

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

Administration & Finance

Task	Report	Timeline
FY 2023 Audit Finalization	<ul style="list-style-type: none"> • Staff has been working to finalize the FY 2023 audit • DCED-CLGS 30 report submitted & draft reports reviewed • Final report to be presented by auditors at Boyer & Ritter to the Admin & Finance committee <ul style="list-style-type: none"> - Council to accept report at September meeting 	<p>May 27 – audit fieldwork</p> <p>Aug – reports received</p> <p>Sep – Council review & acceptance</p>
2025 Budget	<ul style="list-style-type: none"> • Public budget meetings to be scheduled and advertised • Budget preparations will begin in early August with department heads presenting capital projects to the Borough Manager • Justification sheets will be distributed to department heads in August and completed by mid-September • Tax or sewer rate changed by ordinance, SPIF rate change and maintaining millage rate through resolution 	<p>Aug – justification sheets</p> <p>Sep & Oct – meetings</p> <p>Nov – preliminarily adopt</p> <p>Dec – adopt budget, ordinances & resolutions</p>
Resolution 2024-04 Reallocation of ARPA Funds	<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 - \$53,991.07 (includes Q2/24) - 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>

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 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 approved financially 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>Jul – Council approved supporting research efforts</p> <p>Nov – public report of assessment review</p>
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Community & Economic Development

Task	Report	Timeline
Beautification Committee	<ul style="list-style-type: none"> Committee members continue to water and care for all plantings in Center Square, the pots at the N. Carlisle Street bump outs, and Borough office <ul style="list-style-type: none"> Drip irrigation system set up in Center Square by PW staff to allow for much safer daily watering procedures Benches and trash cans are on Council's August agenda to approve ordering from a COSTARS dealer 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>Aug – consider approval to order benches & trash cans</p> <p>Nov – benches & trash cans to be delivered</p>
E. Baltimore St Property	<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 13 S. Washington St – neighboring building on the south end of the plaza, structurally reliant on the brick wall <ul style="list-style-type: none"> Meeting held with neighboring property owner to discuss repairs and potential improvements to the back portion of the neighboring building Neighbor in support of project, agreeable to repair work and overall concept plan 	<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>E. Baltimore St Property (Continued)</p>	<ul style="list-style-type: none"> • 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 - 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>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 September 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>Sep – Council review & approval for advertisement</p>

Current Development Under Review

Name of Development	Zoning District	Proposed Use/Improvement	Status
<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 • Variance request denied by the ZHB relative to the required landscape buffer • 90-day extension approved, review period extended to 9/5/2024 <ul style="list-style-type: none"> - All major comments addressed for zoning and utility requirements • Planning Commission recommended Council approval

<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"> • Third civil service testing session scheduled for August 15th <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 - No applicants passed the June testing session • 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, Jun 28, Aug 15 – Civil Service written testing</p> <p>Sep – Civil Service Commission meeting</p> <p>Oct – 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>Sep – Sergeant testing</p>
<p style="text-align: center;">Hiring Updates</p>	<ul style="list-style-type: none"> • Recent full-time new hires: <ul style="list-style-type: none"> - Administrative Receptionist: Stacy Beeler - Water Treatment Plant Operator: Ben McQuait 	<p>Aug – Council to affirm hiring</p>

<p>Hiring Updates (Continued)</p>	<ul style="list-style-type: none"> • Chief of Police <ul style="list-style-type: none"> - Staff and Mayor conducting preliminary phone interviews - Full Council to interview top candidates in August 	<p>Applications for Chief of Police will be accepted until the position is filled</p>
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Public Facilities

Task	Report	Timeline
<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 initial contract price of \$517,449.60 including all contingency and alternate items <ul style="list-style-type: none"> - Change Order #1 approved authorizing void areas found under the sidewalk near B Street property to be filled in • Project is substantially complete with sidewalks, curbing, and base paving finalized • Options being reviewed to mitigate driveway concerns at 101 N. Washington Street • Remaining work includes Columba Gas paving top coat as soon as possible and finalization of the punch list items 	<p>Jan 2024 – project awarded to Ganoe Paving</p> <p>Mar 2024 – Notice to Proceed</p> <p>Spring 2024 – construction in progress</p> <p>Jul 12 – substantial completion date</p> <p>Aug – final completion</p> <p>Fall 2024 – administrative grant closeouts</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 finalized - Public Facilities approved design at July 15th meeting - Project advertised for bidding & pre-bid meeting held • Proposed Timeline: bids due 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 23– 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</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 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 - GLG – \$229,080.00 to update all (3) signal controls • Budgeted engineering = \$40,000 for design, bid, permits • Projected Timeline: <ul style="list-style-type: none"> - Bid in late fall, award project in December for construction in 2025 • GLG funding required to be expensed by May 2026 	<p>Oct – design completed and advertise project Nov – bids due Dec – award project and execute contract Spring 2025 – construction 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, plan to combine funding for 2023 and 2024 applications 	<p>May – revised scope provided Aug – funding determination 2028 – funding deadline</p>
<p>2024 CDBG Application Calming Measures: E. Baltimore St & S. Ridge Ave</p>	<ul style="list-style-type: none"> • Proposed scope: install 6 foot wide concrete bump out incorporating the flashing beacon at the intersection at E. Baltimore Street at S. Ridge Avenue crosswalk <ul style="list-style-type: none"> - Two push button flashing beacons at crosswalk, 1 flashing pedestrian crosswalk warning sign and tapered bump out beginning mid-block between Linden Avenue and S. Ridge Avenue on shoulder of the westbound lane - New sidewalks to be constructed on a portion of E. Baltimore Street to allow for driveway access within bump out areas and consistent ADA accessibility • Funding Requested: \$150,000.00 for engineering & construction combined with funding for 2023 application • Application submitted to Franklin County on July 31st 	<p>Jul 31 – application submitted 2025 – funding determination 2029 – funding deadline</p>
<p>Alley Paving (No Change)</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 	<p>Mar 22 – advertised in Public Opinion Apr 9 – pre-bid meeting Apr 23 – bid opening</p>

