

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

Administration & Finance

Task	Report	Timeline
<p>2025 Budget (No Change)</p>	<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>
<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 <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 awarded to GRC for \$121,772.00 - PW vehicle to be received from Keystone Ford Nov. 5th - Sewer work planned for Nov. 18th 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"> • The Borough is accepting donations and sponsors for the new benches and trash cans installed in Center Square • Winter plantings and decorations in Center Square are being reviewed by the committee for the holiday season <ul style="list-style-type: none"> - Borough’s lot on Baltimore Street to be decorated - Swags to be assembled and put out in Center Square prior to the Christmas tree lighting event • Committee members have removed all the annual plantings and bulbs in Center Square and cleaned all beds 	<p>Nov – holiday décor assembled and installed in Center Square & Borough lot</p>
<p>E. Baltimore St Property – Plaza Project</p>	<ul style="list-style-type: none"> • Phase 1a – Repairing the Brick Wall <ul style="list-style-type: none"> - Improvements to existing brick wall, repairing damage to existing wall 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 - Updates: <ul style="list-style-type: none"> ▪ Council awarded the project to GRC for the initial bid price of \$121,772.00 ▪ Agreement executed by the neighboring property owners granting temporary access for identified repairs including reconfiguring vents currently through wall, roof work, and future improvements • Unfortunately the LSA grant as submitted to fund the development of the lot was not approved for funding <ul style="list-style-type: none"> - Commonwealth Financing Authority received eligible requests totaling nearly \$1.3 billion for the approximately \$346 million in funds available to award • Next steps <ul style="list-style-type: none"> - Finalization of full build-out design and updated comprehensive budget - Council consideration of establishing a Capital Campaign Committee including members of the public to focus on community fundraising efforts - Borough work including the removal of the current ground covering shale and installation of grass to be completed weather permitting in late 2024/early 2025 - Fundraising efforts formalized to execute project 	<p>Jun 2023 – purchased property</p> <p>Nov 2023 – submitted LSA grant application</p> <p>Oct to EOY – GRC to make brick wall repairs</p> <p>2024 – finalize overall design plan & determine budget</p> <p>2025 – fundraising efforts</p>

<p>Proposed Ordinance: Chapter 205 Zoning Amendment</p>	<ul style="list-style-type: none"> • Council has approved advertisement of an ordinance allowing for 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 - 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 with a maximum of 1,000 square feet - § 205-10.D – modify screening requirements for parcels in the Highway Commercial • With Council’s approval to proceed, staff provided the ordinance and map to Franklin County Planning <ul style="list-style-type: none"> - Franklin County has provided a response letter - Staff has sent letters to the impacted property owners, scheduled advertising, and has coordinated the posting of the property as required 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</p> <p>Oct – County & PC review, Council authorized advertising</p> <p>Nov – notices, advertisements, post impacted property</p> <p>Dec – public hearing & enactment</p>
<p>Proposed Ordinance: Portable Storage Containers & RV Parking</p>	<ul style="list-style-type: none"> • Proposed portable storage containers regulations for the use, size, location, and permitting requirements <ul style="list-style-type: none"> - Residential regulations for R1, R2, and RM: <ul style="list-style-type: none"> ▪ 1 per property, 5 ft setbacks, 30 days max. on parcel - 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 annual permit • RV parking proposed regulations: <ul style="list-style-type: none"> - 1 per property; allowed in a carport, rear yard, or side yard if behind the front face of the primary structure - No inhabitation of any kind, 24-hr per week loading time allowable, no connection to Borough utilities - No parking on public roadways at any time • The Community and Economic Development Committee has preliminarily reviewed the proposed regulations as prepared by the Planning Commission and will be completing a comprehensive review at subsequent committee meetings prior to Council’s review. 	<p>May – PC recommendation to Borough Council</p> <p>Jun – Council approved legal review</p> <p>Oct to EOY – committee review</p> <p>2025 – Council review & approval for advertisement</p>

