

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

Administration & Finance

Task	Report	Timeline
2025 Budget	<ul style="list-style-type: none"> • Major projects budgeted for in 2025: <ul style="list-style-type: none"> - Green Light Go – update all signal controllers - 2022 CDBG – Walter Ave & Rt 11 ADA improvements - 2023 CDBG – S. Ridge Ave & Rt 16 flashing beacon - Inch & Co – Moss Spring traffic calming improvements - Lot development – phase 1B – aesthetic improvements • RHC has requested \$124,616.41; without ARPA funds to offset this expense the Admin & Finance committee is recommending the implementation of a fire tax • Proposed 2025 rates & related Council action: <ul style="list-style-type: none"> - No increase to millage rate – resolution - 1.25 mill fire tax – ordinance - 3% sewer rate increase – ordinance - No SPIF rate change 	<p>Aug – justification sheets</p> <p>Sep & Oct – committee & Council meetings</p> <p>Nov – preliminarily adopt & authorize advertisement for public inspection & ordinances</p> <p>Dec – adopt budget, enact 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 <ul style="list-style-type: none"> - \$417,871.04 total ARPA funds received - \$250,638.99 remaining to be spent (YTD) • 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 - \$63,150.04 (includes Q3/24) - Park Project – project bid, Council to review options - PW vehicle ordered from Keystone Ford - Sewer work scheduled for October with Mr. Rehab 	<p>May – Council approved ARPA funds allocation</p> <p>Jun to EOY – staff executing approved projects and expenditures</p>

Community & Economic Development

Task	Report	Timeline
<p>Beautification Committee</p>	<ul style="list-style-type: none"> • New benches & trash cans installed in Center Square <ul style="list-style-type: none"> - Committee selected, PW assembled and installed - Flyer requesting donations/sponsors being circulated & posted online • Winter plantings and decorations in Center Square under review by the committee for the 2024 holiday season • Updated landscaping selected and installed at the Borough office 	<p>May to Sep – water continuously</p> <p>Sep – benches & trash cans installed</p> <p>Oct – landscaping updated at Borough office</p>
<p>E. Baltimore St Property – Plaza Project</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 October • Phase 1a – Repairing 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 contractors ▪ Oct – bids due, Council award, NTP issued ▪ Oct to EOY – construction - Updates: <ul style="list-style-type: none"> ▪ GRC submitted the only bid received for this project in the amount of \$121,772.00 ▪ Council to determine feasibility of project; if authorized to proceed, funds will need to be reallocated in the 2024 budget ▪ An agreement has been drafted and provided to the neighboring property owner granting temporary access for identified repairs including reconfiguring vent currently through wall and roof work related to the Borough’s scope of work 	<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: Chapter 205 Zoning Amendment</p>	<ul style="list-style-type: none"> • 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"> - Rezoning the parcel will be completed as an expansion of an already existing R-1 District, eliminating a possible concern of spot zoning - 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 - ARRO has created an updated Zoning Map • Other modifications to be made to Chapter 205 Zoning and incorporated in this ordinance change: <ul style="list-style-type: none"> - § 205-21 – add size restrictions for detached garages - § 205-10.D – modify screening requirements for parcels in the Highway Commercial • Upon Council’s approval of the draft ordinance, staff provided the ordinance to the Planning Commission for review and comment <ul style="list-style-type: none"> - The Planning Commission requested the following changes: <ul style="list-style-type: none"> ▪ Removed modifications to § 205-19.A related to dimensional criteria for detached commercial and industrial uses in Community Commercial District ▪ Modified screening definition to incorporate current language related to plant material • With Council’s approval to proceed staff will provide the ordinance and map to Franklin County Planning <ul style="list-style-type: none"> - Franklin County has 30 days to provide comment - Staff will follow all advertising and posting requirements as outlined in the Municipalities Planning Code (MPC) for zoning map amendments 	<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 & PC review</p> <p>Oct – County review</p> <p>Nov – Council authorize advertisement, notify & post impacted properties</p> <p>Dec – public hearing & enactment</p>
<p>Proposed Ordinance: Portable Storage Containers (No Change)</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 • Legal review underway, draft anticipated to be evaluated at Council’s November meeting 	<p>Feb – initial review by Planning Commission</p> <p>May – PC recommendation to Borough Council</p> <p>Jun – Council approved legal review</p> <p>Nov – Council review & 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"> • 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"> • August 5th – Council approved final land development plans based on the following conditions: <ul style="list-style-type: none"> - Developer’s agreement - Stormwater O&M agreement - Payment of delinquent fees - Third party approvals include a PennDOT HOP • Developer working to finalize prior to release of plans for recording
GASD & Chambersburg Hospital Subdivision	CC-II & INS	<ul style="list-style-type: none"> • Subdivision of the Chambersburg Hospital parcel fronting on Eastern Avenue • Consolidation of 10.097 acres to school district tract 	<ul style="list-style-type: none"> • Plans submitted to Borough & Township Planning Commissions • Initial review completed, developer addressing comments for resubmittal • 180-day extension for review approved until 11/8/2024 • 2nd submittal received 9/26/2024, PC to review at October meeting
Patriot Federal Credit Union Subdivision	HC	<ul style="list-style-type: none"> • Subdivision of parcel 08-2B12.-001.-000000 to separate portion of lot where existing Rite Aid is located 	<ul style="list-style-type: none"> • Plan submitted to Borough PC on 9/18/2024 for review • Plan to be included on the October Planning Commission meeting agenda for acceptance & review
Patriot Federal Credit Union Land Development	HC	<ul style="list-style-type: none"> • Plan includes the demolition of the existing building and construction of a bank with drive thru bays 	<ul style="list-style-type: none"> • Plan submitted 9/24/2024 to the Borough’s PC for review • Plan to be included on the October Planning Commission meeting agenda for acceptance & review
Buchanan Flats (No Change)	R-2	<ul style="list-style-type: none"> • 10 multi-family structures <ul style="list-style-type: none"> - 2 buildings = 48 units in Borough, total 288 units • Agreements Needed: <ul style="list-style-type: none"> - Traffic Signal, Stormwater O&M, Moss Spring traffic calming, bonding 	<ul style="list-style-type: none"> • Council approved final LD plans on June 26, 2023 with conditions <ul style="list-style-type: none"> - Agreements finalized - Township & PennDOT approval - Agreeable timeline for opening the Moss Spring Ave connection

