

**Borough of Greencastle
January 2025 Council Meeting
Manager's Report**

Administration & Finance

Task	Report	Timeline
Resolution 2024-04 Reallocation of ARPA Funds	<ul style="list-style-type: none"> • All remaining American Rescue Plan Act (ARPA) funds have been expensed as approved by Council prior to the end of 2024 <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 • Staff has completed all necessary funds transfers • All subsequent reporting will be submitted as required 	<p>May 2024 – Council approved ARPA funds allocation</p> <p>Jun to EOY 2024 – staff executed approved projects and expenditures</p>
2025 Annual Reporting	<ul style="list-style-type: none"> • In the first quarter of 2025, staff will submit several required annual reports on behalf of the Borough <ul style="list-style-type: none"> - DCED: Tax Information, Survey of Financial Condition, Elected & Appointed Officials - Liquid Fuels: Project Completion Reports, MS-965 - Pension Plans: Act 205, AG-385 	January to March – reporting completed
FY 2024 Audits	<ul style="list-style-type: none"> • Financial – fieldwork will be scheduled with Boyer & Ritter to conduct the financial audit for FY ending December 31, 2024 • Workers Compensation – planned for end of January • Liquid Fuels – tentatively planned for early February 	<p>Jan – audits begin</p> <p>April – financial audit fieldwork complete</p> <p>April - DCED-CLGS-30</p> <p>August - DCED-CLGS-04</p>

Community & Economic Development

Task	Report	Timeline
Beautification Committee	<ul style="list-style-type: none"> • The Borough is accepting donations and sponsors for the new benches and trash cans installed in Center Square <ul style="list-style-type: none"> - 1 bench and 3 trash cans are in need of sponsorship • Winter decorations in Center Square and the Borough lot have been removed and stored for future use 	<p>Jan – holiday decorations removed</p> <p>Apr 8 – committee meeting planned</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 substantially complete with progress payment #2 submitted for Council review ▪ CO #1 – 26-day time extension granted, extending the final completion date to January 10th, all allocated ARPA funds expensed in 2024 ▪ Only work remaining is to finalize the metal cap on the roof and complete the related caulking ▪ Final inspection planned with structural engineer • Council approved the creation of a Capital Campaign Committee focusing on local fundraising efforts to further the development of this lot into a community plaza <ul style="list-style-type: none"> - Committee leadership and members to be established in the coming months • Next steps: <ul style="list-style-type: none"> - Council to consider the suggested name of the project to be “Town Hall Plaza” as suggested by Mayor Ben Thomas - Finalization of plaza design - Updated comprehensive budget - Fundraising efforts formalized to execute the project 	<p>Jun 2023 – purchased property</p> <p>Oct 2024 to Jan 2025 – GRC to finalize brick wall repairs in project phase 1A</p> <p>Nov 2024 – secondary LSA grant submitted</p> <p>Mar 2025 – design plan & budget finalized</p> <p>2025 – fundraising efforts</p>
<p>Proposed Ordinance: Portable Storage Containers & RV Parking (No Change)</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 2024 – PC recommendation to Borough Council</p> <p>Jun 2024 – Council approved legal review</p> <p>Mar 2025 – committee review & recommendation to Council</p> <p>May 2025 – Council review & consideration 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 Plans tabled by the Planning Commission during the December meeting pending satisfaction of engineering comments
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

Recently Approved Development

162 S. Carlisle St (No Change)	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 1, 2024 - Council approved land development plans Developer finalizing all pre-construction requirements
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 	<ul style="list-style-type: none"> June 26, 2023 - Council approved final LD plans, outstanding conditions include: <ul style="list-style-type: none"> - Township & PennDOT approval - Agreeable timeline for opening the Moss Spring Ave connection Developer in contact to review outstanding items & fees
Dollar General on N. Antrim Way (No Change)	HC	<ul style="list-style-type: none"> Final subdivision plan approved by Council for parcel 08-2A00.-007.-000000 <ul style="list-style-type: none"> - Final land development plans for the construction of a Dollar General store 	<ul style="list-style-type: none"> August 5, 2024 - Council conditionally approved final land development Plans recorded, land use & building permit issued No use or occupancy allowed until PennDOT HOP approval

