

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

Administration & Finance

Task	Report	Timeline
<p>Resolution 2024-04 Reallocation of ARPA Funds</p>	<ul style="list-style-type: none"> • The Borough's allocation of American Rescue Plan Act (ARPA) funds must be obligated by December 31, 2024 • Council approved the following expenditures utilizing and reallocating the remaining ARPA funds: <ul style="list-style-type: none"> - Rescue Hose Co Contributions - \$55,000 - Park Project Funding - \$50,000 - Public Works Unit 1 Replacement - \$85,000 - Police Vehicle Replacements - \$90,000 - Sewer Infrastructure Cleaning & Televising - \$100,000 - Engineering: Walter Bridge & Mifflin Ln - \$15,000 • Progress on approved expenditures: <ul style="list-style-type: none"> - YTD RHC Contributions - \$38,225.10 - Park Project - \$27,000 approved for initial engineering work in phase 1 of project related to brick wall repairs - PW vehicle ordered from Keystone Ford - Police vehicles received and being upfitted - Sewer work scheduled for September with Mr. Rehab 	<p>May – Council approved ARPA funds allocation</p> <p>Jun to EOY – staff executing approved projects and expenditures</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 • 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 • Chambersburg Borough is spearheading efforts to retain Knox Law firm of Erie, PA to complete a research project focused on evaluating the fairness of Franklin County's current system of assessment. <ul style="list-style-type: none"> - Cost sharing for this evaluation is based on 2020 Census data amongst the supporting municipalities • Council will review the option of supporting this endeavor at its July meeting for a cost not to exceed \$1,000 	<p>1961 – Franklin County's most recent real estate assessment</p> <p>Jan – Borough Councils officially support & request reassessment</p> <p>Feb thru current – meetings for Borough representatives</p> <p>Jul – Council to review supporting research efforts</p> <p>Nov – public report of assessment equity review</p>

Community & Economic Development

Task	Report	Timeline
<p>Beautification Committee</p>	<ul style="list-style-type: none"> • Committee members continue to water and care for all plantings in Center Square and the pots at the N. Carlisle Street bump outs and Borough office • Benches and trash cans are being ordered for Center Square improvements as budgeted <ul style="list-style-type: none"> - Letter requesting donations/donors to be circulated 	<p>May to Sep – water continuously plantings</p> <p>Sep – benches & trash cans to be delivered</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 - LSA grant determination anticipated for September • Following agreements will be needed: <ul style="list-style-type: none"> - Brightspeed – utilizing the neighboring building for a mural/architectural façade wall on the phone company building along the west side of the plaza <ul style="list-style-type: none"> ▪ Staff met with Brightspeed representatives, very supportive of project and involvement - 13 S. Washington St – neighboring building on the south end of the plaza is structurally reliant on the brick wall located on the Borough’s property <ul style="list-style-type: none"> ▪ Staff to reach out to neighboring property owner to discuss brick wall repairs and potential improvements to the back portion of the neighboring building • Phase 1 – Addressing the Brick Wall <ul style="list-style-type: none"> - Improvements to existing brick wall focusing on repairing damage and construction of a new brick wall - Initial kick off meeting held with structural, civil, and architectural engineer team to review design - Budget <ul style="list-style-type: none"> ▪ Engineering – FSA approved as NTE \$27,000 ▪ Construction – \$50,000 in ARPA, \$15,000 GF - Tentative Schedule: <ul style="list-style-type: none"> ▪ Aug – design & specifications complete ▪ Sep – bid project, outreach to local masons ▪ Oct – bids due, Council award, NTP issued ▪ Oct to EOY – construction 	<p>Jun 2023 – purchased property</p> <p>Nov 2023 – submitted LSA grant application</p> <p>May 6 – Council approved initial engineering & construction budget</p> <p>Jun to EOY – focus on brick wall repairs</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 Council’s requested changes and concerns: <ul style="list-style-type: none"> - More clear definitions with examples, but not limiting - Impact on property value, consideration in assessment Legal review underway, draft anticipated to be evaluated at Council’s August meeting 	<p>Feb – initial review by Planning Commission</p> <p>May – Planning Commission recommendation to Borough Council</p> <p>Jun – Council approved legal review</p> <p>Aug – Council review & approval for advertisement</p>
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Current Development Under Review

Name of Development	Zoning District	Proposed Use/Improvement	Status
162 S. Carlisle St	R2	<ul style="list-style-type: none"> Land development plans submitted for the construction of 3 attached, two-story residential units Sep 2022 – ZHB approved variance for front yard setbacks (205-24) 	<ul style="list-style-type: none"> Jan 2024 – current LD resubmittal ZHB granted both variances related to setbacks & lot coverage Planning Commission has recommended approval of the plans including waivers as submitted
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 Variance request denied by the ZHB relative to the required landscape buffer Planning Commission has tabled all prior final plan submittals 90-day extension request for Council consideration, extending review period until 9/5/2024 <ul style="list-style-type: none"> - As of June 28th all major outstanding comments have been addressed for zoning and utility requirements, engineering review letters recommend approval Planning Commission to review plans at their July 8th meeting