Personnel

Task	Report	Timeline
Civil Service Testing for Full-Time Police Officer	<ul style="list-style-type: none"> • Third civil service testing session completed in mid-August <ul style="list-style-type: none"> - 3 applicants passed the written exam with a minimum score of 70% as required by the CSC rules & regulations • Oral examination with the 3 passing applicants scheduled for mid-October • All scores will be calculated as per CSC regulations and background checks will be conducted • 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"> - CSC-certified 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>Oct – oral interviews & background checks</p> <p>Nov – Civil Service Commission to certify eligibility list</p> <p>Dec – eligibility list to Borough Council for hiring action</p>
Resolution 2024-03 Civil Service Commission Sergeant Position	<ul style="list-style-type: none"> • Council approved Sergeant position criteria modifications to the Civil Service Commission Rules and Regulations • Staff, Mayor, and Council working to create Sergeant's examination <ul style="list-style-type: none"> - Greencastle-specific questions drafted and provided to testing agency for inclusion on Sergeant's test 	<p>May – Council approved Rules & Regs modifications</p> <p>Nov – Sergeant testing</p>
Chief of Police Hiring Update	<ul style="list-style-type: none"> • Full Council & Mayor conducted in-person interviews <ul style="list-style-type: none"> - Final candidate selected for the position <ul style="list-style-type: none"> ▪ Comprehensive background checks underway ▪ Evaluations and reference confirmations being conducted as per PA Act 57 requirements 	<p>Sep & Oct – background checks & confirmations</p> <p>Nov – public swearing in of new Chief of Police</p>

Public Facilities

Task	Report	Timeline
N. Washington Street Roadway Improvements Project	<ul style="list-style-type: none"> • Project scope of work completed • Staff submitting for reimbursement to the following funding agencies: <ul style="list-style-type: none"> - DCED Multimodal Transportation Grant awarded = \$259,079.00 - 2021 CDBG = \$110,000.00 for ADA ramps 	<p>Aug 27 – final completion</p> <p>Fall 2024 – administrative grant closeouts</p>
MS4 Waiver Resubmittal	<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) • Waiver application submitted to DEP on September 6th 	<p>Sep 6 – submit waiver application</p> <p>May 12, 2025 – current waiver expires</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"> - Council awarded the project to Ganoë Paving with an initial contract price of \$288,770.00 - Notice to Proceed provided September 23rd - Construction planned for October to EOY pending PennDOT approval of HOPs for ramps on state roads - Funding extension granted until July 2025 	<p>Jun – design complete Jul – advertise project Aug 23– bids due Sep – award project and execute contract Oct through EOY – construction 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"> - Final plans & bid package provided to Borough by October 18th, Public Facilities committee to review on October 21st, project advertised late October - Bids due November 26th, Council to award project in December for construction in Spring of 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 rejected funding request for the additional scope of work to construct a bump-out in this area <ul style="list-style-type: none"> - Public Facilities committee to review options for funding the bump-out or other opportunities to improve intersection 	<p>May – revised scope provided Sep – funding determination 2028 – funding deadline</p>

