

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

Administration & Finance

Task	Report	Timeline
Comcast Cable Franchise Agreement Renewal	<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 and reviewed by Salzmann Hughes <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 has provided a final agreement as approved by Comcast representatives for Council's review and execution 	<p>Jan 17 – draft franchise agreement provided by Comcast & legal review began</p> <p>May – Council review & approval to execute the final agreement</p>
Resolution 2024-04 Reallocation of ARPA Funds	<ul style="list-style-type: none"> • \$315,000 budgeted for repairs to the Walter Avenue bridge as identified on the 2022 County bridge inspection <ul style="list-style-type: none"> - Due to Norfolk Southern's 62 week review period for public projects, this project will not be able to be executed in 2024 as the ARPA funds are required to be obligated by December 31, 2024 per ARPA regulations • Admin & Finance committee members reviewed requests from all departments and determined the best projects and purchases for the use of the remaining ARPA Funds <ul style="list-style-type: none"> - Pending Council's approval, staff will proceed with ensuring all funds are obligated by the end of 2024 	<p>Dec 2023 – Council approved APRA budget to include bridge repair project</p> <p>Feb 2024 – notification by Norfolk Southern of extensive review period</p> <p>Apr 2024 – reevaluation of options for ARPA by all departments</p>
Resolution 2024-05 Establishing Escrow Accounts for Development	<ul style="list-style-type: none"> • Based on a recent issue with an extensive engineering review for a land development plan, staff is recommending a change to the Borough's administrative procedure for rebilling professional services • Developer's will be required to deposit a specified amount into an escrow account when submitting plans <ul style="list-style-type: none"> - Initial escrow amounts to be based on the size and type of development - Developers must replenish escrow account balances as fees are rebilled to ensure no overdue charges • All fees must be paid as a condition of plan approval and paid prior to a plan being released for recording 	<p>Apr 2024 – issue with developer having an extensive overdue balance for rebilled engineering fees</p> <p>May 2024 – staff suggestion to Council to change procedure for rebilling fees</p>

<p>Q1/2024 Budget Review</p>	<ul style="list-style-type: none"> • At the Admin & Finance committee meeting, staff provided the Q1/2024 Budget to Actual Report for all funds including general, sewer, and stormwater <ul style="list-style-type: none"> - Actual amounts were compared to budgeted amounts - In the general fund, 13% of revenues have been received and 14% of expenditures have been expended • Overall the Borough's budgets are operating as planned 	<p>Apr 18, 2024 – budget position reviewed at the Admin & Finance committee meeting</p>
<p>FY 2023 Financial Audit</p>	<ul style="list-style-type: none"> • Audit fieldwork is scheduled for the week of May 27th • Funds being evaluated as part of this audit include: <ul style="list-style-type: none"> - Governmental – General Fund, Capital Reserve Fund, Highway Aid Fund - Proprietary – Utility Sewer Fund, Stormwater Fund - Fiduciary – Police & Non-Uniform Pension Fund - Component Units – Sewer & Water Authority 	<p>May – financial audit prep work May 27 – auditors onsite Aug – DCED-CLGS-04 due</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 • Shippensburg and Waynesboro Boroughs have endorsed and added support to Chambersburg Borough's initial request to the Franklin County Commissioners for a County-wide reassessment • Representatives from several Boroughs in Franklin County have attended meetings to discuss reassessment and review ways to address the need for updated property valuations with the County Commissioners • Staff will continue to keep Council updated on developments regarding reassessment 	<p>1961 – Franklin County's most recent real estate assessment Jan 8 – Chambersburg Borough Council request reassessment Jan 16 & 17 – Shippensburg & Waynesboro officially support reassessment Feb thru May – meetings for Borough & County representatives</p>
<p>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 • Columbia Gas plans to work 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 Jun 2023 to mid-2024 – Shentel construction throughout Borough Sep 2023 to mid-2024 – Columbia Gas construction of new gas mains</p>

