

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

**Administration & Finance**

Task	Report	Timeline
Comcast Cable Franchise Agreement Renewal	<ul style="list-style-type: none"> <li>• Council approved a renewed cable franchise agreement with Comcast in May               <ul style="list-style-type: none"> <li>- 10-year non-exclusive franchise agreement</li> <li>- Requires Comcast to pay a quarterly fee equal to 5% of annual gross revenue from services provided within the Borough</li> </ul> </li> <li>• Staff executed the contract, conveyed it to the Borough's Comcast representative, and has since received a fully executed agreement</li> </ul>	<p>Jan 17 – draft franchise agreement provided by Comcast &amp; legal review began</p> <p>May – Council approval to execute the final agreement</p>
Resolution 2024-04 Reallocation of ARPA Funds	<ul style="list-style-type: none"> <li>• The Borough's allocation of American Rescue Plan Act (ARPA) funds is required to be obligated by December 31, 2024</li> <li>• Council approved the following expenditures utilizing and reallocating the remaining ARPA funds:               <ul style="list-style-type: none"> <li>- Rescue Hose Co Contributions - \$55,000</li> <li>- Park Project Funding - \$50,000</li> <li>- Public Works Unit 1 Replacement - \$85,000</li> <li>- Police Vehicle Replacements - \$90,000</li> <li>- Sewer Infrastructure Cleaning &amp; Televising - \$100,000</li> <li>- Engineering: Walter Bridge &amp; Mifflin Ln - \$15,000</li> </ul> </li> <li>• Staff will ensure all APRA funds are expensed prior to the end of 2024</li> </ul>	<p>May – Council approved ARPA funds allocation</p> <p>Jun to EOY – staff executing approved projects and expenditures</p>
FY 2023 Financial Audit	<ul style="list-style-type: none"> <li>• Audit fieldwork occurred the week of May 27<sup>th</sup></li> <li>• Funds being evaluated as part of this audit include:               <ul style="list-style-type: none"> <li>- Governmental – General Fund, Capital Reserve Fund, Highway Aid Fund</li> <li>- Proprietary – Utility Sewer Fund, Stormwater Fund</li> <li>- Fiduciary – Police &amp; Non-Uniform Pension Fund</li> <li>- Component Units – Sewer &amp; Water Authority</li> </ul> </li> <li>• Staff is working to finalize remaining audit requirements</li> </ul>	<p>May – financial audit prep work</p> <p>May 27 – auditors onsite</p> <p>Aug – DCED-CLGS-04 due</p>

<p>Franklin County Reassessment (No Change)</p>	<ul style="list-style-type: none"> <li>• Franklin County real estate valuations were last comprehensively reassessed in 1961 <ul style="list-style-type: none"> <li>- Cumberland, Adams, and Perry Counties completed their most recent reassessments in 2011</li> </ul> </li> <li>• 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</li> <li>• 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</li> <li>• Staff will continue to keep Council updated on developments regarding reassessment</li> </ul>	<p>1961 – Franklin County’s most recent real estate assessment</p> <p>Jan 8 – Chambersburg Borough Council request reassessment</p> <p>Jan 16 &amp; 17 – Shippensburg &amp; Waynesboro officially support reassessment</p> <p>Feb thru May – meetings for Borough &amp; County representatives</p>
---	---	--

**Community & Economic Development**

Task	Report	Timeline
<p>Beautification Committee</p>	<ul style="list-style-type: none"> <li>• Committee members planted all of Center Square and the pots at the Borough office <ul style="list-style-type: none"> <li>- Daily watering scheduled and weeding to keep plants looking good all summer long</li> </ul> </li> <li>• Benches and trash cans are being reviewed to determine if a COSTARS vendor can supply the selected options <ul style="list-style-type: none"> <li>- Letter requesting donations/donors to be circulated</li> </ul> </li> </ul>	<p>May – planting in Center Square</p> <p>May to Sep – water continuously</p> <p>Jun – determination for benches &amp; trash cans</p>
<p>E. Baltimore St property</p>	<ul style="list-style-type: none"> <li>• 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"> <li>- Design incorporates a covered stage area, focal wall for art and historic signage, landscaping, and hardscapes</li> </ul> </li> <li>• 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</li> <li>• Staff to reach out to neighboring property owner to discuss brick wall repairs and potential improvements to the back portion of the neighboring building</li> <li>• Council approved a NTE amount of \$27,000 for the initial brick wall work based on cost estimates provided by FSA for structural, civil, and architectural design and specifications <ul style="list-style-type: none"> <li>- Salzmann Hughes provided an agreement to be executed by Borough and FSA</li> </ul> </li> </ul>	<p>Jun 2023 – purchased property</p> <p>Nov 2023 – submitted LSA grant application</p> <p>May 6<sup>th</sup> – Council reviewed &amp; approved initial engineering</p> <p>Mid to late 2024 – brick wall repairs</p>

