

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

**Administration & Finance – NEXT COMMITTEE MEETING – February 13<sup>th</sup> at 2pm**

<b>Task</b>	<b>Report</b>	<b>Timeline</b>
2025 Annual Reporting (No Change)	<ul style="list-style-type: none"> <li>In the first quarter of 2025, staff will submit several required annual reports on behalf of the Borough               <ul style="list-style-type: none"> <li>- DCED: Tax Information, Survey of Financial Condition, Elected &amp; Appointed Officials</li> <li>- Liquid Fuels: Project Completion Reports, MS-965</li> <li>- Pension Plans: Act 205, AG-385</li> </ul> </li> </ul>	January to March – reporting completed
FY 2024 Audits	<ul style="list-style-type: none"> <li>Financial – fieldwork will be scheduled with Boyer &amp; Ritter to conduct the financial audit for FY ending December 31, 2024</li> <li>Workers Compensation – in office February 11<sup>th</sup></li> <li>Liquid Fuels – tentatively planned for early February</li> </ul>	Jan – audits begin April – financial audit fieldwork complete April - DCED-CLGS-30 August - DCED-CLGS-04

**Community & Economic Development**

<b>Task</b>	<b>Report</b>	<b>Timeline</b>
Beautification Committee	<ul style="list-style-type: none"> <li>The Borough is accepting donations and sponsors for the new benches and trash cans installed in Center Square               <ul style="list-style-type: none"> <li>- 1 bench and 3 trash cans are in need of sponsorship</li> </ul> </li> </ul>	Apr 8 – next committee meeting planned
Proposed Ordinance: Portable Storage Containers & RV Parking (No Change)	<ul style="list-style-type: none"> <li>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"> <li>- Separate regulations for residential and commercial zoning districts</li> </ul> </li> <li>Draft RV parking proposed regulations include:               <ul style="list-style-type: none"> <li>- 1 per property; allowed in a carport, rear yard, or side yard if behind the front face of the primary structure</li> <li>- No inhabitation of any kind, 24-hr per week loading time allowable, no connection to Borough utilities</li> <li>- No parking on public roadways at any time</li> </ul> </li> </ul>	May 2024 – PC recommendation to Borough Council Jun 2024 – Council approved legal review Mar 2025 – committee review May 2025 – Council review & consideration for advertisement

<p style="text-align: center;">Town Hall Plaza Project</p>	<ul style="list-style-type: none"> <li>• Phase 1A – Repairing the Brick Wall <ul style="list-style-type: none"> <li>- Improvements to existing brick wall: repairing damage to existing wall and construction of a new block wall</li> <li>- Budget: <ul style="list-style-type: none"> <li>▪ Engineering – FSA approved as NTE \$27,000</li> <li>▪ Construction – GRC initial bid price of \$121,772.00</li> </ul> </li> <li>- Updates: <ul style="list-style-type: none"> <li>▪ Construction is complete, structural engineer completed the final inspection and approved the release of the final payment and retainage as submitted for Council review</li> </ul> </li> </ul> </li> <li>• 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"> <li>- Committee leadership and members to be established in the coming months</li> </ul> </li> <li>• Next steps: <ul style="list-style-type: none"> <li>- Council’s determination of final concept plan</li> <li>- Updated comprehensive budget</li> <li>- Fundraising efforts formalized to execute the project</li> </ul> </li> </ul>	<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>Feb 2025 – Council’s review of concept plans</p> <p>Mar 2025 – design plan &amp; budget finalized</p> <p>2025 – fundraising efforts</p>
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**Current Development Under Review – NEXT COMMISSION MEETING – February 10<sup>th</sup> at 6pm**

Name of Development	Zoning District	Proposed Use & Improvement	Status
American Legion	R-2	<ul style="list-style-type: none"> <li>• Final SD/LD plan for the construction of an additional parking area <ul style="list-style-type: none"> <li>- Net gain of 31 stalls</li> <li>- Required stormwater management</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Most recent plans received 1/23/2025</li> <li>• Plans tabled by the Planning Commission during the December meeting pending satisfaction of engineering comments</li> </ul>
GASD & Chambersburg Hospital Subdivision	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>• 180-day extension approved, review period until 5/7/2025</li> <li>• PC reviewed the most recent submittal at their January meeting, plan tabled pending developer review of the proposed access easement noted on the plans</li> </ul>

