

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

Administration

Task	Report	Timeline
Shentel Construction	<ul style="list-style-type: none"> • Shentel/GloFiber is progressing with construction of their infrastructure with the first section of work completed along Parkwood, Chadwick, Homestead & Baumgardner • 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 of infrastructure 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>

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 - 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"> - October 2nd at 7pm – Council Budget Workshop - November 6th at 7pm – Preliminarily Adopt Budgets - 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: <ul style="list-style-type: none"> Center Square trash cans = \$6,000 Center Square benches = \$6,000 Plantings, soil, etc. = \$1,500 Bike rack to be installed in SW corner of Center Square Beautification Committee YTD expenses = \$1,589.17 <ul style="list-style-type: none"> Remaining budget = \$1,110.83 	Oct. 10 th at 3pm – next public committee meeting
E. Baltimore St property	<ul style="list-style-type: none"> The Borough 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 to review a proposal from FSA for a cost not to exceed \$8,000 to design concept plans for the lot Staff will be submitting an application for a Local Share Account grant to help fund development of the property Decorations being planned for the Heritage Christmas season 	<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>

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 <ul style="list-style-type: none"> 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	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
Zoning Hearing Board Bosko Family Chiropractic	HC	<ul style="list-style-type: none"> • Property located at the corner of South Antrim Way and W. Franklin Street • Applicant requested variances to construct a medical facility and parking area on the property 	<ul style="list-style-type: none"> • At the advertised public hearing on September 13th, the Borough of Greencastle Zoning Ordinance approved the following variances: <ul style="list-style-type: none"> - Section 205-19.A. – required front yard setback for mixed use zones - Sections 205-25.G.1 & 4 – parking area screening & setbacks

Personnel

Task	Report	Timeline
Public Works Employment Opening	<ul style="list-style-type: none"> • The Borough is currently looking for a full-time Public Works laborer to fill an existing position <ul style="list-style-type: none"> - This is a manual labor position involved with the maintenance of Borough streets, waste water, and water main line collection and distribution systems - Valid PA motor vehicle license with a Class C endorsement & Class B with an airbrake endorsement current or to be obtained within 1 year of employment 	<p>Oct – position open & advertising</p> <p>Nov – position filled with qualified applicant</p>
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 is working to schedule, order, and advertise testing 	<p>Sep 5 – Council approved CSC activation</p> <p>Sep 20 – CSC approved testing & creation of eligibility list</p> <p>Oct – Civil Service testing to occur</p> <p>Nov – CSC to approve eligibility list</p>

Public Facilities

Task	Report	Timeline
Alley Paving	<ul style="list-style-type: none"> • Ganoe Paving completed the publically bid alley paving work for a total cost of \$31,238.74 - Alleys paved include S. Cedar Ln from Baltimore St to Spruce Ln & Spruce Ln from S. Washington St to S. Allison St 	<p>May – advertised project</p> <p>Jun – bids received</p> <p>Sep – paving work completed</p>
Stormwater and MS4	<ul style="list-style-type: none"> • Shippensburg University Center for Land Use and Sustainability is no longer able to collaborate with the Borough for data collection efforts and stormwater analysis - Staff is looking into other options, including in-house sampling, to generate actual data and analyze stormwater conditions • ARRO has provided cost estimates for various piping options to be utilized at Mifflin Lane - Modeling analysis indicated that 45”x29” elliptical reinforced concrete 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 the 45”x29” elliptical piping - Staff will submit for grant funding to execute this project 	<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 as approved by Council - Ganoe Paving was the only bidder with a total cost of \$60,454.00 to demolish, remove, and reinstall 2,093 square feet of concrete sidewalk that was damaged during the initial project - Council to review and take action on the bid as received 	<p>Mar – credit approved</p> <p>Jul – Council approved bid advertisement</p> <p>Aug – pre-bid meeting</p> <p>Oct – review bid & 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 	<p>May – negotiations began 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 Nov – implementation of approved modifications</p>
<p>Fireworks Ordinance</p>	<ul style="list-style-type: none"> • The proposed ordinance 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

- 50 PA One calls completed related to upcoming design work and development projects
- Seasonal mowing, weed eating, shade tree watering throughout the Borough
- Coordination with Columbia Gas and Shentel/GloFiber for infrastructure construction efforts
- Borough-wide line repainting has been completed
- 2024 budget preparations
 - Requested and received quotes from contractors
 - Finalized planned projects
 - Submitted and reviewed expense requests
- Installed 20 new street signs
- Removed vegetation blocking the visibility of the stop sign at Elm and Warren Lane
- Coordinated the motor replacement needed for the town clock repair

Sewer Department Operational Updates

- 2024 budget preparations
 - Requested and received quotes from contractors
 - Finalized planned projects
 - Submitted and reviewed expense requests
- Attended rate study review meeting with Bill Hill of Keller Engineering
 - Provided anticipated projects & capital expenses
- Trained new part-time staff member for weekend work
- Worked with Carlisle Consulting and Capital Electric to finalize Gasho blower VFD installation project
- Washed roofing per warranty requirements
- Camera used to confirm line locations relative to ROW for proposed development
- Requested and reviewed quotes for Colonial Drive sewer manhole replacement
- Switched plant operations to utilize side #1 treatment train, allowing for maintenance to side #2
 - Staff currently working to replace scum pump on side #2