GA Gives Back Day	<ul style="list-style-type: none"> <li>• Staff is working with GASD coordinator Meagan Brockway to participate in the GA Gives Back Day</li> <li>• Borough staff as well as volunteers from the Beautification Committee will be working with GA students and teachers executing beautification projects throughout the Borough on Wednesday, June 5<sup>th</sup></li> </ul>	Jun 5 <sup>th</sup> – GA Gives Back Day
Proposed Ordinance: Portable Storage Containers	<ul style="list-style-type: none"> <li>• Establishes regulations for the use, size, and location of portable storage containers and permitting requirements</li> <li>• Residential regulations for R1, R2, and RM: <ul style="list-style-type: none"> <li>- 1 per property, 5 ft setbacks, 30 days max. on property</li> </ul> </li> <li>• Commercial regulations for CC, CC-II, HC, INS, and MX: <ul style="list-style-type: none"> <li>- Maximum of 3 per property based on total lot area, 5 ft setbacks, can be permanent if permitted annually</li> </ul> </li> </ul>	Feb – initial review by Planning Commission  May – Planning Commission recommendation to Borough Council

**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"> <li>• Final subdivision plan approved by Council for parcel 08-2A00.-007.-000000</li> <li>• Final land development plans for the construction of a Dollar General store</li> </ul>	<ul style="list-style-type: none"> <li>• May 2023 – Council approved preliminary land development plan</li> <li>• Planning Commission has tabled last three final plan submittals <ul style="list-style-type: none"> <li>- Several outstanding comments related to stormwater and screening requirements</li> </ul> </li> <li>• Variance requested relative to the required landscape buffer has been denied by the ZHB</li> <li>• 120-day extension for review until 7/9/2024 has been approved</li> <li>• Most recent submittal received on 5/30/2024 for PC review</li> </ul>
GASD & Chambersburg Hospital Subdivision	CC-II & INS	<ul style="list-style-type: none"> <li>• Subdivision of the Chambersburg Hospital parcel fronting on Eastern Avenue</li> <li>• Consolidation of 10.097 acres to school district tract</li> </ul>	<ul style="list-style-type: none"> <li>• Plans submitted to Borough &amp; Antrim Township Planning Commissions</li> <li>• ARRO initial review completed, comment letter provided to developer to address and resubmit</li> <li>• 180-day extension for review approved until 11/8/2024</li> </ul>

162 S. Carlisle St	R2	<ul style="list-style-type: none"> <li>Land development plans submitted for the construction of 3 attached residential units</li> <li>Sep 2022 – ZHB approved variance for front yard setbacks (205-24)</li> </ul>	<ul style="list-style-type: none"> <li>Jan 2024 – current LD resubmittal</li> <li>Plans tabled at the February 12<sup>th</sup> Planning Commission meeting</li> <li>90-extension for review approved until 8/10/2024</li> <li>ZHB granted both variances related to setbacks &amp; lot coverage</li> </ul>
JCH Associates, Inc	I	<ul style="list-style-type: none"> <li>Subdivision of parcel 08-2B52.-017.-000000 located at 501 S. Cedar Lane</li> <li>Creation of 1.67 acre lot for existing metal building</li> <li>Joint plan, reviewed in conjunction with Township</li> </ul>	<ul style="list-style-type: none"> <li>Apr 16 – initial subdivision plan submittal</li> <li>Apr 25 – ARRO review letter received and provided to developer’s engineer</li> <li>May 13 – Planning Commission review and recommendation of plan approval to Borough Council</li> </ul>
Buchanan Flats (No Change)	R-2	<ul style="list-style-type: none"> <li>10 multi-family structures <ul style="list-style-type: none"> <li>2 buildings with 48 units in Borough</li> <li>Total 288 units</li> </ul> </li> <li>Developer’s Agreement: <ul style="list-style-type: none"> <li>Traffic Signal Monitoring</li> <li>Stormwater Operations and Maintenance</li> <li>Moss Spring Avenue traffic calming improvements</li> <li>Bonding requirements</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Council approved final land development plans on June 26, 2023 with several required conditions <ul style="list-style-type: none"> <li>Initial conditions required to be completed by July 6<sup>th</sup> were met</li> <li>Other required conditions: <ul style="list-style-type: none"> <li>Antrim Township and PennDOT approval</li> <li>Establish agreeable timeline for Moss Spring Avenue connection</li> </ul> </li> </ul> </li> </ul>

