

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

**Administration**

Task	Report	Timeline
Shentel Construction	<ul style="list-style-type: none"> <li>• The Borough of Greencastle has signed a franchise agreement with Shentel as a new service provide similar to Comcast</li> <li>• Shentel/GloFiber has begun construction of their infrastructure with the first section of work completed along Parkwood, Chadwick, Homestead &amp; Baumgardner</li> <li>• Upcoming areas of work for Shentel construction include:               <ul style="list-style-type: none"> <li>- Moss Spring, Meadowview, Brookview, Forest View and Field View</li> <li>- Lohman, Osbourne, Century, Campion and Harriet</li> </ul> </li> <li>• Construction timelines and notifications will continue to be provided on the Borough website and Facebook page</li> </ul>	<p>Feb 2022 – non-exclusive franchise agreement established with Shentel</p> <p>Jun to EOY – construction of infrastructure throughout the Borough</p>

**Budget & Finance**

Task	Report	Timeline
FY 2022 Financial Audit	<ul style="list-style-type: none"> <li>• Boyer &amp; Ritter has completed and submitted the final reports for the Borough's FY 2022 financial audit</li> <li>• Copies will be provided to Council for review and acceptance at the August meeting</li> </ul>	<p>Feb – audit fieldwork</p> <p>Jul – audit completion</p> <p>Aug – Council acceptance</p>
2024 Budget Preparations	<ul style="list-style-type: none"> <li>• Staff has begun preparing the account justification sheets for the 2024 budget</li> <li>• Capital expense requests and projects will be reviewed</li> <li>• Budget meetings are anticipated to be held in September and early October with all meetings being advertised and open to the public</li> </ul>	<p>Jul – justification sheets</p> <p>Aug – capital expense analysis</p> <p>Sep &amp; Oct – public meetings</p>

**Community Outreach**

Task	Report	Timeline
Beautification Committee	<ul style="list-style-type: none"> <li>• Current committee projects:               <ul style="list-style-type: none"> <li>- Watering new plantings in Center Square</li> <li>- Recommendation of trash can options and bike rakes</li> </ul> </li> </ul>	<p>Aug 8<sup>th</sup> at 3pm – next public committee meeting</p>

<p>E. Baltimore St property</p>	<ul style="list-style-type: none"> <li>• 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 Post Office</li> <li>• Anticipated development includes an open-concept community involvement and multipurpose area</li> <li>• Council approved the reallocation of \$25,000 to fund improvements at this property in 2023, currently approved expenses include: <ul style="list-style-type: none"> <li>- Installation of 2 gates for improved access = \$1,525.00</li> <li>- Elevations survey = \$1,500.00</li> <li>- Structural evaluation of brick wall = \$700.00</li> </ul> </li> <li>• Current action items from the workgroup include: <ul style="list-style-type: none"> <li>- Grant funding options and timelines for submittal</li> <li>- Identification of possible landscape architects and local muralists</li> </ul> </li> </ul>	<p>May – Council authorized purchase of property</p> <p>Jun – settlement on property and committee meetings began</p> <p>EOY – review design proposals for development</p>
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**Economic Development**

Name of Development	Zoning District	Proposed Use/Improvement	Status
<p>Buchanan Flats</p>	<p>R-2</p>	<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>• Developer’s Agreement: <ul style="list-style-type: none"> <li>- Traffic Signal Monitoring</li> <li>- Stormwater Operations and Maintenance</li> <li>- Moss Spring Avenue traffic calming improvements</li> <li>- Bonding requirements</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Council approved final land development plans on June 26<sup>th</sup> with several required conditions</li> <li>- Initial conditions required to be completed by July 6<sup>th</sup> have been met</li> <li>- Other required conditions: <ul style="list-style-type: none"> <li>▪ Antrim Township and PennDOT approval</li> <li>▪ Establish agreeable timeline for Moss Spring Avenue connection</li> </ul> </li> </ul>
<p>Dollar General on N. Antrim Way</p>	<p>HC</p>	<ul style="list-style-type: none"> <li>• Final subdivision plan approved by Council for parcel 08-2A00.-007.-000000</li> <li>• Final land development plans submitted for the construction of a Dollar General store</li> </ul>	<ul style="list-style-type: none"> <li>• Preliminary land development plans approved by Council in May</li> <li>• Developer working with PennDOT to submit highway occupancy permit</li> <li>• Final plans resubmitted July 31<sup>st</sup> for the Planning Commission review on August 14<sup>th</sup></li> </ul>