## Recently Approved Development

162 S. Carlisle St (No Change)	R-2	<ul style="list-style-type: none"> <li>LD plans have been approved to construct 3 attached residential units</li> </ul>	<ul style="list-style-type: none"> <li>July 1, 2024 - Council approved land development plans</li> <li>Developer finalizing all pre-construction requirements</li> </ul>
Buchanan Flats (No Change)	R-2	<ul style="list-style-type: none"> <li>10 multi-family structures</li> <li>- 2 buildings = 48 units in Borough, total 288 units</li> </ul>	<ul style="list-style-type: none"> <li>June 26, 2023 - Council approved final LD plans, outstanding conditions include:                             <ul style="list-style-type: none"> <li>- Township &amp; PennDOT approval</li> <li>- Agreeable timeline for opening the Moss Spring Ave connection</li> </ul> </li> <li>Developer in contact to review outstanding items &amp; fees</li> </ul>
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>August 5, 2024 - Council conditionally approved final land development</li> <li>Plans recorded, land use &amp; building permit issued</li> <li>PennDOT HOP approved as of January 15<sup>th</sup></li> <li>Staff addressing issues with outstanding inspection costs and tapping fees not being paid in a timely manner</li> </ul>
Patriot Federal Credit Union Land Development	HC	<ul style="list-style-type: none"> <li>Land development plan includes the demolition of the existing Rite Aid building and construction of a bank with drive thru bays</li> </ul>	<ul style="list-style-type: none"> <li>December 2, 2024 - LD plans approved by Council</li> <li>Plans recorded, developer's agreement signed, financial security submitted</li> <li>Land use permit approved</li> </ul>

## Personnel

Task	Report	Timeline
Full-Time Police Officer Hiring	<ul style="list-style-type: none"> <li>The 2025 budget was approved including the hiring of 1 additional full-time officer, the position is budgeted to be filled in June</li> <li>- Council to consider the activation of the Civil Service Commission to authorize the testing procedures for a full-time police officer</li> </ul>	<p>Feb 2025 – Council activation of CSC</p> <p>Feb 2025 – Civil Service Commission meeting to authorize testing</p> <p>Jun 2025 – officer hiring</p>

**Public Facilities – NEXT COMMITTEE MEETING – February 20<sup>th</sup> at 9am**

Task	Report	Timeline
<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, extension granted until July 2025</li> <li>• Budget:               <ul style="list-style-type: none"> <li>- Engineering = \$88,205.00 - design/bid, permitting, RPR</li> <li>- Construction = \$288,770.00 - Ganoë Paving contract</li> </ul> </li> <li>• Update:               <ul style="list-style-type: none"> <li>- 25 ramps completed to date</li> <li>- Remaining 17 ramps are located on PennDOT roadways and require an approved Highway Occupancy Permit                   <ul style="list-style-type: none"> <li>▪ PennDOT HOP approved December 11, 2024</li> </ul> </li> <li>- Council approved contract times halted pending approval of the PennDOT HOP, weather permitting                   <ul style="list-style-type: none"> <li>▪ Construction planned to begin again in April once plants are open to provide PennDOT approved materials and temperatures are consistent</li> </ul> </li> <li>- Extension request approved by DCED to extend the project activity period                   <ul style="list-style-type: none"> <li>▪ Deadline to complete construction extended to June, 1 2025</li> </ul> </li> </ul> </li> </ul>	<p><u>2024</u></p> <p>Jun – design complete</p> <p>Jul – project advertise</p> <p>Aug – bids due</p> <p>Sep – awarded project &amp; executed contract</p> <p>Oct to Nov – construction</p> <p>Oct 22<sup>nd</sup> – HOP submittal</p> <p>Dec 11<sup>th</sup> – HOP approval</p> <p><u>2025</u></p> <p>Jan – submittal &amp; approval of funding extension</p> <p>Apr – construction resumes</p> <p>Jun – construction deadline</p>
<p>2022 CDBG &amp; Green Light Go: Walter Ave &amp; Rt 11 Intersection</p>	<ul style="list-style-type: none"> <li>• Scope: install pedestrian crosswalk signals, ADA ramps, reconfigure crosswalks on three corners of intersection, incorporate a left turn signal option on Rt 11</li> <li>• 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 &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 controllers</li> </ul> </li> <li>• Budgeted engineering = \$40,000 for design, bid, permits</li> <li>• Update:               <ul style="list-style-type: none"> <li>- Signal permit &amp; Highway Occupancy Permit submitted to PennDOT for review                   <ul style="list-style-type: none"> <li>▪ All comments have been addressed and the application resubmitted, waiting final approval</li> </ul> </li> <li>- Plans call for the relocation of the utility pole on the south west side of Walter Avenue                   <ul style="list-style-type: none"> <li>▪ Staff met with Brightspeed to review moving the pole</li> <li>▪ Brightspeed to provided cost &amp; timeline for relocating</li> </ul> </li> </ul> </li> </ul>	<p><u>2024</u></p> <p>Oct – design work</p> <p>Nov – traffic counts, HOP, &amp; signal permit submittal to PennDOT</p> <p><u>2025</u></p> <p>Feb – PennDOT approval of HOP &amp; signal permit</p> <p>Mar – bid project</p> <p>Apr – award project and execute contract</p> <p>May to Oct – construction</p> <p>May 2026 – GLG funding deadline</p>

