

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

**Administration & Finance**

Task	Report	Timeline
2025 Budget	<ul style="list-style-type: none"> <li>• Public budget meetings with the Admin &amp; Finance committee have been scheduled and advertised as follows:               <ul style="list-style-type: none"> <li>- Thursday, September 5<sup>th</sup>, 12<sup>th</sup> and 19<sup>th</sup> at 5pm</li> </ul> </li> <li>• Department heads have reviewed capital projects and are receiving quotes to be incorporated in the 2025 budget</li> <li>• Justification sheets distributed to department heads and to be completed by early September</li> <li>• Any change to the tax or sewer rate is done via ordinance, SPIF rate change and maintaining the current millage rate occurs through resolution</li> </ul>	<p>Aug – justification sheets</p> <p>Sep &amp; Oct – meetings</p> <p>Nov – preliminarily adopt</p> <p>Dec – adopt budget, ordinances &amp; resolutions</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 must be obligated by December 31, 2024               <ul style="list-style-type: none"> <li>- \$417,871.04 total ARPA funds received</li> <li>- \$250,638.99 remaining to be spent (YTD)</li> </ul> </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>• Progress on approved expenditures:               <ul style="list-style-type: none"> <li>- YTD RHC Contributions - \$53,991.07 (includes Q2/24)</li> <li>- Park Project – engineering work finalized for phase 1a of the brick wall repairs will be presented to Council to authorize the advertisement of invitation to bid</li> <li>- PW vehicle ordered from Keystone Ford</li> <li>- Police vehicles and upfitting costs expensed</li> <li>- Sewer work scheduled for October with Mr. Rehab</li> </ul> </li> </ul>	<p>May – Council approved ARPA funds allocation</p> <p>Jun to EOY – staff executing approved projects and expenditures</p>

<p>Support of Other Municipalities &amp; Organizations</p>	<ul style="list-style-type: none"> <li>• The Borough staff is working with the Besore Library board to assist with the submittal of a Keystone Grant to request funding for public safety improvements <ul style="list-style-type: none"> <li>- Council to review required Resolution of Support</li> </ul> </li> <li>• Washington Township staff reached out to request the Borough’s support of their submittal of a grant application for improvements to the Township’s transfer station and recycling center <ul style="list-style-type: none"> <li>- Letter of Support drafted for Council’s review</li> </ul> </li> </ul>	<p>Sep – Council consideration to support these local grant submittals</p>
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**Community & Economic Development**

Task	Report	Timeline
<p>Beautification Committee</p>	<ul style="list-style-type: none"> <li>• 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</li> <li>• Winter plantings and decorations in Center Square under review by the committee for the 2024 holiday season</li> <li>• Benches and trash cans purchased as approved by Council <ul style="list-style-type: none"> <li>- Trash cans have been delivered and to be installed in Center Square, benches to be received in 4-5 weeks</li> <li>- Letter requesting donations/donors to be circulated</li> </ul> </li> </ul>	<p>May to Sep – water continuously plantings</p> <p>Aug – approval to order benches &amp; trash cans</p> <p>Aug 29 – trash cans received</p> <p>Sep – benches to be delivered</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> <li>- LSA grant determination anticipated for September</li> </ul> </li> <li>• Phase 1a – Repairing the Brick Wall <ul style="list-style-type: none"> <li>- Improvements to existing brick wall, focusing on repairing damage and construction of a new brick wall</li> <li>- Budget <ul style="list-style-type: none"> <li>▪ Engineering – FSA approved as NTE \$27,000</li> <li>▪ Construction – \$50,000 in ARPA, \$15,000 GF</li> </ul> </li> <li>- Tentative Schedule: <ul style="list-style-type: none"> <li>▪ Aug – design &amp; specifications complete</li> <li>▪ Sep – bid project, outreach to local contractors</li> <li>▪ Oct – bids due, Council award, NTP issued</li> <li>▪ Oct to EOY – construction</li> </ul> </li> </ul> </li> </ul>	<p>Jun 2023 – purchased property</p> <p>Nov 2023 – submitted LSA grant application</p> <p>May 6 – Council approved initial engineering &amp; construction budget</p> <p>Jun to EOY – focus on brick wall repairs</p>