**Personnel**

Task	Report	Timeline
Civil Service Testing for Full-Time Police Officer	<ul style="list-style-type: none"> <li>Council approved a secondary proctoring of the written police officer civil service testing <ul style="list-style-type: none"> <li>2 applicants passed the March offering of the written test with a score of 70% or greater as required by the CSC rules and regulations</li> <li>Testing will be readvertised to hopefully take more candidates to the next step in the hiring process</li> <li>Testing tentatively planned for June 28<sup>th</sup> pending advertising confirmations</li> </ul> </li> </ul>	<p>Mar 26 – civil service written testing</p> <p>May 6 – Council approved advertising and retesting</p> <p>Jun 28 – Civil Service Testing</p>

Civil Service Testing for Full-Time Police Officer (Continued)	<ul style="list-style-type: none"> <li>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"> <li>Eligibility list will be provided to Council for the hiring of a full-time police officer</li> </ul> </li> </ul>	<p>Jul – eligibility list to Civil Service Commission</p> <p>Aug – eligibility list to Borough Council for hiring action</p>
Resolution 2024-03 Civil Service Commission Sergeant Position	<ul style="list-style-type: none"> <li>Council approved Sergeant position criteria modifications to the Civil Service Commission Rules and Regulations</li> <li>Staff working with testing agency to create a Sergeant’s examination <ul style="list-style-type: none"> <li>Council to consider approval of advertising and proctoring the Sergeant’s examination</li> </ul> </li> </ul>	<p>May – Council approved Rules &amp; Regs modifications</p> <p>Jun – Council to consider advertising</p> <p>Jul – Sergeant testing</p>
Hiring Updates	<ul style="list-style-type: none"> <li>Current openings: <ul style="list-style-type: none"> <li>Full-time Water Treatment Plant Trainee</li> <li>Part-time Administrative Receptionist</li> </ul> </li> </ul>	<p>Applications will be accepted until the positions are filled</p>

