

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

Administration & Finance

Task	Report	Timeline
<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. Franklin St, S. Carlisle St, S. Washington St, S. Allison St, S. Ridge Ave, Maple Ave, Oak Lane, Addison Ave - Carowinds Dr, W. Walter Ave, Sunburst Dr, Celestial Terr, Starlight Dr, Moonlight Dr - Williamson Ave, Jeffrey Dr, Baumgardner Dr, Edward Dr, W. Baltimore St • 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;">Comcast Cable Franchise Agreement Renewal (No Change)</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>
<p style="text-align: center;">2024 Initial Annual Reporting</p>	<ul style="list-style-type: none"> • Staff has completed and submitted the required beginning of the year 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 	<p>Completed in January & February</p>

<p>Franklin County Reassessment</p>	<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 attended the February Greencastle Borough Council meeting, discussed the need for County-wide reassessment and provided information • Representatives from several Boroughs in Franklin County attended a meeting to discuss reassessment and review ways to address the need for updated property valuations with the County Commissioners • Staff will keep Council updated on this topic with any new developments 	<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> <p>Feb 15 – meeting with Franklin County Borough representatives</p>
<p>Committee Assignments</p>	<ul style="list-style-type: none"> • Council leadership has reviewed options and elected to return to a committee-based structure of organization rather than a monthly collective workshop meeting • Committee assignments are as follows: <ul style="list-style-type: none"> - Admin & Finance – Burkholder (chair), Amsley, Faight - Community & Economic Development – A. Miller (chair), Reagan, Stenger - Personnel – Amsley (chair), Burkholder, Stenger - Public Facilities – S. Miller (chair), Faight, A. Miller - Public Safety – Reagan (chair), S. Miller, Stenger • All public committee meetings will be posted on the Borough website and Facebook page 	<p>Feb 5 – Council action to eliminate workshop meetings</p> <p>End of Feb – committee meetings began</p>

Budget & Finance

Task	Report	Timeline
<p>FY 2023 Audits</p>	<ul style="list-style-type: none"> • Workers Compensation – completed end of February • Liquid Fuels – tentatively planned for early March • Financial audit – Boyer & Ritter fieldwork scheduled for the week of May 27th 	<p>April - DCED-CLGS-30</p> <p>May 27 – financial audit fieldwork begins</p> <p>August - DCED-CLGS-04</p>

Community & Economic Development

Task	Report	Timeline
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 12th at 3pm – public meeting</p> <p>Apr – begin fundraising for benches & trash cans</p>
E. Baltimore St property	<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 • The committee reviewed the project to date and requested the following next steps: <ul style="list-style-type: none"> - Cost estimates for the structural and architectural design and specifications for repairs to the existing fire wall and the construction of a new brick veneer wall - Meeting with neighboring property owners to discuss repairs to adjoining wall 	<p>Jun 2023 – purchased property</p> <p>Nov 2023 – submitted LSA grant application</p> <p>Feb 29th – initial committee meeting</p> <p>Early 2024 – brick wall repairs</p> <p>* The Community & Economic Development committee will meet as needed and all meeting dates will be posted online</p>

Current Development Under Review

Name of Development	Zoning District	Proposed Use/Improvement	Status
Dollar General on N. Antrim Way (No Change)	HC	<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

<p style="text-align: center;">GASD & Chambersburg Hospital Subdivision</p>	<p style="text-align: center;">CC-II & INS</p>	<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 • Plans tabled at the February 12th Planning Commission meeting
<p style="text-align: center;">162 S. Carlisle St</p>	<p style="text-align: center;">R2</p>	<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 • Plans tabled at the February 12th Planning Commission meeting
<p style="text-align: center;">Buchanan Flats (No Change)</p>	<p style="text-align: center;">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