<p>Proposed Ordinance: Chapter 205 Zoning Amendment</p>	<ul style="list-style-type: none"> <li>• The Planning Commission has recommended that Council consider the rezoning of tax parcel number 08-2B22.-077.-000000 from R-2 to R-1 <ul style="list-style-type: none"> <li>- Rezoning the parcel will be completed as an expansion of an already existing R-1 District, eliminating a possible concern of spot zoning</li> <li>- The proposed zoning change to this parcel would have no impact on the conditionally approved Buchanan Flats LD plan, at least for a period of 5 years from the June 26, 2023 date of Council’s conditional approval</li> <li>- ARRO to create an updated Zoning Map, if Council votes to proceed with zoning amendment</li> </ul> </li> <li>• Other modifications to be made to Chapter 205 Zoning and incorporated in this ordinance change: <ul style="list-style-type: none"> <li>- § 205-21 – add size restrictions for detached garages</li> <li>- § 205-10.D – modify screening requirements for parcels in the Highway Commercial</li> <li>- § 205-19.A – add dimensional criteria for detached commercial and industrial uses in the Community Commercial District</li> </ul> </li> <li>• Upon Council’s approval of the draft ordinance, staff will provide a copy to Franklin County Planning and the Planning Commission at least 30 days prior to the hearing <ul style="list-style-type: none"> <li>- Staff will follow all advertising and posting requirements as outlined in the Municipalities Planning Code (MPC) for zoning amendments</li> </ul> </li> </ul>	<p>Aug 12 – PC recommendation to rezoning parcel</p> <p>Aug 28 – draft ordinance provided by solicitor for Council review</p> <p>Sep – Council consideration of ordinance change</p> <p>Oct – County &amp; PC review</p> <p>Nov – Council authorize advertisement, post impacted properties</p> <p>Dec – public hearing &amp; enactment</p>
<p>Proposed Ordinance: Portable Storage Containers (No Change)</p>	<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> <li>• Council’s requested changes and concerns: <ul style="list-style-type: none"> <li>- More clear definitions with examples, but not limiting</li> <li>- Impact on property value, consideration in assessment</li> </ul> </li> <li>• Legal review underway, draft anticipated to be evaluated at Council’s October meeting</li> </ul>	<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>Oct – Council review &amp; approval for advertisement</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"> <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>• Variance request denied by the ZHB relative to the required landscape buffer</li> <li>• August 5<sup>th</sup> – Council approved final land development plans based on the following conditions:               <ul style="list-style-type: none"> <li>- Developer’s agreement</li> <li>- Stormwater O&amp;M agreement</li> <li>- Payment of delinquent fees</li> <li>- Third party approvals include a PennDOT HOP</li> </ul> </li> </ul>
GASD & Chambersburg Hospital Subdivision (No Change)	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; Township Planning Commissions</li> <li>• Initial review completed, developer addressing comments for resubmittal</li> <li>• 180-day extension for review approved until 11/8/2024</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 met as required to be completed by July 6, 2023</li> <li>- Other required conditions:                   <ul style="list-style-type: none"> <li>▪ Antrim Township and PennDOT approval</li> <li>▪ Establish an agreeable timeline for opening the 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>• Third civil service testing session completed in mid-August               <ul style="list-style-type: none"> <li>- 3 applicants passed the written exam with a minimum score of 70% as required by the CSC rules &amp; regulations</li> </ul> </li> <li>• Staff is scheduling the oral examination with the 3 passing applicants and will tally all scores as per CSC regulations</li> <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>- CSC-certified eligibility list will be provided to Council for the hiring of a full-time police officer</li> </ul> </li> </ul>	<p>Mar 26, Jun 28, Aug 15 – Civil Service written testing</p> <p>Sep – Civil Service Commission to certify eligibility list</p> <p>Oct – 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, Mayor, and Council working to create Sergeant’s examination               <ul style="list-style-type: none"> <li>- Greencastle-specific questions drafted and provided to testing agency for inclusion on Sergeant’s test</li> </ul> </li> </ul>	<p>May – Council approved Rules &amp; Regs modifications</p> <p>Sep – Sergeant testing</p>
Hiring Updates	<ul style="list-style-type: none"> <li>• Chief of Police               <ul style="list-style-type: none"> <li>- Staff &amp; Mayor conducted preliminary phone interviews</li> <li>- Full Council began to interview top candidates in August with interviews to finalized in early-September</li> </ul> </li> </ul>	<p>Applications for Chief of Police will be accepted until the position has been filled</p>

## Public Facilities

Task	Report	Timeline
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 initial contract price of \$517,449.60 including all contingency and alternate items               <ul style="list-style-type: none"> <li>- CO #1 – approved – authorizing void areas found under the sidewalk near B Street property to be filled in</li> <li>- CO #2 – under consideration – to address curb and driveway modifications at 101 N. Washington Street</li> </ul> </li> </ul>	<p>Jan 2024 – project awarded to Ganoe Paving</p> <p>Mar 2024 – Notice to Proceed</p> <p>Jul 12 – substantial completion date</p> <p>Aug – final completion</p> <p>Fall 2024 – administrative grant closeouts</p>