## Public Facilities

Task	Report	Timeline
Alley Paving	<ul style="list-style-type: none"> <li>• Bids received for alley paving work, Ganoe Paving was the lowest bidder with a total cost of \$31,238.74</li> <li>• Alleys to be paved include S. Cedar Ln from Baltimore St to Spruce Ln &amp; Spruce Ln from S. Washington St to S. Allison St for an approximate total length of 877 SY</li> </ul>	<p>May – advertised invitation to bid</p> <p>Jun – bids received</p> <p>Aug/Sep – paving work</p>
Stormwater and MS4	<ul style="list-style-type: none"> <li>• Borough and ARRO met with representatives from Shippensburg University to discuss in the field stormwater testing to determine concentrations at outfalls and establish baseline data</li> <li>• The Stormwater Workgroup is planning a local resource for residential stormwater project demonstrations</li> <li>• The Flood Area Identification report has been submitted by ARRO which identifies drainage areas, flow paths, and quantifies flow volumes of outfalls to determine future projects throughout the Borough               <ul style="list-style-type: none"> <li>- Council will review the Flood Area Identification report at the August 28<sup>th</sup> workshop meeting</li> </ul> </li> </ul>	<p>Apr – Council approved flood area mapping project</p> <p>Aug 24<sup>th</sup> at 4pm – next public MS4 workgroup meeting</p> <p>Aug 28<sup>th</sup> – Council to review Flood Area Identification report</p>
N. Carlisle Street Rehabilitation Project	<ul style="list-style-type: none"> <li>• 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</li> <li>• Quotes from contractors for sidewalk repair work reviewed but the total cost was over the threshold required for bidding the project</li> <li>• Council approved advertising for sidewalk repairs bids               <ul style="list-style-type: none"> <li>- Legal reviewing, project to be advertised in August</li> </ul> </li> </ul>	<p>Mar 27<sup>th</sup> – credit approved</p> <p>Jul – Council approved bid advertisement</p> <p>Sep – review bids &amp; approve contractor</p>
Other Upcoming Projects	<ul style="list-style-type: none"> <li>• N. Washington Street Streetscape Improvements Project               <ul style="list-style-type: none"> <li>- Scope: install sidewalks, curbs, ADA ramps, base repair and trees</li> <li>- Funding:                   <ul style="list-style-type: none"> <li>▪ DCED Multimodal Transportation Grant awarded = \$259,079.00</li> <li>▪ 2021 CDBG for ADA ramps = \$110,000.00</li> <li>▪ Liquid fuels funds – required matching funds</li> <li>▪ Columbia Gas – completing top coat paving</li> </ul> </li> <li>- Timeline: bid in November 2023 and finalize by the end of 2024</li> </ul> </li> <li>• 2022 CDBG – Walter Ave &amp; Rt. 11 Intersection               <ul style="list-style-type: none"> <li>- Scope: install pedestrian crosswalk signals, ADA ramps, reconfigure crosswalks</li> <li>- Funding requested = \$224,153.00</li> <li>- Timeline: funding required to be expensed by end of 2027</li> </ul> </li> </ul>	

## Public Safety

Task	Report	Timeline
Police Contract Negotiations	<ul style="list-style-type: none"> <li>Initial meeting with the union representatives occurred</li> <li>Negotiations will continue until a new contract is agreed to between the Borough and the union</li> </ul>	<p>May – negotiations began</p> <p>EOY – new contract</p>
Williamsport Pike & Rt. 11 Intersection	<ul style="list-style-type: none"> <li>Letter sent to PennDOT requesting a redesign of the Williamsport Pike and S. Antrim Way intersection</li> <li>Outlined that this intersection is deficient in the existing condition based on the level of service for the left turn lane from Williamsport Pike as designed in the early 1950s</li> <li>8 reportable crashes at this location in a five-year period</li> <li>Significant growth experienced &amp; expected to continue causing further safety concerns</li> </ul>	<p>Jun 12 – letter sent to PennDOT &amp; local representatives</p>
Resolution 2023-05 Burn Ban	<ul style="list-style-type: none"> <li>Mayor Ben Thomas instituted a 7-day burn ban due to dry conditions and poor air quality</li> <li>Borough Council approved Resolution 2023-05 to extend the Borough-wide burn ban prohibiting all burning</li> <li>Council has lifted the temporary burn ban but has suggested reconsidering a permanent ban on burning</li> </ul>	<p>Jun 8 – Mayoral burn ban proclamation</p> <p>Jun 14 – Council resolution enacted</p> <p>Jul 13 – Council lifted burn ban</p>
Public Safety Workgroup	<ul style="list-style-type: none"> <li>N. Jefferson Street parking delineations approved and completed</li> <li>Request to review a draft fireworks ordinance</li> <li>Parking meter improvements: <ul style="list-style-type: none"> <li>Vendors will be requested to attend an upcoming workshop meeting to discuss modernized kiosk option</li> </ul> </li> </ul>	<p>Jul – N. Jefferson Street parking striped</p> <p>Sep – review parking meter improvements &amp; fireworks ordinance</p>

## Public Works Department Operational Updates

- 40 PA One calls completed related to upcoming design work and development projects
- Seasonal mowing, weed eating, shade tree watering throughout the Borough
- Oversight of construction activities at the Sheetz development project
- Requested contractor quotes for several upcoming projects
- Coordination with Shentel/GloFiber for infrastructure construction efforts
- Borough wide striping completed including N. Jefferson Street parking delineations
- Work completed related to Ordinance 2023-02:
  - E. Madison Street - no parking zone established, curb painting and signage installed
  - W. Baltimore Street - load zone removed, curb painting and signage removed
- Borough-wide road evaluation survey completed to determine future capital projects and establish priorities

## 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>• Salzman Hughes is currently reviewing the document</li></ul>	2023 – Council review, advertise & adopt ordinance

## Sewer Department Operational Updates

- Dissolved oxygen probe and analyzer purchased as budgeted
- Sewer roter utilized to open several clogged lateral service lines
- Capital Electric working to finalize the VFD upgrades
  - Tweaking equipment to streamline processes and utilization
- Acceptance letter received for Chapter 94 report as submitted
  - Findings show more than sufficient hydraulic and organic capacity at the plant for the next five years and sufficient hydraulic capacity at pumping stations for the next several years
- Staff sent a letter to the US Senate in regards to land applying biosolids in response to proposed legislation that would make it less feasible to land apply biosolids
- Aeration tank prepped and two coats of epoxy applied to walls to better protect concrete
- Maintenance completed due to increased algae concentrations more common during summer months
- Sewer repair work planned for W. Franklin Street
  - Easement agreements drafted and reviewed
  - Concrete piping planned to be used from surplus materials of N. Carlisle Street project
  - Meetings being coordinated with impacted property owners