

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

Administration

| Task | Report | Timeline |
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| <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. Baltimore St, N. Linden Ave, Jopa Rd, Orchard Circle - E. Franklin St, S. Carlisle St, S. Washington St, S. Allison St, S. Ridge Ave, Maple Ave, Oak Lane, Addison Ave - Leitersburg St, Osbourne Ave, Lohman Ave, Harriet Ct • 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;">Councilperson Vacancies Appointed</p> | <ul style="list-style-type: none"> • (2) two-year terms needed to be appointed based on: <ul style="list-style-type: none"> - Jan Shafer resignation effective December 31, 2023 - No qualifying write-in candidate for 2-year term • On January 22nd, Council publically interviewed six applicants for the two open positions on Council <ul style="list-style-type: none"> - Based on Council voting, Steve Miller and Mike Stenger have been appointed to fill terms to end on December 31, 2025 - Appointment by resolution and official swearing in occurred at the January 22nd meeting | <p>Nov 7, 2023 – general election</p> <p>Dec 4, 2023 – Council approved accepting applications</p> <p>Jan 22, 2024 – Council interviewed and appointed both open positions</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 is currently reviewing the agreement as requested by staff and will provide a final draft agreement for Council's review and execution | <p>Jan 17 – draft franchise agreement provided by Comcast & legal review began</p> <p>Apr – Council review & approval to execute the final agreement</p> |

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| Franklin County Reassessment | <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 <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 will be attending the February Greencastle Borough Council meeting to review this topic | <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>Jan 16 & 17 – Shippensburg & Waynesboro officially support reassessment</p> |
| 2024 Initial Annual Reporting | <ul style="list-style-type: none"> Staff has completed and submitted several of the required official reports for the Borough <ul style="list-style-type: none"> DCED: Tax Information, Survey of Financial Condition, Elected & Appointed Officials Liquid Fuels: Project Completion Reports, MS-965 Pension Plans: Act 205, AG-385 | January to March 2024 |

Budget & Finance

| Task | Report | Timeline |
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| FY 2023 Audits | <ul style="list-style-type: none"> Financial audit – fieldwork has been scheduled for the week of May 27th with Boyer & Ritter to complete the financial audit for FY ending December 31, 2023 Workers Compensation – scheduled for end of February Liquid Fuels – tentatively planned for early March | <p>Mar – financial audit prep work completed</p> <p>April - DCED-CLGS-30</p> <p>May 27 – financial audit fieldwork begins</p> <p>August - DCED-CLGS-04</p> |

Community Outreach

| Task | Report | Timeline |
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| Beautification Committee | <ul style="list-style-type: none"> Monthly meetings to begin again in March 2024 projects and budget: <ul style="list-style-type: none"> Upgrade Center Square benches & trash cans = \$12,000 with the intention of local sponsorship to offset all costs Center Square plantings, holiday decorations, landscaping at Borough office = \$1,500 | <p>Mar – public meeting (date pending)</p> <p>Apr – begin fundraising for benches & trash cans</p> |

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| <p>E. Baltimore St property</p> | <ul style="list-style-type: none"> • Open-concept community involvement and multipurpose area planned for Borough-owned lot located on the south west corner of the intersection of E. Baltimore Street and S. Washington Street across from the Post Office • LSA grant submitted to fund plaza project as designed by FSA incorporating 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 • Brick wall repairs to be engineered, contractor estimates to be requested and reviewed by Council for approval pending communication with neighboring property owner | <p>Jun 2023 – purchased property</p> <p>Nov 2023 – submitted LSA grant application</p> <p>Early 2024 – brick wall repairs</p> |
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Economic Development

| Name of Development | Zoning District | Proposed Use/Improvement | Status |
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| <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 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 |
| <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 • May need to submit a variance request to the ZHB if the required landscape buffer cannot be implemented on the current parcel |

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| GASD & Chambersburg Hospital Subdivision | CC-II & INS | <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 |
| 162 S. Carlisle St | R2 | <ul style="list-style-type: none"> • Land development plans submitted to the construction of 3 attached residential units • Will need to go back to ZHB for additional variances based on current plan | <ul style="list-style-type: none"> • Sep 2022 – ZHB approved variance for front yard setbacks (205-24) • Feb 2023 – initial LD plan submittal • Jan 2024 – current resubmittal being reviewed by ARRO and utility engineers prior to Planning Commission action |