<p>Alley Paving (No Change Continued)</p>	<ul style="list-style-type: none"> • 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>May 6 – Council awarded project to Kinsley Aug to Oct – construction tentatively planned</p>
<p>N. Carlisle Street Project (No Change)</p>	<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 - Salzman 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 Jul to EOY – remaining sidewalk repairs, project completion</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>Aug – begin work on waiver application Oct – submit waiver application May 12, 2025 – current waiver expires</p>

Public Safety

Task	Report	Timeline
<p>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 authorized 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 • Once new vehicles upfitted and received, Council will enact the Resolution, and staff will list the old vehicles on Municibid for sale 	<p>May – Council approval of vehicle purchases May – new vehicles ordered Sep – resolution for sale of surplus material & sell old vehicles on Municibid</p>

<p>Center Square Compact Car Regulations</p>	<ul style="list-style-type: none"> • Safety concerns have been identified relating 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 • The proposed ordinance will include an exhibit clearly identifying the impacted areas <ul style="list-style-type: none"> - Council to review an exhibit to determine which parking spaces need to be restricted to compact cars only • Legal and staff to finalize ordinance for Council review 	<p>Feb – reviewed and recommended by PS Mar – authorization to draft ordinance Aug – Council review proposed exhibit Sep – Council review ordinance for advertising</p>
<p>PennDOT Correspondence</p>	<ul style="list-style-type: none"> • At the Borough’s request, a traffic study is being conducted on Rt. 16, specifically concerning the impact of increased truck traffic • Staff met with PennDOT traffic engineers to review modifications to the S. Ridge Ave & E. Baltimore St crosswalk and determine support for beacon project <ul style="list-style-type: none"> - Excellent response received from PennDOT, suggested tapered bump out area and additional signage - Suggested a request be submitted to reduce the speed limit from 35 mph to 25 mph on Route 16 from S. Linden Avenue to the eastern Borough limit 	<p>Jun 6 – letters mailed to District 8 PennDOT representatives Jul 11 – meeting with PennDOT traffic engineering team Aug – Council review speed limit reduction request</p>
<p>Topics to be Reviewed</p>	<ul style="list-style-type: none"> • Property Maintenance: <ul style="list-style-type: none"> - Industrial Pallet Company (IPC) facility screening - Consideration of adoption of International Property Maintenance Code • 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>Aug – committee meeting to review current topics</p>

Public Works Department Operational Updates

- Over 41 PA One calls completed related to upcoming construction work and development projects
- Trimmed trees and overhanging vegetation in alleyways, street sweeping, grass mowing
- Equipment and parking meter maintenance and repairs
- Drip irrigation installed in Center Square, power washed sidewalk area at War Memorial
- Excavated test holes at Borough lot to determine support structure and base for new brick wall

Sewer Administrative Updates

Task	Report	Timeline
Antrim Township Inter-Municipal Agreement	<ul style="list-style-type: none"> • Current agreement was established in March of 1990 outlining terms for the Borough’s treatment of sewage received from residents located in Antrim Township • Currently reserves a maximum flow of 200,000 gallons per day, tying up a considerable amount of plant capacity <ul style="list-style-type: none"> - Normal daily flow received from Antrim Township customers is approximately 20,000 gallons per day • Staff communicated to Township staff the desire to revise the current agreement, Borough sewer engineer providing a draft agreement for Township consideration 	<p>Jul – staff reached out to Township</p> <p>Aug – meeting to review draft agreement</p> <p>Nov – Council authorize execution of new inter-municipal agreement</p>
Sewer Ordinance Chapter 155	<ul style="list-style-type: none"> • Drafted by William Hill and Borough staff • More comprehensive; provides greater protection for the Borough and clearer specification of sewer regulations • Salzmann Hughes is reviewing and preparing the document for Council consideration 	<p>Aug – legal review</p> <p>Nov – Council review</p> <p>Dec – advertise</p> <p>Jan 2025 – adopt updated ordinance</p>

Sewer Department Operational Updates

- Contractor work
 - Envirep replaced the wear plate and impeller on Colonial Drive pump, serviced the Vogelsang press pump and grinder, and replaced the coupler between the motor and press pump
 - Capital Electric completed programming for controlling the dissolved oxygen levels in the aeration basins
 - Anytime Electric installed LED lights in the garage replacing the old fluorescent fixtures as was recommended by the most recent energy audit
- Staff work
 - Replaced shaft bolt on the grinder pump
 - Increased microscopic checks on bugs due to changes in operations
 - Made repairs to the side one clarifier wall surface and epoxy coated the side one clarifier aeration tank wall
 - Constructed a platform to more safely navigate between the holding tank and adjacent building
 - Changed the oil in the clarifier drive and in the upper and lower bearings of screw pump one
 - Working to form a new channel for the side two contact basin; chiseled, chipped, and ground out the old loose concrete and installed rebar
 - Cleaned up the floor for upcoming biosolids testing and laid out the sampling planks in advance of biosolids sampling scheduled for August 6th