<p style="text-align: center;">GASD & Chambersburg Hospital Subdivision (No Change)</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 & Township Planning Commissions • Initial review completed, developer addressing comments for resubmittal • 180-day extension for review approved until 11/8/2024
<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 26, 2023 with several required conditions <ul style="list-style-type: none"> - Initial conditions met as required to be completed by July 6, 2023 - Other required conditions: <ul style="list-style-type: none"> ▪ Antrim Township and PennDOT approval ▪ Establish an agreeable timeline for opening the Moss Spring Avenue connection

Personnel

Task	Report	Timeline
<p style="text-align: center;">Civil Service Testing for Full-Time Police Officer</p>	<ul style="list-style-type: none"> • Council approved a secondary civil service testing session <ul style="list-style-type: none"> - 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 - Secondary testing session took place on June 28th <ul style="list-style-type: none"> ▪ Exams sent to test company, results report to be provided in 2 to 3 weeks • 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>Jun 28 – Civil Service written testing</p> <p>Jul – Civil Service Commission meeting for eligibility list</p> <p>Aug – eligibility list to Borough Council for hiring action</p>
<p style="text-align: center;">Resolution 2024-03 Civil Service Commission Sergeant Position</p>	<ul style="list-style-type: none"> • Council approved Sergeant position criteria modifications to the Civil Service Commission Rules and Regulations • Staff & Council working to create Sergeant’s examination <ul style="list-style-type: none"> - Formulating Greencastle-specific questions 	<p>May – Council approved Rules & Regs modifications</p> <p>Aug – Sergeant testing</p>

Hiring Updates	<ul style="list-style-type: none"> • Current openings: <ul style="list-style-type: none"> - Full-time Water Treatment Plant Trainee - Part-time Administrative Receptionist - Chief of Police 	Applications will be accepted until the positions are filled
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Public Facilities

Task	Report	Timeline
N. Carlisle Street Project	<ul style="list-style-type: none"> • Letters have been sent to current property owners to begin the rebilling process for all sidewalks and curbing that have been determined to be acceptable and complete <ul style="list-style-type: none"> - Payment plans with three annual installments offered - Salzmann Hughes drafting formal payment agreements - Staff fielding questions and reviewing concerns • Sidewalk repairs are 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 reevaluate scope of work to be under the \$25,000 threshold for prevailing wage 	<p>Jun – initial sidewalk rebilling letters mailed out</p> <p>Jul to EOY – remaining sidewalk repairs, project completion</p>
N. Washington Street Roadway Improvements Project	<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 initial contract price of \$517,449.60 including all contingency and alternate items • First block largely completed with new sidewalks, curbing, and base paving finalized • Second block demolition completed and curbing installed from Madison Street to Baltimore Street <ul style="list-style-type: none"> - Sidewalks planned for first week in July - Traffic flow will be significantly impacted with road closures and no parking anticipated • Change Order #1 submitted to fill in large void areas found under the sidewalk near B Street property 	<p>Jan 2024 – project awarded to Ganoë 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 awarded the project as the lowest responsible bidder for a total cost of \$22,380.27 with the Borough purchasing paving material at COSTAR rates • Contract has been executed, Notice to Proceed issued, pre-construction meeting being scheduled 	<p>Mar 22 – advertised in Public Opinion</p> <p>Apr 9 – pre-bid meeting</p> <p>Apr 23 – bid opening</p> <p>May 6 – Council awarded project to Kinsley</p> <p>Jun to Sep – construction tentatively planned</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 • Public Facilities to review design at their July 15th meeting • 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"> - Funding extension granted until July 2025 	<p>Jun – design complete</p> <p>Jul – advertise project</p> <p>Aug – bids due</p> <p>Sep – award project and execute contract</p> <p>Sep through EOY – construction</p> <p>Jul 2025 – funding deadline</p>
<p>2022 CDBG & Green Light Go: Walter Ave & Rt 11 Intersection (No Change)</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 • 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 & Rt 11 signal • Funding: <ul style="list-style-type: none"> - CDBG – \$286,103.00 (increased funding amount) - GLG – \$229,080.00 to update all (3) signal controls • 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 • GLG funding required to be expensed by May 2026 	<p>Oct – design completed and advertise project</p> <p>Nov – bids due</p> <p>Dec – award project and execute contract</p> <p>Spring 2025 – construction</p> <p>May 2026 – GLG funding deadline</p>

<p>2023 CDBG Flashing Beacon: E. Baltimore St & S. Ridge Ave</p>	<ul style="list-style-type: none"> • Scope: install flashing beacon at E. Baltimore Street at S. Ridge Avenue crosswalk • Funding: \$55,000.00 for engineering & installation • Update: DCED reviewing funding request 	<p>May – revised scope provided</p> <p>Jul – funding determination</p> <p>2028 – funding deadline</p>
<p>2024 CDBG Application Flashing Beacon: Moss Spring & Walter Ave</p>	<ul style="list-style-type: none"> • Proposed scope: install flashing beacon at the intersection of N. Allison, Walter Avenue and Moss Spring <ul style="list-style-type: none"> - Sidewalks to be constructed on a portion of Moss Spring Avenue allowing ADA access to the pool area - Additional signage and street lighting proposed • Funding to be Requested: \$165,000.00 for engineering & installation • Application due July 31st for submission to Franklin Co 	<p>Jul – grant application creation</p> <p>Jul 31 – application due</p> <p>2025 – funding determination</p> <p>2029 – funding deadline</p>
<p>MS4 Waiver Resubmittal (No Change)</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 will be completing the Borough’s waiver application as they had submitted for the Borough’s current approved waiver application • Budgeted \$4,000 for engineering support to resubmit waiver by November 2024 deadline 	<p>Jul – begin work on waiver application</p> <p>Oct – submit waiver application</p> <p>May 12, 2025 – current waiver expires</p>

