

**Borough of Greencastle
December 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 • Act 141 of 2024 limits the appropriation of the fire tax to a maximum of 1 mill to be used for paying salaries for fire department staff, this limitation can be waived by Council by resolution as proposed with the 2025 budget • Proposed 2025 rates & related Council action: <ul style="list-style-type: none"> - No increase to millage rate – resolution - 1.25 mill fire tax – ordinance & waiver resolution - 3% sewer rate increase – ordinance - No SPIF rate change – no action needed 	<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 • Staff has completed the following projects as approved by Council with the reallocated 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 • Remaining approved expenditures: <ul style="list-style-type: none"> - Sewer Infrastructure Cleaning & Televising - \$100,000 - Engineering: Walter Bridge & Mifflin Ln - \$15,000 • Staff will complete all necessary funds transfers and reporting prior to the end of year obligation deadline 	<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 decorations in Center Square and the Borough lot have been finalized after many volunteer hours by the committee for the holiday season • Donations of supplies, time, and monetary support from several Council and community members has been received to facilitate the beautiful holiday decorations 	<p>Nov – holiday décor assembled and installed in Center Square & Borough lot</p> <p>Dec – recognition of committee members</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 block wall - Budget: <ul style="list-style-type: none"> ▪ Engineering – FSA approved as NTE \$27,000 ▪ Construction – GRC initial bid price of \$121,772.00 - Updates: <ul style="list-style-type: none"> ▪ Construction is underway with progress payment #1 submitted for Council review and approval • Second LSA grant has been submitted to the Commonwealth Financing Authority requesting \$764,130.00 in grant funds for the development of the lot into a community plaza space • Council authorized establishing a Capital Campaign Committee including members of the public to focus on community fundraising efforts • Next steps: <ul style="list-style-type: none"> - Finalization of full build-out design and updated comprehensive budget - Borough work including the removal of the current ground covering shale and installation of grass to be completed weather permitting in 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 finalize brick wall repairs</p> <p>Nov 2024 – secondary LSA grant submitted</p> <p>Dec 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 	<p>Aug 12 – PC recommendation to rezoning parcel</p> <p>Aug 28 – draft ordinance provided by solicitor for Council review</p>

<p>Proposed Ordinance: Chapter 205 Zoning Amendment (Continued)</p>	<p>Flats LD plan, at least for a period of 5 years from the June 26, 2023 date of Council’s conditional approval</p> <ul style="list-style-type: none"> - 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, completed advertising, and has posted the property as required in the Municipalities Planning Code (MPC) for zoning map amendments 	<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"> • The draft ordinance as recommended by the Planning Commission establishes regulations for the use, size, location, and permitting of portable storage containers <ul style="list-style-type: none"> - Separate regulations for residential and commercial zoning districts • Draft RV parking proposed regulations include: <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 to complete a comprehensive review of the draft ordinance prior to Council’s consideration 	<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
American Legion	R-2	<ul style="list-style-type: none"> • Final SD/LD plan for the construction of an additional parking area <ul style="list-style-type: none"> - Net gain of 31 stalls - Required stormwater management 	<ul style="list-style-type: none"> • Plans received 11/22/2024 • To be reviewed by the Planning Commission during the December 9th meeting

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 • Recommended for Council approval at the November Planning Commission meeting
GASD & Chambersburg Hospital Subdivision (No Change)	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 approved, extending review period until 5/7/2025
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"> • Resubmitted plans received 11/6/2024 • Plan reviewed during the November Planning Commission meeting, recommended for Council approval

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
Buchanan Flats (No Change)	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 halt construction based on 3rd party review • Plans signed & recorded, land use & building permit issued - Developer is proceeding with construction at own risk until PennDOT HOP is approved • No use or occupancy allowed until approved PennDOT HOP provided
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"> • Plans approved by Council on November 4th • Plans have been recorded with copies retained by the Borough

Personnel

Task	Report	Timeline
Civil Service Testing for Full-Time Police Officer (No Change)	<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>Dec – final exams, background checks, Civil Service Commission to certify eligibility list</p> <p>Jan 2025 – eligibility list to Borough Council for hiring action</p>
Part-Time Police Officer Hiring	<ul style="list-style-type: none"> • With staffing limitations and anticipated departures of current part-time officers, staff is working to hire additional part-time police officers <ul style="list-style-type: none"> - Per Act 57, all evaluations and reference confirmations must be conducted prior to hiring 	<p>Dec – Council's review of a potential part-time officer to be hired pending satisfaction of Act 57 requirements</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, extension granted until July 2025 • Budget: <ul style="list-style-type: none"> - Engineering = \$88,205.00 - design/bid, permitting, RPR - Construction = Ganoë Paving initial contract price of \$288,770.00 • Update: <ul style="list-style-type: none"> - 25 ramps completed to date, approved by ARRO for payment as requested in payment application #1 - Remaining 17 ramps are located on PennDOT roadways and require an approved Highway Occupancy Permit <ul style="list-style-type: none"> ▪ Staff reiterated the need for an HOP to ARRO numerous times beginning in mid-August ▪ ARRO submitted HOP to PennDOT for initial review on 10/22/2024, submittal rejected by PennDOT ▪ ARRO resubmitted HOP on 11/14/2024, under review - Ganoë requested contract times be halted pending approval of the PennDOT HOP, weather permitting <ul style="list-style-type: none"> ▪ Once the HOP is approved, a no-cost time extension change order can be established to confirm remaining contract time for 17 outstanding ramps 	<p>Jun – design complete</p> <p>Jul – advertise project</p> <p>Aug – bids due</p> <p>Sep – awarded project & executed contract</p> <p>Oct through EOY – construction</p> <p>Jan 2025 – change order consideration pending HOP approval</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 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 controllers • Budgeted engineering = \$40,000 for design, bid, permits • Update: <ul style="list-style-type: none"> - Signal permit & Highway Occupancy Permit submitted to PennDOT for review - Traffic counts did not justify adding the left turn signal but narrative provided to substantiate request 	<p>Oct – design work</p> <p>Nov – traffic counts, HOP, & signal permit submittal to PennDOT</p> <p>Jan 2025 – PennDOT approval of HOP & signal permit</p> <p>Feb 2025 – bid project</p> <p>Mar 2025 – award project and execute contract</p> <p>Spring 2025 – construction</p> <p>May 2026 – GLG funding deadline</p>