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"> • December 2, 2024 - LD plans approved by Council • Plans have been recorded with copies retained by the Borough • Land use permit issued for construction
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"> • December 2, 2024 - LD plans approved by Council • Plans signed and released for recording • Developer's agreement signed, financial security submitted • Land use permit under review

Personnel

Task	Report	Timeline
Full-Time Police Officer Hiring	<ul style="list-style-type: none"> • The Civil Service Commission met on December 17, 2024 to review the results of all required evaluations and certify the eligibility list for the Council's consideration - Certified eligibility list includes three candidates and will be provided to Council for the hiring of a full-time police officer at January meeting 	<p>Dec 2024 – Civil Service Commission certified the eligibility list</p> <p>Jan 2025 – eligibility list to Borough Council for hiring action</p>

Public Facilities

Task	Report	Timeline
2019 CDBG ADA Ramps	<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 = \$288,770.00 - Ganoë Paving contract • Update: <ul style="list-style-type: none"> - 25 ramps completed to date - Remaining 17 ramps are located on PennDOT roadways and require an approved Highway Occupancy Permit <ul style="list-style-type: none"> ▪ PennDOT HOP approved December 11, 2024 - Council approved contract times halted pending approval of the PennDOT HOP, weather permitting <ul style="list-style-type: none"> ▪ Ganoë to provide an updated schedule for the remainder of the project 	<p>Oct 2024 to Spring 2025 – construction</p> <p>Jul 2025 – funding deadline</p>

<p>2022 CDBG & Green Light Go: Walter Ave & Rt 11 Intersection</p>	<ul style="list-style-type: none"> • Scope: install pedestrian crosswalk signals, ADA ramps, reconfigure crosswalks on three corners of intersection <ul style="list-style-type: none"> - Updated PennDOT signal permit under review noting the ADA improvements and including a left turn signal option on Route 11 for left turns onto Walter Avenue • 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"> - Updated signal permit & Highway Occupancy Permit submitted to PennDOT for review - Traffic counts did not justify adding the left turn signal but a supportive narrative has been provided to PennDOT to substantiate this request - Staff met with a West Penn Power/Brightspeed representative to review the cost and feasibility of moving a utility pole in conflict with the required ADA improvements, estimated cost to be provided - Meeting to be held with Borough's signal maintenance provider to review the project and recommendations 	<p>Nov 2024 – traffic counts, HOP, & signal permit submittal to PennDOT</p> <p>Jan 2025 – PennDOT approval of HOP & signal permit</p> <p>Mar 2025 – bid project</p> <p>Apr 2025 – award project and execute contract</p> <p>Spring 2025 – construction</p> <p>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: <ul style="list-style-type: none"> - No funding approved for the additional scope related to the requested bump out - Staff submitted a subsequent funding request for additional signage to help facilitate greater notification of pedestrians utilizing the crosswalk 	<p>2025 – CDBG/DCED determination of final project scope</p> <p>2028 – funding deadline</p>
<p>Review of Engineering Services</p>	<ul style="list-style-type: none"> • Given recent concerns with ARRO Consulting's project management, inspection services, and staff changes, the Public Facilities committee has requested staff gather information for other engineering providers • Project based engineering services will be utilized based on the given specialties of identified engineering firms 	<p>Jan 2025 – requests for engineering pricing & services</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, payment reminders to be sent out in January • 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 2024 – initial sidewalk rebilling letters mailed out</p> <p>2025 – resident meetings, sidewalk repairs, project completion</p>
<p>MS4 Waiver Resubmittal (No Change)</p>	<ul style="list-style-type: none"> • The Borough’s current 5-year PA DEP waiver from MS4 permit requirements expires on May 12, 2025 • Waiver application has been submitted to DEP and is currently under review 	<p>Sep 6, 2024 – waiver application submittal</p>