Personnel

Task	Report	Timeline
<p style="text-align: center;">Civil Service Commission (CSC)</p>	<ul style="list-style-type: none"> • Staff scheduled officer civil service testing for March 26th • Sergeant position criteria was reviewed by the Commission at their February 22nd meeting <ul style="list-style-type: none"> - Articles reserved in the 2001 CSC Rules and Regulations - Sergeant pay scale established in the current collective bargaining agreement - Salzman Hughes drafting modifications to the CSC Rules and Regulations pending Commission approval 	<p>Sep 2023 – Council approved CSC activation</p> <p>Feb – Council approved CSC activation to establish criteria for Sergeant & CSC met</p> <p>Mar 26 – Civil service test</p>

<p>Hiring Updates</p>	<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 applications still under review • Currently hiring for full-time and part-time police officers 	<p>Apr 2024 – Chief hiring recommendation</p>
<p>PCCD Grant</p>	<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 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
<p>N. Carlisle Street Project (No Change)</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, paving, 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 has been 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 to be finalized, pending legal review - Letters are being 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>Mar 2024 – Notice to Proceed</p> <p>Spring 2024 – construction begins</p> <p>Summer 2024 – project completion</p> <p>Fall 2024 – administrative grant closeouts</p>

<p>2024 Budgeted Projects (No Change)</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 • 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
---	---

Public Safety

Task	Report	Timeline
<p>Current Items Under Review</p>	<ul style="list-style-type: none"> • Letters to be mailed to PennDOT <ul style="list-style-type: none"> - Request to add signage, striping, and delineators based on safety concerns at the S. Ridge Avenue and E. Baltimore Street crosswalk - Request for a traffic study on Baltimore Street to support truck traffic restrictions for local deliveries only • Post-fire protocols & safety regulations <ul style="list-style-type: none"> - Request information from Clem Mellott regarding inspection options - Review PSAB draft ordinances and other municipalities • Industrial Pallet Company (IPC) concerns <ul style="list-style-type: none"> - Review the Borough’s past involvement with the pallet company including a possible draft agreement - Request IPC install screening shrubs along N. Carlisle St 	<p>Feb 29 – 1st Public Safety Committee Meeting</p> <p>* The Public Safety committee will meet as needed and all meeting dates will be posted online</p>

<p>Current Items Under Review (Continued)</p>	<ul style="list-style-type: none"> • Parking surrounding Center Square <ul style="list-style-type: none"> - Based on a request made at the February Council meeting, the committee discussed making several parking spaces surrounding Center Square limited to compact car parking only - Staff will review which parking spaces will be the most appropriate to become restricted parking - Parking regulations must be created via ordinance to ensure enforceability - Staff will provide additional information to committee for review and draft an ordinance • Council deferred the \$5,000 grant funding received from Norfolk Southern to the Public Safety committee to determine the best use of said funds <ul style="list-style-type: none"> - Upon discussion the PS Committee is recommending to Council the purchase of an additional radar speed sign 	
---	---	--

Greencastle Area, Franklin County, Water Authority Updates

Task	Report	Timeline
<p>Lead and Copper Regulations</p>	<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>Mar – owner notification Mar to Oct – full system inspection of service line materials Oct – submission of inventory data to EPA</p>

Public Works Department Operational Updates

- Over 75 PA One calls completed related to upcoming construction work and development projects
- Seasonal street sweeping
- Inlet box cleaning and inspection
- Installation of the bike rake as approved by the Beautification Committee on Center Square
- Coordinated HVAC maintenance and repairs in the Borough building
- Completed Borough-wide snow removal during snow events
 - Swept all PennDOT streets to remove cinders and debris

Sewer Department Operational Updates

- Contractor work – Anytime & Capital Electric continued VFD work, W. Franklin Street replacement project, inspection of the Antrim Township & PennDOT stream bed restoration project
- Staff work – completed and submitted 2023 PA DEP Annual Biosolids Report and Municipal Wasteload Management Report, oversight and coordination of W. Franklin Street project