Public Safety

Task	Report	Timeline
<p>Proposed Resolution: Sale of Surplus Material – PD Vehicles</p>	<ul style="list-style-type: none"> • With ARPA allocations, Council has approved the purchase of (3) new vehicles to be expensed by the end of 2024 <ul style="list-style-type: none"> - (2) police cruisers will be deemed as surplus material • Council to authorize the drafting of a resolution approving the sale of the following vehicles: <ul style="list-style-type: none"> - 2013 Chevy Tahoe - 2016 Ford Interceptor Utility • Upon approval, staff will list the vehicles on Municibid once new vehicles are delivered and ready for use • Used PW vehicle will not be sold in 2024 based on availability of new vehicle 	<p>May – Council approval of vehicle purchases</p> <p>May – new vehicles ordered</p> <p>Jul – draft resolution for sale of surplus material</p> <p>Aug – received new vehicles & sell old vehicles on Municibid</p>

<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 limit parking spaces near crosswalks to compact cars only - Ordinance will include an exhibit clearly identifying the impacted areas • Legal and staff drafting an ordinance for Council review 	<p>Feb – reviewed and recommended by PS Mar – authorization to draft ordinance Aug – draft ordinance for Council review</p>
<p>PennDOT Correspondence</p>	<ul style="list-style-type: none"> • Staff sent letters to PennDOT requesting action on the following topics: <ul style="list-style-type: none"> - Traffic study to be conducted on Rt. 16, specifically concerning the impact of increased truck traffic - S. Ridge Ave & E. Baltimore St crosswalk improvements • Responses and follow-up from PennDOT <ul style="list-style-type: none"> - PennDOT confirmed that engineering and traffic studies will be performed on Rt. 16 in the Borough to determine what, if any, changes need to be made - Staff is meeting with PennDOT traffic engineers to review modifications to the S. Ridge Ave & E. Baltimore St crosswalk 	<p>Jun 6 – letters mailed to District 8 PennDOT representatives Jun 27 – PennDOT responses received Jul 11 – meeting with PennDOT traffic engineering team</p>
<p>Current Items Under Review</p>	<ul style="list-style-type: none"> • Industrial Pallet Company (IPC) concerns <ul style="list-style-type: none"> - Screening to be installed along N. Carlisle St - Review safety issues with elected representatives • Review of handicap parking spaces <ul style="list-style-type: none"> - Library request to remove S. Ridge Ave handicap space • Traffic concerns <ul style="list-style-type: none"> - Left turn onto Antrim Way from Madison & Franklin - N. Jefferson St traffic congestion - S. Washington Street speeding concerns - Crosswalk safety in Center Square - W. Madison St no parking: restaurant & church traffic 	<p>Jul – committee meeting to review current topics</p>

Public Works Department Operational Updates

- Over 55 PA One calls completed related to upcoming construction work and development projects
- Seasonal Borough-wide mowing and weed eating
- Borough-wide street sweeping completed
- Installed several new street name signs
- Annual sidewalk inspections completed in identified 2024 inspection area
- Installed new end of street barricades on Jeffrey Drive, replacing deteriorated barriers
- Oversight of N. Washington Street project

Sewer Department Operational Updates

- Contractor work
 - Dependable Roofing repaired garage roof where a leak occurred around an exhaust fan
 - Cleveland Brothers installed the new control panel on the WWTP plant generator
 - As approved by Council as old panel had become obsolete
 - Hawk Industrial installed new steering rollers on the plant press
 - Staff completed prep work ahead of the contractor's work, replaced lower tension cylinders, and cleanup once repairs were finalized
 - Utility Services Group is working on approved manhole inspections throughout the Borough
- Staff work
 - Jumper wiring installed at the S. Carlisle Street pumping station to run two pumps simultaneously using the recently installed soft starts
 - Confirmed functionality on generator power
 - Preventative jetter work completed throughout the collection system with the assistance of the Public Works staff
 - Coordinated contractor scheduling of sewer main cleaning and televising work to be completed by Mr. Rehab using ARPA funds
 - Managed the comprehensive manhole inspection work
 - Switched treatment trains:
 - Took side #1 out of active service and put side #2 in active service
 - Repairs planned for side #1 clarifier wall
 - Inspected and serviced the Landia mixers on side #1 while it is non-active
 - Mixer #1 in need of repairs and will be shipped to the Landia company
 - Spare mixer installed while other is being repaired