<p>N. Washington Street Roadway Improvements Project (Continued)</p>	<ul style="list-style-type: none"> <li>• Borough's scope of work finalized and under budget: <ul style="list-style-type: none"> <li>- Contract price plus change orders = \$531,670.60</li> <li>- Total amount to be paid including final application = \$437,532.24</li> </ul> </li> <li>• Columbia Gas paving planned for September 2<sup>nd</sup> and 3<sup>rd</sup></li> <li>• Staff to submit for reimbursement funds through grant funding agencies</li> </ul>	
<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>• 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"> <li>- Funding extension granted until July 2025</li> </ul> </li> <li>• Update: <ul style="list-style-type: none"> <li>- Bid received and publically opened August 23<sup>rd</sup></li> <li>- Council to consider Ganoë Paving's initial contract price of \$288,770.00 as the lowest responsible bidder</li> <li>- Salzmänn Hughes reviewed contract &amp; bid documents</li> <li>- Staff to provide Notice of Award and Notice to Proceed pending Council authorization</li> </ul> </li> </ul>	<p>Jun – design complete  Jul – advertise project  Aug 23– bids due  Sep – award project and execute contract  Sep through EOY – construction  Jul 2025 – funding deadline</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>• 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</li> <li>• Scope of work completed, project closeout to be finalized pending Council approval</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  Aug – construction occurred &amp; finalized</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>• Budgeted \$4,000 for engineering support to resubmit waiver by November 2024 deadline</li> <li>• Keller Engineering has completed the Borough's waiver application and will be mailing it to PADEP in early September for review and consideration of renewal</li> </ul>	<p>Aug – waiver application completed  Sep – submit waiver application  May 12, 2025 – current waiver expires</p>

<p>2022 CDBG &amp; Green Light Go: Walter Ave &amp; Rt 11 Intersection (No Change)</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 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> <li>• Funding: <ul style="list-style-type: none"> <li>- CDBG – \$286,103.00</li> <li>- GLG – \$229,080.00 to update all (3) signal controls</li> </ul> </li> <li>• Budgeted engineering = \$40,000 for design, bid, permits</li> <li>• Projected Timeline: <ul style="list-style-type: none"> <li>- Bid in late fall, award project in December for construction in 2025</li> </ul> </li> <li>• GLG funding required to be expensed by May 2026</li> </ul>	<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 &amp; S. Ridge Ave (No Change)</p>	<ul style="list-style-type: none"> <li>• Scope: install flashing beacon at E. Baltimore Street at S. Ridge Avenue crosswalk</li> <li>• Funding: \$55,000.00 for engineering &amp; installation</li> <li>• Update: DCED reviewing funding request, plan to combine funding for 2023 and 2024 applications</li> </ul>	<p>May – revised scope provided Sep – funding determination 2028 – funding deadline</p>
<p>2024 CDBG Application Calming Measures: E. Baltimore St &amp; S. Ridge Ave (No Change)</p>	<ul style="list-style-type: none"> <li>• 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"> <li>- 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</li> </ul> </li> <li>• Funding Requested: \$150,000.00 for engineering &amp; construction combined with funding for 2023 application</li> <li>• Application submitted to Franklin County on July 31<sup>st</sup></li> </ul>	<p>Jul 31 – application submitted 2025 – funding determination 2029 – funding deadline</p>
<p>N. Carlisle Street Project (No Change)</p>	<ul style="list-style-type: none"> <li>• Rebilling process for all finalized properties underway</li> <li>• Sidewalk repairs are 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 reevaluate scope of work to be under the \$25,000 threshold for prevailing wage</li> </ul> </li> </ul>	<p>Jun – initial sidewalk rebilling letters mailed out Jul to EOY – remaining sidewalk repairs, project completion</p>