Public Safety

Task	Report	Timeline
<p>Sale of Surplus Material – Police Vehicles</p>	<ul style="list-style-type: none"> • In July 2024, Council designated the 2013 Chevy Police Tahoe and 2016 Ford Police Interceptor as surplus material no longer required for public use • Public Works staff removed police related accessories and listed the 2016 Ford Interceptor on Municibid for sale as advertised <ul style="list-style-type: none"> - Council to consider Resolution 2025-02 authorizing the sale of the 2016 Ford Interceptor for \$4,952.00 in as-is condition • The police department has determined the Tahoe is still in working order and is requesting to retain the vehicle to be used for code enforcement purposes 	<p>Jul 1, 2024 – Council approved GPD vehicles as surplus</p> <p>Dec 2024 – sale of Ford Interceptor on Municibid closed</p> <p>Jan 2025 – Council to consider resolution to sell Interceptor</p>
<p>Emergency Management Coordinator</p>	<ul style="list-style-type: none"> • Council to consider the following appointments related to the Emergency Management Coordinator (EMC) position at the January Council meeting <ul style="list-style-type: none"> - Kevin Creager – EMC - Michael Lehman – Assistant EMC • Updated EMC description of duties and responsibilities has been drafted and reviewed by Council 	<p>Jan 2025 – Council consideration of EMC appointments</p> <p>Feb 2025 – staff submittal of EMC information to PEMA, Franklin County & governor</p>

<p>Proposed Ordinance: Chapter 190 Vehicles & Traffic</p>	<ul style="list-style-type: none"> • Several topics have been reviewed and recommended by the Borough’s Public Safety Committee which 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 • As approved by Council, staff advertised this ordinance in the Public Opinion on December 12, 2024, public hearing to be held during January Council meeting prior to Council action 	<p>Aug 2024 – reviewed and recommended by PS</p> <p>Dec 2024 – Council review of ordinance & approval for advertising</p> <p>Jan 2025 – Council action on advertised ordinance</p>
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Public Works Department Operational Updates

- Over 40 PA One calls completed related to upcoming construction work and development projects
- Removal of Hometown Hero banners
- Completion of annual vehicle maintenance
- Removed holiday decorations from Center Square and Borough lot
- Assistance with Heritage Christmas preparation
- Removed no parking bags from parking meters
- Inspection and oversight of Plaza Project
- Preparation of snow removal equipment for winter season; snow removal efforts underway

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 • Agreement 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 is reviewing the updated agreement • Staff has communicated to Antrim Township staff that the agreement needs to be finalized as soon as possible and that the approved 3% sewer rate increase for 2025 is applicable to their costs based on the current agreement 	<p>Jul 2024 – staff reached out to Township</p> <p>Aug 2024 – draft agreement to legal for review</p> <p>Oct 2024 – meeting with Antrim Township</p> <p>Mar 2025 – Council authorize execution of new inter-municipal agreement</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 • Salzman Hughes is reviewing and preparing the document for Council consideration 	<p>Aug 2024 – legal review</p> <p>2025 – Council review & enactment of updated ordinance</p>

Sewer Department Operational Updates

- Contractor work
 - Electrical repairs to clarifier bridge #2
 - Anytime Electric replaced the Gasho blower #4
 - Keller Engineering creating specifications for force main evaluations budgeted for in 2025
 - Welsh Run Builders replaced clear roof panels in biosolids building
 - Mr. Rehab completed the cleaning and televising work for ARPA funded project
- Staff work
 - Evaluated resident complaints of sewer concerns
 - Began work on annual reports
 - Inspection of Dollar General sewer-related construction efforts
 - End of year budget confirmations and finalization of approved 2024 purchases