

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

Administration

Task	Report	Timeline
Resolution 2023-03 Sewer Tapping Fees	<ul style="list-style-type: none"> Capital charges study completed by Bill Hill at Keller Engineering as budgeted for in the 2023 Sewer Fund PA Municipal Authorities Act provides municipalities the ability to charge and adjust specific capital fees The current sewer tapping fee is \$6,030, based on the updated rate study the new tapping fee will be \$6,986 Once Resolution 2023-03 is adopted, all new development will be charged the increased rate for connection to the Borough's sewer system 	<p>April – rate study completed, staff drafted resolution & legal reviewed</p> <p>May – anticipated resolution adoption & increased tapping fee established</p>
Franklin County Comprehensive Plan Update	<ul style="list-style-type: none"> The Franklin County Planning Department will be holding meetings for municipal representatives to share an update on the progress of the County's comprehensive plan and gather input. The Borough of Greencastle will be hosting one of these municipal meetings on Monday, May 8th from 9am - 11am in Borough Hall. 	<p>May 8th at 9am – Comprehensive Plan review meeting</p> <p>*Meeting for municipal representatives only</p>

Budget & Finance

Task	Report	Timeline
Additional Pole Lighting in Center Square	<ul style="list-style-type: none"> Council approved additional arms & fixtures to be added to the Center Square light pole in East and West directions Existing lighting on the pole in Center Square directs light North and South only Total cost is \$3,800 including all materials & labor Lights have been ordered and G.W. Electric will install new fixtures when materials arrive 	<p>March – Council approved expense & staff ordered light</p> <p>May – anticipated installation</p>
Unclaimed Stormwater Refunds	<ul style="list-style-type: none"> Based on the requirements of the Pennsylvania Disposition of Abandoned and Unclaimed Property Act, staff submitted \$2,800 in unclaimed stormwater refunds to the State Treasury in mid-April 	<p>July 6, 2020 – Council approved refunds</p> <p>April 2023 – submit unclaimed to Treasury</p>

Community Outreach

Task	Report	Timeline
Updated Center Square Lighting	<ul style="list-style-type: none"> All 16 lights have been fully funded by local sponsors Lights have been received at the Borough shed Installation work is planned for May Expenses and revenues included in 2023 budget 	<p>Nov 2022 to Mar 2023 – donations received</p> <p>May – anticipated installation to begin</p>
Beautification Committee	<ul style="list-style-type: none"> Committee members have been busy with projects focusing on updates to the Center Square: <ul style="list-style-type: none"> Overgrown bushes removed from all corner beds, new hardier boxwoods planted Annuals selected, soils amended, and mulch will be installed to finalize corner bed improvements Benches painted by the Public Works department New pots and annuals to be planted at Borough Hall 	<p>May 9th at 3pm – next public committee meeting</p>
Resolution 2023-04 E. Baltimore St property	<ul style="list-style-type: none"> All necessary parties have signed a Letter of Intent for the Borough to potentially purchase parcel 08-2B29.-041.-000000 located on E. Baltimore Street across from the Greencastle Post Office Council will vote on Resolution 2023-04 to authorize the purchase of this property Anticipated development on the identified parcel includes an open-concept community involvement and enrichment area 	<p>Apr – signed Letter of Intent with property owners</p> <p>May – Council acts on Resolution 2023-04 to authorize purchase of property</p> <p>Jun/Jul – agreement of sale & closing</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"> Preliminary/final plans for the subdivision of parcel 08-2A00.-007.-000000 Preliminary land development plans for the construction of a Dollar General store 	<ul style="list-style-type: none"> Four plan submittals to date, no outstanding comments Planning Commission reviewed at the Nov. 2022, Feb, Mar, and Apr 2023 meetings Extension granted until May 13th for Council action Planning Commission has recommended approval

Buchanan Flats	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 • Agreements to establish: <ul style="list-style-type: none"> - Traffic Signal Monitoring - Cemetery Access Easement - Stormwater Operations and Maintenance (O&M) - Developer's Agreement <ul style="list-style-type: none"> ▪ Outlines all offsite improvements including agreed upon cost of \$179,000 for traffic calming measures in the current Moss Spring community 	<ul style="list-style-type: none"> • Council approved preliminary land development plans with several required conditions: <ul style="list-style-type: none"> - Satisfy all outstanding comments - GAFCWA approval - All agreements established - Antrim Township and PennDOT approval - Deed of conveyance for Grant Street Extended - Establish agreeable timeline for Moss Spring Avenue connection • Final plans to be submitted for Planning Commission review in May
Greencastle-Antrim School District A.C.E. Building	INS	<ul style="list-style-type: none"> • Construction of a 2 story, 6,684 square foot educational building on GASD campus 	<ul style="list-style-type: none"> • Plans submitted February 27, 2023 • Planning Commission tabled plans on March 13th pending further satisfaction of comments • Second plan submittal on April 26th