<p>2022 CDBG & Green Light Go: Walter Ave & Rt 11 Intersection (Continued)</p>	<ul style="list-style-type: none"> • Projected Timeline: <ul style="list-style-type: none"> - Final plans & bid package being revised by ARRO pending PennDOT review of HOP and signal permit - 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 • Meeting to be held with Borough's signal maintenance provider for review of project and recommendations 	
<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: <ul style="list-style-type: none"> - No funding approved for the requested bump out - Staff submitted a subsequent funding request for additional signage to help facilitate greater notification of pedestrians utilizing the crosswalk 	<p>2028 – funding deadline</p>
<p>N. Carlisle Street Project Finalization (No Change)</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 • Waiver application submitted to DEP on September 6th 	<p>Sep 6 – waiver application submittal</p>

Public Safety

Task	Report	Timeline
Additional Street Light – N. Jefferson	<ul style="list-style-type: none"> • Council approved the submitted request for an additional street light to be installed on N. Jefferson Street • West Penn Power has provided an invoice for the installation of the new LED light fixture with shields on the existing pole and the installation of shields at four other identified light locations <ul style="list-style-type: none"> - Cost of \$1,939.21 has been paid to West Penn Power - Install to be scheduled as per WPP workload allows 	<p>Oct 11 – concern received</p> <p>Oct 25 – Public Safety Committee review</p> <p>Nov – Council approval</p> <p>Dec – installation of new LED light & shields</p>
Proposed Ordinance: Chapter 190 Vehicles & Traffic	<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 • A draft ordinance has been provided by legal counsel for Council’s review and consideration of advertisement 	<p>Aug – reviewed and recommended by PS</p> <p>Dec – Council review of ordinance & approval for advertising</p> <p>Jan 2025 – Council enactment of ordinance</p>
Resolution: Sale of Surplus Material – PD Vehicles & Bicycles (No Change)	<ul style="list-style-type: none"> • Council previously authorized the drafting of a resolution approving the sale of the following surplus materials: <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, surplus material resolution needed 	<p>May – Council approval of vehicle purchases</p> <p>Sep – Council approved PD bicycle selling</p> <p>2025 – post on Muncibid & resolution for sale of surplus material</p>

Public Works Department Operational Updates

- Over 55 PA One calls completed related to upcoming construction work and development projects
- Leaf collection efforts in full swing with over 140,000 lbs of leaves collected to date
 - 2024 Leaf Collection Program to end on Friday, December 6th
- Holiday preparations
 - Assisted the Beautification Committee members with decoration efforts in Center Square and Borough lot
 - Set up Center Square for Christmas festivities, moved Santa House and mailbox
 - Coordinated tree lighting event barricades
 - Prepared for the Christmas parade by installing parade route no parking signs
 - Cleaned roadways and Center Square after tree lighting and Christmas parade
 - Coordinated with the Chamber for Heritage Christmas events
 - No parking bags placed from November 30th to end of year for the holiday season

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 draft agreement and information provided regarding current billing procedures <ul style="list-style-type: none"> - Antrim Township legal counsel reviewing updated agreement, meeting being scheduled to finalize 	<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>Jan 2025 – Council authorize execution of new inter-municipal agreement</p>
LSA Grant Application: Colonial Drive Pumping Station Replacement	<ul style="list-style-type: none"> • Staff has submitted an LSA grant application requesting funds in the amount of \$496,225.00 to replace the Colonial Drive pumping station • Current pumping station is undersized and 30 years old • The new, larger pumping station would allow for safer operations, simultaneous pumping, and efficiency improvements for greater capacity to handle future economic development 	<p>Nov 30th – LSA grant submittal</p> <p>Nov 2025 – grant funding determination</p> <p>Jan 2026 – design finalization if approved for funding</p>
Sewer Ordinance Chapter 155 (No Change)	<ul style="list-style-type: none"> • 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>2025 – Council review & enactment of updated ordinance</p>

Sewer Department Operational Updates

- Contractor work
 - Anytime Electric replaced several broke outdoor lights
 - Mr. Rehab working throughout the Borough on cleaning and televising lines for ARPA funded project
- Staff work
 - Switched to operational side two and reduced level on side one for algae control
 - Reviewed LSA grant application draft for Colonial Drive Pumping Station replacement
 - Addressed concerns related to Mr. Rehab's cleaning and televising work
 - Assisted with moving the Santa House to Center Square
 - Completed continuing education trainings
 - Evaluated resident complaints of sewer concerns
 - Met with contractors for force main inspection and cleaning work planned for spring 2025