Community & Economic Development

Task	Report	Timeline
<p>Beautification Committee</p>	<ul style="list-style-type: none"> Committee members will be responsible for all plantings in the Center Square including the island and all corners as Marie Eshleman is stepping back from some of her long standing and much appreciated volunteer efforts <ul style="list-style-type: none"> - Pending repairs to the recently damaged Center Square island, the committee will plant and water the island and all the corners/pots in Center Square Benches and trash cans are being reviewed to determine if a COSTARS vendor can supply the selected options 	<p>May 14th at 3pm – next public meeting</p> <p>May – planting in Center Square</p> <p>May to Sep – water continuously</p> <p>Jun – determination for benches & trash cans</p>
<p>E. Baltimore St property</p>	<ul style="list-style-type: none"> An LSA grant was submitted to fund the development of the Borough’s lot into a plaza area focused on multipurpose community involvement as designed by FSA <ul style="list-style-type: none"> - Design incorporates 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 Staff to reach out to neighboring property owner to discuss brick wall repairs and potential improvements to the back portion of the neighboring building Cost estimates have been provided for structural, civil, and architectural design and specifications for repairs to the existing fire wall and the construction of a new brick veneer wall <ul style="list-style-type: none"> - Council to review a NTE amount of \$27,000 for the initial brick wall repairs 	<p>Jun 2023 – purchased property</p> <p>Nov 2023 – submitted LSA grant application</p> <p>Mar 4th – Council approved requesting quotes for brick wall repairs</p> <p>May 6th – Council review of initial engineering estimate</p> <p>Mid-2024 – wall repairs</p>
<p>Boy Scout Roadway Clean Up Efforts</p>	<ul style="list-style-type: none"> Staff was contacted by a representative of Boy Scout Troop 99 requesting assistance with a road clean up event Staff is working to support the Boy Scout’s efforts with the event and will be providing signs and cones along S. Washington Street and Leitersburg Street 	<p>Apr 29th – initial contact from Boy Scout Troup 99 representatives</p> <p>May 6th – clean up event</p>
<p>Proposed Ordinance: Portable Storage Containers</p>	<ul style="list-style-type: none"> Establishes regulations for the use, size, and location of portable storage containers and permitting requirements Residential regulations for R1, R2, and RM: <ul style="list-style-type: none"> - 1 per property, 5 ft setbacks, 30 days max. on property Commercial regulations for CC, CC-II, HC, INS, and MX: <ul style="list-style-type: none"> - Maximum of 3 per property based on total lot area, 5 ft setbacks, can be permanent if permitted annually 	<p>Feb – initial review by Planning Commission</p> <p>Jun – final draft review by Planning Commission for recommending approval by Borough Council</p>

Current Development Under Review

Name of Development	Zoning District	Proposed Use/Improvement	Status
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 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 • Variance requested relative to the required landscape buffer has been denied by the ZHB • 120-day extension for review until 7/9/2024 has been approved
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 • Plans tabled at the February 12th Planning Commission meeting • 180-day extension for review approved until 11/8/2024
162 S. Carlisle St	R2	<ul style="list-style-type: none"> • Land development plans submitted to the construction of 3 attached residential units • Sep 2022 – ZHB approved variance for front yard setbacks (205-24) 	<ul style="list-style-type: none"> • Jan 2024 – current LD resubmittal • Plans tabled at the February 12th Planning Commission meeting • 90-extension for review approved until 8/10/2024 • ZHB granted both variances related to setbacks & lot coverage
JCH Associates, Inc	I	<ul style="list-style-type: none"> • Subdivision of parcel 08-2B52.-017.-000000 located at 501 S. Cedar Lane • Creation of 1.67 acre lot for existing metal building • Joint plan, reviewed in conjunction with Township 	<ul style="list-style-type: none"> • Apr 16 – initial subdivision plan submittal • Apr 25 – ARRO review letter received and provided to developer's engineer • May 13 – Planning Commission to review plan

<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 26, 2023 with several required conditions <ul style="list-style-type: none"> - Initial conditions required to be completed by July 6th were met - Other required conditions: <ul style="list-style-type: none"> ▪ Antrim Township and PennDOT approval ▪ Establish agreeable timeline for Moss Spring Avenue connection
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Personnel

Task	Report	Timeline
<p>Civil Service Testing for Full-Time Police Officer</p>	<ul style="list-style-type: none"> • Staff proctored the written police officer civil service testing on March 26th <ul style="list-style-type: none"> - 5 applicants signed up and completed the testing - Tests have been graded by McCann Associates - 2 applicants passed the written test with a score of 70% or greater as required by the CSC rules and regulations - Staff’s recommendation is to reissue the testing to hopefully take more candidates to the next step in the hiring process including physical agility testing, oral interview, and a medical and psychological evaluation • An eligibility list for the Civil Service Commission’s review will be created based on the results of all evaluations <ul style="list-style-type: none"> - Eligibility list will be provided to Council for the hiring of a full-time police officer 	<p>Mar 26 – civil service written testing</p> <p>May 6 – Council to consider advertising and retesting</p> <p>Jun – Civil Service Testing</p> <p>Jul – eligibility list to Civil Service Commission</p> <p>Aug – eligibility list to Borough Council for hiring action</p>
<p>Resolution 2024-03 Civil Service Commission Sergeant Position</p>	<ul style="list-style-type: none"> • 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 drafted modifications to the CSC Rules and Regulations pending Council approval 	<p>Feb – Council approved CSC activation to establish criteria for Sergeant & CSC met</p> <p>May – Council review of Rules & Regs modifications</p>
<p>Hiring Updates</p>	<ul style="list-style-type: none"> • Chief of Police position to be filled by Keith Russell • Hiring of Christopher Miller as a part-time police officer • Full-time Water Treatment Plant position still opening 	<p>May 2024 – Chief hiring recommendation</p>