**Public Facilities**

Task	Report	Timeline
N. Carlisle Street Project	<ul style="list-style-type: none"> <li>Sidewalk repair work is needed to finalize the project <ul style="list-style-type: none"> <li>In late 2023, remaining work was advertised for public bidding and submitted to local contractors for quotes</li> <li>Costs higher than anticipated, not accepted by Council</li> <li>Staff to meet with contractors to review repair options</li> <li>Scope of work to be reevaluated to be under the \$25,000 threshold for prevailing wage</li> </ul> </li> <li>Letters to be sent to current property owners to begin the rebilling process for all sidewalks and curbing that have been determined to be acceptable and complete</li> </ul>	<p>Jun – initial sidewalk rebilling letters mailed out</p> <p>Jul to Sep – remaining sidewalk repairs, project completion</p>
N. Washington Street Roadway Improvements Project	<ul style="list-style-type: none"> <li>Scope: install sidewalks, curbs, ADA ramps, paving, trees</li> <li>Funding: <ul style="list-style-type: none"> <li>DCED Multimodal Transportation Grant awarded = \$259,079.00</li> <li>2021 CDBG = \$110,000.00 for ADA ramps</li> <li>Liquid fuels funds = \$200,000 budgeted as required matching funds</li> <li>Columbia Gas – completing top coat paving</li> </ul> </li> <li>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</li> </ul>	<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>N. Washington Street Roadway Improvements Project (Continued)</p>	<ul style="list-style-type: none"> <li>• Construction is well underway with the first block almost entirely completed with new sidewalks, curbing, and base paving finalized</li> <li>• Demolition work planned to begin the week of June 3<sup>rd</sup> on the southern block of the project from Madison Street to Baltimore Street <ul style="list-style-type: none"> <li>- Traffic flow will be significantly impacted with road closures and no parking anticipated</li> <li>- Impacted property owners and businesses including the Post Office have been contacted and are prepared for delays and modified traffic flows due to construction</li> </ul> </li> </ul>	<p>Fall 2024 – administrative grant closeouts</p>
<p>Alley Paving</p>	<ul style="list-style-type: none"> <li>• Scope: 3” mill and 3” overlay of 19mm asphalt, 795 LF <ul style="list-style-type: none"> <li>- E. Warren Ln from N. Washington St to N. Allison St</li> <li>- N. Church Ln from E. Warren Ln to E. Madison St</li> </ul> </li> <li>• Construction budget: \$40,000 - 01.439.610</li> <li>• Council has awarded the project to Kinsley as the lowest responsible bidder for a project cost of \$22,380.27 with the Borough purchasing paving material at COSTAR rates</li> <li>• Salzmans Hughes is drafting a contract for the bid work; once executed, staff will issue the Notice to Proceed</li> </ul>	<p>Mar 22 – advertised in Public Opinion  Apr 9 – pre-bid meeting  Apr 23 – bid opening  May 6 – Council awarded project to Kinsley  Jun to Sep – construction tentatively planned</p>
<p>2019 CDBG ADA Ramps</p>	<ul style="list-style-type: none"> <li>• Scope: install 42 ADA ramps at various locations</li> <li>• Funding = \$289,500.00</li> <li>• Budgeted engineering = \$88,205.00 for design, bid, permitting, FT RPR</li> <li>• Update: <ul style="list-style-type: none"> <li>- Survey work completed</li> <li>- Design being finalized</li> </ul> </li> <li>• Proposed Timeline: advertise in July, bids due in August, award project in September, construction from September to the end of the year depending on weather <ul style="list-style-type: none"> <li>- Funding extension granted until July 2025</li> </ul> </li> </ul>	<p>Jun – design complete  Jul – advertise project  Aug – bids due  Sep – award project and execute contract  Sep through EOY – construction  Jul 2025 – funding deadline</p>
<p>2022 CDBG &amp; Green Light Go Walter Ave &amp; Rt 11 Intersection</p>	<ul style="list-style-type: none"> <li>• Scope: install pedestrian crosswalk signals, ADA ramps, reconfigure crosswalks on all corners of intersection <ul style="list-style-type: none"> <li>- 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</li> </ul> </li> <li>• Green Light Go funding has been awarded for updates to all of the Borough’s signal controls which will be incorporated into a comprehensive intersection improvements project for the Walter Ave &amp; Rt 11 signal</li> </ul>	<p>Oct – design completed and advertise project  Nov – bids due  Dec – award project and execute contract  Spring 2025 – construction</p>