Public Facilities

Task	Report	Timeline
Stormwater and MS4	<ul style="list-style-type: none"> • Council approved a proposal for ARRO to complete a comprehensive analysis of areas in the Borough most in need of stormwater improvements • Mapping will identify all Borough outfalls and outlets • Recommendations will be provided regarding possible future projects throughout the Borough 	<p>Apr – Council approved stormwater mapping</p> <p>May 25th at 4pm – next public MS4 workgroup meeting</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 • At the April 24th workshop, Council approved quotes to be requested from contractors for sidewalk repair work • Negotiations will continue with legal and engineering support to settle remaining outstanding items 	<p>Mar 27th – credit approved</p> <p>Apr 24th – contractor quotes approved</p> <p>Jun – Council action to approve contractor for repair work</p>

<p>Other Upcoming Projects</p>	<ul style="list-style-type: none"> • 2021 CDBG – ADA Ramps <ul style="list-style-type: none"> - Scope: install 20 ADA ramps – this project is anticipated to be combined with the N. Washington Street project - Funding: \$110,000 - Timeline: finalize by end of 2024 • N. Washington Street Streetscape Improvements Project <ul style="list-style-type: none"> - Scope: install sidewalks, curbs, base repair and trees - Columbia Gas: completing top coat paving in coordination with overall project - Funding: DCED Multimodal Transportation Grant awarded in the amount of \$259,079.00. Liquid fuels funds will be used as the required matching funds - 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"> - Funding requested = \$224,153.00 - Scope: install 4 new pedestrian crosswalk signals, 10 ADA ramps, and reconfigure crosswalk walkability - Timeline: funding required to be expensed by end of 2027
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Public Safety

<p>Sight Distance Evaluation and Parking Restrictions</p>	<ul style="list-style-type: none"> • Letter received from the Evangelical Lutheran Church requesting parking be eliminated along the church property line due to concerns with safety and visibility • Council voted on March 6th to table this request pending a comprehensive intersection sight distance evaluation • Workgroup met to discuss intersection analysis criteria <ul style="list-style-type: none"> - Suggested one marked parking spot remain in front of church on E. Madison St - Will identify areas of concern for further analysis throughout the Borough 	<p>Feb 27th – Council discussed options during workshop</p> <p>Mar 6th – Council tabled request</p> <p>Apr 18th – workgroup met to discuss intersection safety & recommendation provided</p>
<p>Loading Zone Designation Removal</p>	<ul style="list-style-type: none"> • Council and residents have expressed concerns with parking regulations associated with a loading zone along E. Baltimore Street • To mitigate further issues, staff recommends eliminating this loading zone parking classification and re-establishing a metered parking space 	<p>May – Council review of potential ordinance change</p>
<p>Parkwood Drive Additional Street Light</p>	<ul style="list-style-type: none"> • Council approved an additional street light to be installed on Parkwood Drive based on resident’s safety concerns • Public Works completed the installation of all necessary conduit and West Penn Power will install the light as soon as possible 	<p>Mar 6 – Council approved</p> <p>May – installation anticipated</p>

Public Works Department Operational Updates

- Completed over 60 PA One calls
- Began seasonal mowing and weed eating work throughout the Borough
- Removed old bushes and helped to replant new bushes in Center Square
- Painted benches and purchased new cigarette receptacles for Center Square
- Installed watering bags on 21 shade trees and will begin weekly watering as needed
- Supervised patching repairs on Orchard Circle and pothole at Leitersburg Street and S. Carlisle Street
- Installed conduit for the Parkwood Street light
- Oversight of construction activities at the Sheetz development project
- Coordination with G.W. Electric on outstanding projects:
 - New Center Square light installation
 - Additional lighting arms installed on the Center Square pole

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 currently reviewing the document • Council will review at an upcoming workshop meeting 	Jun 2022 – legal review 2023 – Council review, advertise & adopt ordinance

Sewer Department Operational Updates

- Holding Tank Aeration Project:
 - Staff compiled a supply list, ordered piping and valves, assembled piping
 - PSI core drilled two 6” holes through the 12” concrete tank wall
- Kitchen Installation Project:
 - Staff installed the kitchen cabinets, counter, sink, and drain line for the kitchen area
 - Eberly’s Plumbing installed the hot and cold water lines
- Rented yard aerator and reseeded problem areas of grass at the plant
- Sewer lateral inspected on Williamson Avenue and removed a tree root ball
- PSI installed the new basket strainer for the non-potable water pump
- Staff identified a problem with the phase monitor at North Washington Street pump station; Rosey’s pumped down the wet-well and Anytime Electric ordered and installed a new monitor
- Capital Electric reviewed items remaining for the VFD install for the Gasho blowers