<p>N. Carlisle Street Project Finalization</p>	<ul style="list-style-type: none"> • Rebilling process for all finalized properties is underway <ul style="list-style-type: none"> - First payment due March 1, 2025 • 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 is reevaluating the scope of work to be completed, requesting contractor quotes to finalize the project 	<p>Jun – initial sidewalk rebilling letters mailed out</p> <p>Jul to EOY – remaining sidewalk repairs, project completion</p>
<p>Stormwater Infrastructure Improvement Project</p>	<ul style="list-style-type: none"> • The Public Facilities committee reviewed engineering work completed by ARRO in 2023 related to stormwater infrastructure improvements through Mifflin Lane • ARRO recommended the Borough plan for a more comprehensive stormwater project addressing issues upstream of the Mifflin Lane area as well as concerns downstream at the identified outfall at Findlay Lane • Funds have been budgeted in 2025 for engineering of a larger stormwater improvements project to be submitted for grant funding 	<p>Sep – Mifflin Lane engineering review</p> <p>2025 – larger project engineering</p> <p>2026 – submittal for grant funding</p>

Public Safety

Task	Report	Timeline
<p>PennDOT Approval of Speed Limit Reduction on Baltimore Street</p>	<ul style="list-style-type: none"> • 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"> - PennDOT partially approved the Borough’s request, permitting the 25 mph speed limit on E. Baltimore Street to be extended to 100 feet east of Spring Grove • Speed limits established via ordinance, this change in speed limit is to be incorporated into the ordinance being drafted with modifications to Chapter 190 	<p>Aug 22 – letter mailed to District 8 PennDOT representatives</p> <p>Sep 27 – PennDOT approval letter</p> <p>Nov – Council review of ordinance & approval for advertising</p> <p>Dec – Council enactment of ordinance</p>
<p>Resolution: Sale of Surplus Material – PD Vehicles & Bicycles</p>	<ul style="list-style-type: none"> • Council previously authorized the drafting of a resolution approving the sale of the following surplus vehicles: <ul style="list-style-type: none"> - 2013 Chevy Tahoe - 2016 Ford Interceptor Utility - Two surplus PD bicycles • Vehicles and bicycles to be advertised and posted on Muncibid for sale and included in surplus material resolution 	<p>May – Council approval of vehicle purchases</p> <p>Sep – Council approval to sell of police bicycles</p> <p>Nov – sell on Muncibid & resolution for sale of surplus material</p>

<p>Proposed Ordinance: Chapter 190 Vehicles & Traffic</p>	<ul style="list-style-type: none"> • 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"> - Center Square parking restricted to “no trucks, vans, or SUVs” to improve pedestrian visibility & motorist safety - §190-9 – speed limits established <ul style="list-style-type: none"> ▪ Add extended 25mph speed limit zone on E. Baltimore Street as approved by PennDOT - §190-12 – turns restricted at certain intersections/times <ul style="list-style-type: none"> ▪ Modify current restrictions at Washington Street & Baltimore Street to match signage of 7am to 7pm - §190-27 – parking prohibited at all times <ul style="list-style-type: none"> ▪ No parking on either side of W. Madison Street from Route 11 to Findlay Avenue - §190-30 – Thirty-minute parking limits <ul style="list-style-type: none"> ▪ Add food trucks to specified vehicles restricted - §190-34 – handicap parking <ul style="list-style-type: none"> ▪ Eliminate handicap parking on S. Ridge Ave near Besore Library as requested by library ▪ Add handicap parking on E. Madison Street as requested by resident • Legal to finalize ordinance for Council review 	<p>Aug – reviewed and recommended by PS Nov – Council review of ordinance & approval for advertising Dec – Council enactment of ordinance</p>
<p>Proposed Ordinance: Food Trucks</p>	<ul style="list-style-type: none"> • 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 • 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 	<p>Aug – reviewed and recommended by PS Nov – Council review of ordinance for advertising Dec – Council enactment of ordinance</p>

Public Works Department Operational Updates

- Over 40 PA One calls completed related to upcoming construction work and development projects
- Annual vehicle maintenance completed included oil changes & necessary repairs
- Installation of new landscaping at Borough office
- Assembly and installation of new benches and trash cans in Center Square
- Trimmed trees & vegetation in alleyways to allow for better clearance and improved sight distance
- Filled potholes in several alleyways
- Installed new police signage on Baltimore Street
- Completed installation of signage and stripping on N. Washington Street
- Preparation for leaf collection program to begin, watering of shade trees and Center Square shrubs

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 – draft agreement to legal for review</p> <p>Oct – meeting with Antrim Township</p> <p>Dec – 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 • Salzman 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
 - Ganoë Paving resealed driveway and areas surrounding tanks
- Staff work
 - Epoxy coating applied to clarifier wall and remainder of aeration tank on treatment side #2
 - Clarifier #2 maintenance – pumped down and cleaned, replaced rubber on scraper arms and wheels, serviced drive unit and screw pump
 - Contact tank channel one maintenance – removed loose and deteriorated concrete, pressure washed surfaces, added rebar and formed blocking, Degrange poured concrete, staff removed forms and parged the holes/voids
 - 2025 budget work – quotes requested and reviewed, projects determined, justification sheet submitted
 - Staff attended the Central Pennsylvania Water Quality Association Annual Trade Fair and toured Mechanicsburg’s Waste Water Treatment Plant