**Public Safety**

Task	Report	Timeline
<p>Resolution: Sale of Surplus Material – PD Vehicles &amp; Bicycles</p>	<ul style="list-style-type: none"> <li>• Council previously authorized the drafting of a resolution approving the sale of the following surplus vehicles:               <ul style="list-style-type: none"> <li>- 2013 Chevy Tahoe</li> <li>- 2016 Ford Interceptor Utility</li> </ul> </li> <li>• Council to consider the sale of two surplus Greencastle Police Department bicycles as well</li> <li>• If approved, vehicles and bicycles will be posted on Municibid for sale and included in surplus material resolution</li> </ul>	<p>May – Council approval of vehicle purchases</p> <p>Aug – new police vehicles in service</p> <p>Sep – Council to consider sale of police bicycles</p> <p>Oct – sell on Municibid &amp; resolution for sale of surplus material</p>
<p>Proposed Ordinance: Chapter 190 Vehicles &amp; Traffic</p>	<ul style="list-style-type: none"> <li>• Several topics reviewed and recommended by the Borough’s Public Safety Committee require an ordinance change to Chapter 190 of the Borough Code               <ul style="list-style-type: none"> <li>- Center Square parking restricted to “no trucks, vans, or SUVs” to improve pedestrian visibility &amp; motorist safety</li> <li>- §190-27 – parking prohibited at all times                   <ul style="list-style-type: none"> <li>▪ No parking on either side of W. Madison Street from Route 11 to Findlay Avenue</li> </ul> </li> <li>- §190-34 – handicap parking                   <ul style="list-style-type: none"> <li>▪ Eliminate handicap parking on S. Ridge Ave near Besore Library as requested by library</li> <li>▪ Add handicap parking on E. Madison Street as requested by resident</li> </ul> </li> </ul> </li> <li>• Legal and staff to finalize ordinance for Council review</li> </ul>	<p>Aug – reviewed and recommended by PS</p> <p>Oct – Council review of ordinance for advertising</p> <p>Nov – Council enactment of ordinance</p>
<p>Proposed Ordinance: Food Trucks</p>	<ul style="list-style-type: none"> <li>• With the increasing popularity of mobile food trucks, the Borough Public Safety Committee has recommended an ordinance be created regulating food truck parking in public areas</li> <li>• The draft ordinance will limit food truck parking to the Highway Commercial District and create restrictions for frequency and duration of parking on a public roadway</li> </ul>	<p>Aug – reviewed and recommended by PS</p> <p>Oct – Council review of ordinance for advertising</p> <p>Nov – Council enactment of ordinance</p>
<p>PennDOT Correspondence</p>	<ul style="list-style-type: none"> <li>• Upon Council’s approval, staff drafted and sent a letter to PennDOT requesting a speed limit reduction from the current 35 mph speed limit to 25 mph on SR0016 (East Baltimore Street) from S. Linden Avenue to the Borough’s eastern municipal boundary.               <ul style="list-style-type: none"> <li>- Letter sent August 22nd, staff will update Council on PennDOT’s review and determination</li> </ul> </li> </ul>	<p>Aug 22 – letter mailed to District 8 PennDOT representatives</p>



## Public Works Department Operational Updates

- Over 55 PA One calls completed related to upcoming construction work and development projects
- Annual evaluation of shade trees, compiled listing of necessary trimming, removals, and replacements scheduled for Fall season
- Street sweeping, watering of shade trees, and Center Square shrubs
- Coordination of town siren and Center Square lighting repairs
- Procurement of new benches and trash cans for Center Square as approved by Council
- Assistance with the Waste Water Treatment Plant staff in the collection of biosolids samples
- Oversight of the N. Washington Street construction project

## Sewer Administrative Updates

Task	Report	Timeline
Antrim Township Inter-Municipal Agreement	<ul style="list-style-type: none"> <li>• Current agreement was established in March of 1990 outlining terms for the Borough's treatment of sewage received from residents located in Antrim Township</li> <li>• 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"> <li>- Normal daily flow received from Antrim Township customers is approximately 20,000 gallons per day</li> </ul> </li> <li>• Staff communicated to Township staff the desire to revise the current agreement, Borough sewer engineer providing a draft agreement for Township consideration</li> </ul>	<p>Jul – staff reached out to Township</p> <p>Aug – draft agreement to legal for review</p> <p>Sep – meeting with Antrim Township</p> <p>Nov – Council authorize execution of new inter-municipal agreement</p>
Sewer Ordinance Chapter 155	<ul style="list-style-type: none"> <li>• Drafted by William Hill and Borough staff</li> <li>• More comprehensive; provides greater protection for the Borough and clearer specification of sewer regulations</li> <li>• Salzmann Hughes is reviewing and preparing the document for Council consideration</li> </ul>	<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
  - Charter Machine inspected the plant press and determined it to be in good working order
  - Bricker's Welding re-welded the stainless steel roller per recommendation by Charter Machine
  - Doug Degrange completed concrete work on contact basin and stairs
- Staff work
  - Assisted resident on Tyrone Street with sewer issues, determined to be outside the Borough's ROW
  - Annual biosolids composite and grab sample testing completed and sent for analysis
  - Switched operational treatment processes from side 2 to side 1

- Public Works assisted treatment plant staff with lowering some valve boxes that were trip hazards around the plant and treatment plant staff poured cement around the boxes
- Filled the plant generator and three pumping stations generators with fuel
- Staff formed up a new flow channel in side two of the contact basin and had DeGrange pour concrete in the channel and install concrete stairs to replace previous wooden stairs
- Unclogged the air release valve on pump one at Carlisle Street Station
- Completed Flexcrete repairs to clarifier two wall prior to epoxy work planned for the end of the year
- Coordinated sewer infrastructure cleaning & televising work to be completed by Mr. Rehab mid-October utilizing ARPA funds as approved by Council