Current Development Under Review

Name of Development	Zoning District	Proposed Use/Improvement	Status
ELM Shoes	CC	<ul style="list-style-type: none"> • Preliminary/final land development plan for a proposed 583 sq. ft. building addition 	<ul style="list-style-type: none"> • Plans received 10/28/2024, to be included on November Planning Commission agenda for acceptance and review
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 • PC reviewed most recent submittal at October meeting, plan tabled pending legal review of land conveyance issue • 180-day extension requested for review until 5/7/2025
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 • PC reviewed plan at October meeting, recommended Council approval based on no outstanding engineering comments
Patriot Federal Credit Union Land Development	HC	<ul style="list-style-type: none"> • Land development plan includes the demolition of the existing Rite Aid 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 initially reviewed and tabled at October Planning Commission meeting pending satisfaction of outstanding engineering comments

Recently Approved Development

162 S. Carlisle St	R-2	<ul style="list-style-type: none"> • LD plans have been approved to construct 3 attached residential units 	<ul style="list-style-type: none"> • July 1st - Council conditionally approved land development plans • Staff is helping to guide developer to finalize all pre-construction requirements
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Buchanan Flats	R-2	<ul style="list-style-type: none"> • 10 multi-family structures - 2 buildings = 48 units in Borough, total 288 units 	<ul style="list-style-type: none"> • Council approved final LD plans on June 26, 2023 with the following outstanding conditions: <ul style="list-style-type: none"> - Township & PennDOT approval - Agreeable timeline for opening the Moss Spring Ave connection • Antrim Township's review has been extended numerous times - Developer has been in contact to review outstanding items & fees
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 conditionally approved final land development - PennDOT HOP is outstanding, Borough cannot stop construction based on 3rd party review • Plans signed & recorded, land use & building permit issued - Developer is proceeding with construction at own risk until HOP approved • No use or occupancy allowed until approved PennDOT HOP provided

Personnel

Task	Report	Timeline
Civil Service Testing for Full-Time Police Officer	<ul style="list-style-type: none"> • Oral examinations were held in late October with the three applicants that passed the written examination • Physical and psychological examinations as well as background investigations will be conducted on the remaining applicants • All scores will be calculated as per CSC regulations • 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>Oct – oral interviews</p> <p>Nov – final exams, background checks, Civil Service Commission to certify eligibility list</p> <p>Dec – eligibility list to Borough Council for hiring action</p>
Chief of Police Hiring	<ul style="list-style-type: none"> • Jason Batistig has been selected as the final candidate <ul style="list-style-type: none"> - Comprehensive background checks completed - Evaluations and reference confirmations were conducted as per Act 57 requirements 	<p>Nov – public swearing in of Batistig as Chief of Police</p>