<p>2022 CDBG &amp; Green Light Go Walter Ave &amp; Rt 11 Intersection (Continued)</p>	<ul style="list-style-type: none"> <li>• Funding: <ul style="list-style-type: none"> <li>- CDBG – \$286,103.00 (increased funding amount)</li> <li>- GLG – \$229,080.00 to update all (3) signal controls</li> </ul> </li> <li>• Budgeted engineering = \$40,000 for design, bid, permitting, FT RPR</li> <li>• Proposed Timeline: finalize engineering by October, advertise in October, bids due in November, award in December for construction planned in early Spring 2025</li> <li>• GLG funding required to be expensed by May 2026</li> </ul>	<p>May 2026 – GLG funding deadline</p>
<p>2023 CDBG Flashing Beacon: E. Baltimore St &amp; S. Ridge Ave</p>	<ul style="list-style-type: none"> <li>• 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"> <li>- After providing an increased scope to Franklin County, staff was advised that the project would be best completed in phases</li> <li>- The beacon on E. Baltimore Street and S. Ridge Avenue is currently being reviewed for approval</li> </ul> </li> <li>• The additional scope at the intersection of N. Allison, Walter Avenue and Moss Spring, to include sidewalks on a portion of Moss Spring, additional signage, and street lighting, will be submitted for funding separately for the FY 2024 CDBG allocation</li> <li>• Funding = \$55,000.00 for E. Baltimore Street and S. Ridge Avenue beacon engineering &amp; installation</li> </ul>	<p>May – new scope provided Jul – funding determination 2028 – funding deadline</p>
<p>MS4 Waiver Resubmittal</p>	<ul style="list-style-type: none"> <li>• 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)</li> <li>• Engineer Bill Hill will be completing the Borough’s waiver application as they had submitted for the Borough’s current approved waiver application</li> <li>• Budgeted \$4,000 for engineering support to resubmit waiver by November 2024 deadline</li> </ul>	<p>Jul – begin work on waiver application Oct – submit waiver application May 12, 2025 – current waiver expires</p>
<p>Trash Hauler Regulations</p>	<ul style="list-style-type: none"> <li>• At April Council meeting, action was deferred to the Public Facilities Committee to review trash hauler regulations</li> <li>• Initially the Public Facilities committee requested staff create a survey to solicit feedback regarding establishing a single hauler system</li> <li>• Upon further consideration, the committee has requested no additional action be taken regarding a single hauler</li> </ul>	<p>Apr – Council deferred to PF committee to establish collection times for haulers May – committee determination of no further action</p>

## Public Safety

Task	Report	Timeline
Center Square Compact Car Regulations	<ul style="list-style-type: none"> <li>• Safety concerns have been identified related to pedestrian visibility surrounding Center Square               <ul style="list-style-type: none"> <li>- Council approved the drafting of an ordinance to make limit parking spaces near crosswalks compact car only</li> <li>- Legal and staff to draft an ordinance for Council review</li> </ul> </li> </ul>	<p>Feb – reviewed by PS</p> <p>Mar – authorization to draft ordinance</p> <p>Jun – draft ordinance for Council review</p>
Current Items Under Review	<ul style="list-style-type: none"> <li>• Letters to PennDOT               <ul style="list-style-type: none"> <li>- S. Ridge Ave &amp; E. Baltimore St crosswalk improvements, waiting on traffic data from speed sign</li> </ul> </li> <li>• Industrial Pallet Company (IPC) concerns               <ul style="list-style-type: none"> <li>- Screening to be installed along N. Carlisle St</li> <li>- Review safety issues with elected representatives</li> </ul> </li> <li>• Code enforcement modifications               <ul style="list-style-type: none"> <li>- Adding pool regulations to property maintenance</li> <li>- Recreational vehicles to an enforceable section</li> </ul> </li> <li>• Traffic concerns               <ul style="list-style-type: none"> <li>- Left turn onto Antrim Way from Madison &amp; Franklin</li> <li>- N. Jefferson St traffic concerns</li> <li>- S. Washington Street speeding concerns</li> <li>- Crosswalk safety in Center Square</li> </ul> </li> </ul>	<p>Jun – PennDOT letter mailed</p> <p>Jul – code enforcement ordinance updates to Council</p>

## Public Works Department Operational Updates

- Over 45 PA One calls completed related to upcoming construction work and development projects
- Seasonal Borough-wide mowing and weed eating
- Annual Borough-wide curb weed spraying completed
- Hung the Hometown Hero banners throughout downtown area
- Repaired a collapsed stormwater pipe on Homestead Drive
- Annual sidewalk inspections underway
- Oversight of N. Washington Street project
- Coordination of Center Square masonry and electrical repairs

## Sewer Department Operational Updates

- Contractor work
  - Anytime Electric installed soft starts at the S. Carlisle St pumping station which now allow for the generator to better handle the amp draw at the station when the pumps start
  - Capital Electric worked on resolving lingering issues with the VFDs
  - Utility Services Group began approved manhole inspection work throughout the Borough



- Staff work
  - Reviewed concerns with the press as installed at the plant in 2005; replaced and rebuilt air switches, installed new cylinders
  - Responded to several after-hours alarms related to pumps and blowers that required maintenance
  - Finalized a prioritized listing of sewer mains to be cleaned and televised using ARPA funds
  - Managed the comprehensive manhole inspection work