Public Facilities

Task	Report	Timeline
<p>N. Carlisle Street Project</p>	<ul style="list-style-type: none"> • Sidewalk repair work is needed to finalize the project <ul style="list-style-type: none"> - In late 2023, remaining work was advertised for public bidding and submitted to local contractors for quotes - Costs higher than anticipated, not accepted by Council - Staff to meet with contractors to review repair options - Scope of work to be reevaluated to be under the \$25,000 threshold for prevailing wage • Committee reviewed the following for rebilling properties where acceptable work has been completed: <ul style="list-style-type: none"> - Determination of properties ready to be rebilled - Total cost per each property, churches are not exempt - Extended payment plans would be considered on a case by case basis upon request • Staff is drafting letters to be sent to the current property owners to begin the rebilling process 	<p>May – initial sidewalk rebilling letters mailed out</p> <p>Jun to Aug – remaining sidewalk repairs, project completion</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 • Ganoe 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 has been reviewed by legal and finalized - Signs were installed, online posts made, and letters were drafted and mailed out for resident awareness • Construction planned for early spring to mid-September <ul style="list-style-type: none"> - Work scheduled for block by block completion, starting with the north end of the project working towards Rt 16 	<p>Jan 2024 – project awarded to Ganoe Paving</p> <p>Mar 2024 – Notice to Proceed</p> <p>Spring 2024 – construction in progress</p> <p>Summer 2024 – project completion</p> <p>Fall 2024 – administrative grant closeouts</p>
<p>Alley Paving</p>	<ul style="list-style-type: none"> • Scope: 3” mill and 3” overlay of 19mm asphalt, 795 LF <ul style="list-style-type: none"> - E. Warren Ln from N. Washington St to N. Allison St - N. Church Ln from E. Warren Ln to E. Madison St • Construction budget: \$40,000 - 01.439.610 • Kinsley Construction lowest bidder = \$22,380.27 	<p>Mar 22 – advertised in Public Opinion</p> <p>Apr 9 – pre-bid meeting</p> <p>Apr 23 – bid opening</p>

<p>2019 CDBG ADA Ramps</p>	<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 • Update: <ul style="list-style-type: none"> - Survey work completed - Design being finalized • Proposed Timeline: advertise in June, bids due in July, award project in August, construction from September to October <ul style="list-style-type: none"> - Funding extension granted until July 2025 	<p>May – design complete Jun – advertise project July – bids due Aug – award project and execute contract Sep through Oct – construction Jul 2025 – funding deadline</p>
<p>2022 CDBG Walter Ave & Rt 11 Intersection</p>	<ul style="list-style-type: none"> • Scope: install pedestrian crosswalk signals, ADA ramps, reconfigure crosswalks on all corners of intersection <ul style="list-style-type: none"> - PennDOT permit will need to be updated with these improvements, staff will request the signal permit is updated to include a left turn option on Route 11 • Funding = \$286,103.00 (increased funding amount) • Budgeted engineering = \$40,000 for design, bid, permitting, FT RPR • Proposed Timeline: finalize engineering by October, advertise in October, bids due in November, award in December for construction planned in early Spring 2025 <ul style="list-style-type: none"> - Funding required to be expensed by end of 2027 	<p>Oct – design completed and advertise project Nov – bids due Dec – award project and execute contract Spring 2025 – construction Dec 2027 – funding deadline</p>
<p>2023 CDBG Flashing Beacons</p>	<ul style="list-style-type: none"> • Initial Scope: install flashing beacons at crosswalks including E. Baltimore Street at S. Ridge Avenue and N. Allison, Walter Avenue and Moss Spring <ul style="list-style-type: none"> - Franklin County advised that additional funds were available and requested that staff expand the project - Additional scope to include sidewalk on a portion of Moss Spring, additional signage, and street lighting • Funding = \$157,000.00 (initial amount) to be increased • DCED to review additional scope, pending approval an updated timeline will be provided 	<p>May – new scope provided Jul – funding determination 2028 – funding deadline</p>
<p>MS4 Waiver Resubmittal</p>	<ul style="list-style-type: none"> • The Borough’s current 5-year PA DEP waiver from MS4 permit requirements expires on May 12, 2025 and must be resubmitted by November 13, 2024 (180 days prior) • Engineer Bill Hill assisted with current waiver application • Budgeted \$4,000 for engineering support to resubmit waiver by November 2024 deadline 	<p>Jul – begin work on waiver application Oct – submit waiver application May 12, 2025 – current waiver expires</p>