Public Facilities

Task	Report	Timeline
<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 underway and planned until EOY <ul style="list-style-type: none"> ▪ Pending PennDOT approval of HOPs for ramps on state roads - Staff notified school district of construction efforts - Funding extension granted until July 2025 	<p>Jun – design complete Jul – advertise project Aug – bids due Sep – awarded project & executed 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 three corners of intersection <ul style="list-style-type: none"> - PennDOT signal permit being updated with these improvements to include a left turn option on Route 11 • Green Light Go funding awarded for updates to all of the Borough’s signal controllers 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 being revised by ARRO, traffic counts are being conducted and the resulting data will be analyzed to justify left turn lane signal - Public Facilities committee to review final plans and project specifications in January 2025 - Council to authorize bidding in February with bids due 30 days later, Council to award project in March for construction in spring of 2025 • Staff is reaching out to local contractors and COSTARS vendors to determine level of interest <ul style="list-style-type: none"> - Meeting to be held with Borough’s signal maintenance provider for review of project and recommendations 	<p>Oct – design work Nov – traffic counts & analysis to PennDOT Dec – signal permit submittal Jan 2025 – PennDOT approval of signal permit Feb 2025 – bid project Mar 2025 – 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 for bump-out request <ul style="list-style-type: none"> - Public Facilities committee advised to construct the beacon infrastructure without the bump-out - Staff and committee will review effectiveness and determine if future project is needed to add bump-out 	<p>May – revised scope provided</p> <p>Sep – funding determination</p> <p>2028 – funding deadline</p>
<p>N. Carlisle Street Project Finalization</p>	<ul style="list-style-type: none"> • Rebilling process for all finalized properties 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"> - Staff to send letters to all property owners of sidewalks that have footprint markings, suggest individual meetings to determine best option for finalization - Ardex repairs completed on Borough owned bump-outs to establish an option for sidewalk repairs and determine any maintenance concerns through winter weather freeze/thaw cycle 	<p>Jun – initial sidewalk rebilling letters mailed out</p> <p>Oct – bump-outs ardexed</p> <p>Nov to EOY – resident meetings</p> <p>2025 – remaining sidewalk repairs, project completion</p>
<p>N. Washington Street Roadway Improvements Project (No Change)</p>	<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>Winter 2024 – administrative grant closeouts</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) • Waiver application submitted to DEP on September 6th 	<p>Sep 6 – submit waiver application</p> <p>May 12, 2025 – current waiver expires</p>

Public Safety

Task	Report	Timeline
<p>Additional Street Light – N. Jefferson</p>	<ul style="list-style-type: none"> • At the request of local business owners, the Public Safety committee is recommending Council authorize the installation of a new street light on N. Jefferson Street <ul style="list-style-type: none"> - Narrowness of the street, increased pedestrian traffic, and dark areas were determining factors in review • Upon Council’s approval, staff will request West Penn Power install an LED light fixture on existing pole with a shield to reduce the impact on neighboring properties 	<p>Oct 11 – concern received</p> <p>Oct 25 – Public Safety Committee review</p> <p>Nov – Council review</p> <p>Dec – installation if approved</p>

<p>Proposed Ordinance: Chapter 190 Vehicles & Traffic (No Change)</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 Dec – Council review of ordinance & approval for advertising Jan 2025 – Council enactment of ordinance</p>
<p>Resolution: Sale of Surplus Material – PD Vehicles & Bicycles (No Change)</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 Sep – Council approval to sell of police bicycles Dec – sell on Muncibid & resolution for sale of surplus material</p>

Public Works Department Operational Updates

- Over 40 PA One calls completed related to upcoming construction work and development projects
- Leaf collection has begun and will continue until Borough staff determine leaves are no longer falling
- Assisted the Beautification Committee members in removing plantings in Center Square & at office
- Watering of new landscaping at the Borough office
- Planted 8 new shade trees throughout the Borough
- Updated all stop signs to the correct height of 7 feet at the N. Carlisle Street & Madison Street and will paint curbs per §190-33 of the Borough Code as requested by the Public Safety Committee

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 met with Township staff to review updating agreement, Township staff reviewing information provided regarding current billing procedures • Staff requesting Township’s review of the updated agreement be finalized by December for execution 	<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 (No Change)	<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>Dec – Council review</p> <p>Jan 2025 – advertise</p> <p>Feb 2025 – enact updated ordinance</p>

Sewer Department Operational Updates

- Contractor work
 - All generators serviced at pumping stations and the Waste Water Treatment Plant
 - Capital Electric made adjustments to the Gasho blower programming
- Staff work
 - Pumped down and cleaned both treatment sides of the contact basin then applied an epoxy coating over repaired areas to seal out water
 - Annual cleaning of the rubber roof on the control building per the warranty requirements
 - Attended PMAA conference and trainings for continuing education credits
 - Submitted annual Chesapeake Bay electronic Discharge Monitoring Report (eDMR) to PADEP
 - Began the creation of training documents for any future plant staff members
 - Attended meeting with Antrim Township to review and update the inter-municipal sewer agreement