Personnel

| Task | Report | Timeline |
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| Civil Service Commission | <ul style="list-style-type: none"> • Upon Council's approved activation of the Civil Service Commission (CSC) to establish an eligibility list of full time police officer candidates, the CSC met and approved testing • Staff scheduled and advertise testing but no applications were received <ul style="list-style-type: none"> - Different hiring options are being reviewed prior to rescheduling officer testing • Sergeant position reserved in 2001 CSC Rules and Regulations and the sergeant pay scale was established in the current collective bargaining agreement <ul style="list-style-type: none"> - Council to approve CSC activation to establish criteria for sergeant appointment | <p>Sep 2023 – Council approved CSC activation</p> <p>Sep 2023 – CSC met & approved officer testing</p> <p>2024 – officer testing to occur, CSC to approve officer eligibility list, sergeant criteria established for appointment</p> |
| Hiring Updates | <ul style="list-style-type: none"> • Full-time Water Treatment Plant position opening <ul style="list-style-type: none"> - Job posted, applications will be accepted until the position has been filled • Chief of Police position in-person interviews are underway | <p>Dec 2023 – began Chief of police interviews</p> <p>Feb 2024 – Chief hiring recommendation</p> |
| PCCD Grant | <ul style="list-style-type: none"> • Pennsylvania Commission on Crime and Delinquency (PCCD) is accepting grant applications to support police officer recruitment efforts • \$14 million in federal funding is available <ul style="list-style-type: none"> - Police department able to submit for \$7,000 to fill current full-time officer vacancy | <p>Dec 2023 – first round of funding awarded</p> <p>Early 2024 – police department to submit PCCD grant application</p> |

Public Facilities

| Task | Report | Timeline |
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| <p>N. Carlisle Street Project</p> | <ul style="list-style-type: none"> • Comprehensive project cost analysis is being prepared for committee review • Sidewalk repair work was advertised for public bidding and submitted to local contractors for quotes <ul style="list-style-type: none"> - Costs higher than anticipated and were not accepted by Council for action - Staff to meet with contractors to review repair options • Council to determine options for rebilling of the acceptable work completed | <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, base repair and 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 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 being finalized, pending engineering and legal review prior to execution - Letters to be 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>Apr to Nov 2023 – project engineering & bid specification</p> <p>Dec 15, 2023 – bids due</p> <p>Jan 2024 – project awarded to Ganoë Paving</p> <p>Spring 2024 – construction begins</p> <p>Summer 2024 – project completion</p> <p>Fall 2024 – administrative grant closeouts</p> |
| <p>2024 Budgeted Projects</p> | <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 = \$224,153.00 - Budgeted engineering = \$40,000 for design, bid, permitting, FT RPR - Timeline: funding required to be expensed by end of 2027 | |

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| 2024 Budgeted Projects (continued) | <ul style="list-style-type: none"> • 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 |
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| Baltimore St & S. Ridge Ave Intersection (No Change) | <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 has requested 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> |
| Initial Items to be Reviewed in 2024 | <ul style="list-style-type: none"> • Truck traffic on Baltimore Street • Industrial Pallet Company safety concerns & complaints • Burn ban requests • Fire-related safety protocols and requirements | |

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 <ul style="list-style-type: none"> - Investigation of all service line materials is required - Inventory of service line material must be submitted to the EPA by October 2024 | <p>Feb – owner notification</p> <p>Mar to Oct – full system inspection of service line materials</p> <p>Oct – submission of inventory data to EPA</p> |

Administrative Goals for 2024

- Retain existing staff and hire for open positions
- Submit five grant applications
- Distribute a new Borough newsletter
- Review and update ineffective ordinances
- Submit the MS4 waiver application by October 31st
- Support and attend more community events
- Complete all budgeted projects

Public Works Department Operational Updates

- Over 100 PA One calls completed related to upcoming construction work and development projects
- Repaired spouting at the Public Works building
- Coordinated heater installation in Public Works building garage area as budgeted
- Completed Borough-wide snow removal during two snow storms
 - Repaired snow removal equipment
 - Swept all PennDOT streets to remove cinders and debris
- Filled potholes in alleyways

Sewer Department Operational Updates

- Contractor work – replaced blower, rebuilt decant, Anytime & Capital Electric continued VFD work, heat pump repairs
- Staff work – started Annual Biosolids Report, preparation for W. Franklin Street replacement project, evaluated Colonial Drive pumping station for future needs