top coat paving • Ganoë Paving has been awarded the contract as the lowest bidder with an initial contract price of \$517,449.60 including all contingency and alternate items <ul style="list-style-type: none"> - Contract has been reviewed by legal and finalized - Letters are being drafted for resident awareness • Construction planned for early spring of 2024 <ul style="list-style-type: none"> - Full time RPR \$80,000 budgeted for inspection 	<p>Jan 2024 – project awarded to Ganoë Paving Mar 2024 – Notice to Proceed Spring 2024 – construction begins Summer 2024 – project completion Fall 2024 – administrative grant closeouts</p>
<p>Alley Paving</p>	<ul style="list-style-type: none"> • Scope: <ul style="list-style-type: none"> - 3” mill and 3” overlay of 19mm asphalt, 795 linear feet - E. Warren Ln from N. Washington St to N. Allison St - N. Church Ln from E. Warren Ln to E. Madison St • Budget: <ul style="list-style-type: none"> - Construction = \$40,000 - 01.439.610 • Schedule: <ul style="list-style-type: none"> - May to September depending on contractor availability 	<p>Mar 22 – advertised in Public Opinion Apr 9 – pre-bid meeting Apr 23 – bids due & publically opened</p>

2024 Budgeted Projects	<ul style="list-style-type: none"> ● 2019 CDBG – ADA Ramp Installations <ul style="list-style-type: none"> - Scope: install 42 ADA ramps at various locations - Funding = \$289,500.00 - Budgeted engineering = \$88,205.00 for design, bid, permitting, FT RPR - Timeline: funding extension to be granted until December 2024 (pending approval) ● 2022 CDBG – Walter Ave & Rt. 11 Intersection <ul style="list-style-type: none"> - Scope: install pedestrian crosswalk signals, ADA ramps, reconfigure crosswalks - Funding = \$286,103.00 (increased funding amount) - Budgeted engineering = \$40,000 for design, bid, permitting, FT RPR - Timeline: funding required to be expensed by end of 2027 ● Moss Spring Avenue Traffic Calming Measures (dependent on development) <ul style="list-style-type: none"> - Scope: install speed tables, pavement markings, additional signage & crosswalks - Funding = \$179,000.00 - Budgeted engineering = \$63,050.00 for survey, design, bid, FT RPR - Timeline: finalized prior to Buchanan Flats development opening ● Walter Avenue Bridge Repairs <ul style="list-style-type: none"> - Scope: complete recommended repairs as indicated on annual inspection report - Budgeted construction cost = \$279,400.00 in ARPA funds - Budgeted engineering = \$35,000.00 for design, bid, RPR & railroad coordination - Timeline: work completed in 2024
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Public Safety

Task	Report	Timeline
Current Items Under Review	<ul style="list-style-type: none"> ● Letters to be mailed to PennDOT <ul style="list-style-type: none"> - Request to add signage, striping, and delineators based on safety concerns at the S. Ridge Avenue and E. Baltimore Street crosswalk - Request for a traffic study to be conducted on Baltimore Street to support truck traffic restrictions for local deliveries only ● Post-fire protocols & safety regulations <ul style="list-style-type: none"> - Request information from Clem Mellott regarding inspection options - Review PSAB draft ordinances and other municipalities ● Industrial Pallet Company (IPC) concerns <ul style="list-style-type: none"> - Review the Borough’s past involvement with the pallet company including a possible draft agreement - Request IPC install screening shrubs along N. Carlisle St 	<p>The Public Safety committee will meet as needed and all meeting dates will be posted online</p>

Center Square Compact Car Regulations	<ul style="list-style-type: none"> • Safety concerns have been identified related to pedestrian visibility surrounding Center Square - Council approved the drafting of an ordinance to make several parking spaces near crosswalks around Center Square limited to compact car parking only - Legal and staff to draft an ordinance for Council review, advertisement, and enactment 	<p>Feb – reviewed by PS committee</p> <p>Mar – Council review & authorization to draft ordinance</p> <p>May – draft ordinance for Council review</p>
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Greencastle Area, Franklin County, Water Authority Updates

Task	Report	Timeline
Lead and Copper Regulations	<ul style="list-style-type: none"> • Environmental Protection Agency (EPA) updated regulations on lead and copper materials used in water distribution systems - Investigation of all service line materials is required - Inventory of service line material must be submitted to the EPA by October 2024 	<p>Mar – owner notification</p> <p>Mar to Oct – full system inspection of service line materials</p> <p>Oct – submission of inventory data to EPA</p>

Public Works Department Operational Updates

- Over 45 PA One calls completed related to upcoming construction work and development projects
- Seasonal Borough-wide street sweeping
- Inlet box cleaning and inspection
- Assisted with tree trimming at Waste Water Treatment Plant
- Replaced concrete parking block in Borough Hall parking lot
- Assisted contractors and managed coordination for repairs to town siren
- Reviewed alley paving specifications, bid advertisement, and contractor correspondence

Sewer Department Operational Updates

- Contractor work
 - Anytime & Capital Electric finalized VFD project
 - T. Byers completed the W. Franklin Street replacement project
 - Dependable Roofing installed a roof over the VFD panel to regulate panel box temperatures
- Staff work
 - Requested quotes for manhole rehabilitation work
 - Oversight and coordination of W. Franklin Street project
 - Tree trimming around fences at the Waste Water Treatment Plant