

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

Administration

Task	Report	Timeline
Shentel Construction	<ul style="list-style-type: none"> • Shentel/GloFiber is continuing infrastructure construction • Current and upcoming areas of work for Shentel construction include: <ul style="list-style-type: none"> - S. Allison, Addison, Orchards development, N. Linden, N. Ridge - N. Washington, N. Allison, Moss Spring development • 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 submitted an LSA grant application for \$225,000 in funding to purchase three new police vehicles • Borough staff submitted an LSA grant application for \$764,040 to support the Borough's lot development project for improvements to the Borough's lot across from the Post Office 	<p>Nov – Council to review & approve resolutions of support</p> <p>Nov 30th – LSA grant applications due</p> <p>Early 2024 – award determinations</p>
Councilperson Election Results	<ul style="list-style-type: none"> • Three 4-year terms to be filled by: <ul style="list-style-type: none"> - Joel Amsley, Larry Faight, Scott Reagan • No one registered for the one 2-year term <ul style="list-style-type: none"> - Faight had the most write-in votes but will accept the 4-year term, Council will need to appoint a resident to the open 2-year term 	<p>Nov 7 – general election</p> <p>Dec 4 – Council to consider accepting applications</p> <p>Jan 2, 2024 – swearing in, reorganization & 2-yr term appointment</p>

Budget & Finance

Task	Report	Timeline
2024 Budget	<ul style="list-style-type: none"> • Highlights of the 2024 municipal budgets <ul style="list-style-type: none"> - All budgets are balanced as preliminarily adopted and advertised - 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"> - N. Washington Street reconstruction - Walter Avenue & Rt. 11 intersection ADA improvements - 2019 CDBG ADA ramps - Moss Spring traffic calming measures - Walter Avenue bridge repairs 	<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"> • Beautification Committee YTD expenses = \$2,622.09 • Members have made and disbursed several holiday decorations in Center Square with efforts focusing on handmade bows and swags attached to the new lighting 	<p>Dec. 12th at 3pm – next public committee meeting</p>
E. Baltimore St property	<ul style="list-style-type: none"> • The Borough purchased the 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 - The concept plans show a covered stage area, focal wall for art and historic signage, concrete and paving work as well as landscaping • 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"> - A final proposed concept plans and budget estimate have been received from FSA and submitted with the LSA grant application 	<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 submitted</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 • Plans have been resubmitted for Planning Commission review at the December 11th meeting
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 December 11th 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 establish an eligibility list of full time police officer candidates • The Civil Service Commission met and approved testing • Staff scheduled and advertise testing, but no applications were received, testing to be rescheduled 	<p>Sep 5 – Council approved CSC activation</p> <p>Sep 20 – CSC met & approved testing</p> <p>2024 – testing to occur & CSC to approve list</p>

<p>Hiring Updates</p>	<ul style="list-style-type: none"> • Full-time Public Works position filled by Jonathan Goshorn • Part-time Waste Water Treatment Plant Trainee position filled by Joseph Degrange • Currently accepting applications for the Chief of Police position with interviews planned to begin in December 	<p>Dec – Chief of police interviews</p> <p>Jan – Chief hiring recommendation to Council</p>
<p>Police Contract Negotiations</p>	<ul style="list-style-type: none"> • Several meetings with the police union representatives and executive sessions of Council have occurred • Negotiations have led to the finalization of a new contract as agreed upon between the Borough and the union • The arbitration hearing has been cancelled pending Council action to formally approve the agreement at their December meeting 	<p>May – negotiations began</p> <p>Nov – final contract agreement</p> <p>Dec – Council action on new contract</p>

Public Facilities

Task	Report	Timeline
<p>N. Carlisle Street Rehabilitation Project</p>	<ul style="list-style-type: none"> • A \$95,000 monetary credit approved by DOLI and the Borough ensured DOLI will not return to the Borough and allowed the Borough to proceed with project finalization • A full and final settlement offer of \$31,067.17 has been reviewed and accepted by DOLI and the Borough <ul style="list-style-type: none"> - Payment includes \$54,500 in reimbursement for actual damages incurred by the Borough including additional legal and engineering costs • Sidewalk repair work was advertised for public bidding and submitted to local contractors for quotes <ul style="list-style-type: none"> - Staff meeting with contractor to review repair options 	<p>Mar – credit approved</p> <p>Nov – settlement offer and final agreement</p> <p>2024 – complete remaining sidewalk repairs & 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 	

Public Safety

Task	Report	Timeline
<p>Baltimore St & S. Ridge Ave Intersection (No Change)</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</p> <p>Oct – coordination with PennDOT</p> <p>2024 – implementation of approved modifications</p>

Public Works Department Operational Updates

- Over 125 PA One calls completed related to upcoming construction work and development projects
- Began removal of the Hometown Hero banners
- Set up the Center Square for Christmas festivities
- Prepared for the Christmas parade and coordinated with the Chamber for Heritage Christmas events
- Worked with Shentel to coordinate and locate utilities
- Helped deliver food from the Police Department to the food pantry
- Annual leaf collection program underway as of October 9th utilizing the same schedule as designated in previous years
 - 130,000 lbs of leaves collected to date
 - Collection ending December 15th

Sewer Department Operational Updates

- Anytime Electric installed the VFD’s in the silver panel and began building the controls for the basement blowers
- Replaced the check valve on the basement blower, pulled the failed blower motor, and sent it to Transply for evaluation
- Contractors evaluating remaining work for VFD installation for the Gasho blowers
- Cleaned the check valves at the Colonial Drive and Carlisle Street pumping stations
- Cleaned the impellers at Colonial Drive pumping station
- Repaired the decant hoist for the main digester
- Replaced one of four Wellmate pressure tanks
- Assisted in setting up the Christmas House on the square
- Helped deliver food from the Police Department to the food pantry