<p>Nova Drive Proposed Deed of Dedication</p>	<ul style="list-style-type: none"> • The Kegerreis family represented by Attorney David Wertime provided a proposed draft deed of dedication for the Borough to accept a portion of Nova Drive identified as “Future Extension” • Based on legal review of this request, the following has been determined: <ul style="list-style-type: none"> - It is likely that the Kegerreis family does not have clear, fee simple ownership of this portion of Nova Dr - Ownership likely conveyed to the adjoining property owners as this portion of Nova Dr has not been opened to the public in over 21 years since being laid out 	<p>Feb 21, 2024 – initial proposal received at Borough office</p> <p>May – legal memo presented to Council</p>
<p>Trash Hauler Regulations</p>	<ul style="list-style-type: none"> • At April Council meeting, action was deferred to the Public Facilities Committee to review trash hauler regulations • Section 162-6 of the Code of the Borough has an hours of collection section but no times are listed for restriction <ul style="list-style-type: none"> - An ordinance change would be needed to establish specific hours for collection • Instead of modifying the ordinance, the committee requested staff create a survey to solicit feedback regarding establishing a single hauler system 	<p>Apr – Council deferred to PF committee to establish collection times for haulers</p> <p>May – survey online</p> <p>Jun – survey data review & recommendation</p>
<p>Other 2024 Budgeted Projects</p>	<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"> - Budgeted construction cost = \$279,400.00 in ARPA funds - Budgeted engineering = \$35,000.00 for design, bid, RPR & railroad coordination - Update: work planned to be completed in 2024 but due to 62 week Norfolk Southern review period, the project will not be executed in 2024 	

Public Safety

Task	Report	Timeline
<p>Center Square Compact Car Regulations</p>	<ul style="list-style-type: none"> • Safety concerns have been identified related to pedestrian visibility surrounding Center Square <ul style="list-style-type: none"> - Council approved the drafting of an ordinance to make limit parking spaces near crosswalks compact car only - Legal and staff to draft an ordinance for Council review 	<p>Feb – reviewed by PS</p> <p>Mar – authorization to draft ordinance</p> <p>Jun – draft ordinance for Council review</p>

<p>Current Items Under Review</p>	<ul style="list-style-type: none"> • Letters to PennDOT <ul style="list-style-type: none"> - S. Ridge Ave & E. Baltimore St crosswalk improvements - Baltimore Street traffic study to support truck traffic restrictions for local deliveries only • Post-fire protocols & safety regulations • Industrial Pallet Company (IPC) concerns <ul style="list-style-type: none"> - Request IPC install screening shrubs along N. Carlisle St - Review safety issues with elected representatives • Code enforcement modifications <ul style="list-style-type: none"> - Adding pool regulations to property maintenance - Recreational vehicles to an enforceable section • Traffic concerns <ul style="list-style-type: none"> - Signage at E. Baltimore St & Washington St traffic signal - Left turn onto Antrim Way from Madison & Franklin - N. Jefferson St traffic concerns 	<p>May – PennDOT letters mailed</p> <p>Jun – code enforcement ordinance updates to Council</p>
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Public Works Department Operational Updates

- Over 50 PA One calls completed related to upcoming construction work and development projects
- Seasonal Borough-wide mowing and weed eating
- Mulched flower beds at Borough office
- Assisted with tree trimming at Jerome King Playground
- Power washed Center Square benches
- Facilitated repairs to town clock
- Managed a successful Bulk Day with over 130 residents dropping off dumpy items
- Oversight of N. Washington Street project
- Confirmed N. Carlisle Street measurements for rebilling efforts
- Priced COSTARS asphalt for alley paving project
- Acquired estimates for Center Square masonry and electrical repairs

Sewer Department Operational Updates

- Contractor work
 - Anytime Electric reviewed soft start operations at the S. Carlisle St pumping station due to limitations of the current older generator
 - Quad State worked on the press control belt
- Staff work
 - Responded to customer calls for assistance at 3 locations
 - Compiled a prioritized listing of sewer mains to be cleaned and televised using ARPA funds
 - Added comprehensive manhole identification to GIS mapping
 - Coordinated staff coverage and contractor availability for West Penn Power planned power outages impacting the S. Carlisle Street pumping station