<p>2023 CDBG Flashing Beacon: E. Baltimore St &amp; S. Ridge Ave</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: <ul style="list-style-type: none"> <li>- No funding approved for the additional scope related to the requested bump out structure</li> <li>- Staff submitted a subsequent funding request for additional signage to help facilitate greater notification of pedestrians utilizing the crosswalk <ul style="list-style-type: none"> <li>▪ Additional signage request pending DCED review</li> </ul> </li> </ul> </li> </ul>	<p>Feb – confirmation of scope of work Mar – design work May – finalized design for review &amp; approval Jun – bid project Aug to Oct – construction 2028 – funding deadline</p>
<p>Review of Engineering Services</p>	<ul style="list-style-type: none"> <li>• 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</li> <li>• Proposals and rate information received from 5 local engineering firms <ul style="list-style-type: none"> <li>- PF committee and staff to review engineering options &amp; capabilities</li> </ul> </li> <li>• Project based engineering services will be utilized based on the given specialties of identified engineering firms</li> </ul>	<p>Jan – requests for engineering pricing &amp; services Feb – committee review of engineering firms</p>
<p>N. Carlisle Street Project Finalization</p>	<ul style="list-style-type: none"> <li>• All finalized properties have been rebilled <ul style="list-style-type: none"> <li>- First payment due March 1, 2025</li> <li>- Invoices and payment agreements sent to all impacted residents with finalized curbing and/or sidewalks</li> </ul> </li> <li>• Sidewalk repairs are needed to finalize the project <ul style="list-style-type: none"> <li>- Staff to send letters to all property owners of sidewalks that have footprint markings, suggest individual meetings to determine best option for finalization</li> <li>- 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</li> </ul> </li> </ul>	<p>Jun 2024 – initial sidewalk rebilling letters mailed out Jan 14 – 1<sup>st</sup> invoices sent to residents Mar 1 – 1<sup>st</sup> installment payments due Spring – resident meetings, sidewalk repairs, project completion</p>
<p>MS4 Waiver Renewal</p>	<ul style="list-style-type: none"> <li>• The Borough’s initial 5-year PA DEP waiver from MS4 permit requirements expires on May 12, 2025</li> <li>• Waiver application submitted to DEP on September 6, 2024</li> <li>• Waiver renewal has been approved by DEP <ul style="list-style-type: none"> <li>- Effective date – February 1, 2025</li> <li>- Waiver remains in effect for five years, expires on January 31, 2030</li> </ul> </li> </ul>	<p>Sep 6, 2024 – waiver application submittal Jan 27 – notification of waiver approval Jan 31, 2030 – current 5-year waiver expires</p>

**Public Safety – NEXT COMMITTEE MEETING – February 6<sup>th</sup> at 3pm**

Task	Report	Timeline
<p>Emergency Management Coordinator</p>	<ul style="list-style-type: none"> <li>• Council approved the following recommendations related to the Emergency Management Coordinator (EMC) position at the January Council meeting                             <ul style="list-style-type: none"> <li>- Kevin Creager – EMC</li> <li>- Michael Lehman – Assistant EMC</li> </ul> </li> <li>• Staff has submitted updated EMC information to Franklin County</li> <li>• PEMA reviews and endorses the recommendation then Governor Shapiro to make the ultimate appointment</li> </ul>	<p>Jan – Council consideration of EMC appointments &amp; staff submittal of EMC information to PEMA, Franklin County &amp; governor</p> <p>Feb – Governor appointment of EMC</p>
<p>Ordinance 2025-01: Chapter 190 Vehicles &amp; Traffic</p>	<ul style="list-style-type: none"> <li>• Several topics as reviewed and recommended by the Borough’s Public Safety Committee were incorporated in Ordinance 2025-01                             <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>- 25 mph speed limit zone on E. Baltimore St extended</li> <li>- Washington St &amp; Baltimore St no left turn 7am to 7pm</li> <li>- W. Madison Street no parking from Rt 11 to Findlay Ave</li> <li>- Thirty-minute food truck parking on Borough roads</li> <li>- Updated handicap parking spaces</li> </ul> </li> <li>• Ordinance approved by Council at January 6<sup>th</sup> meeting                             <ul style="list-style-type: none"> <li>- Mayor Thomas has decided to not sign the ordinance</li> </ul> </li> <li>• Based on Pa.C.S. § 3301.3.b.3 as noted below the effective date of the ordinance will be February 3, 2025                             <ul style="list-style-type: none"> <li>- <i>For an ordinance not returned by the mayor at the next scheduled meeting of council occurring at least ten days after the meeting at which the ordinance was enacted by the council, the date of the succeeding scheduled meeting of council.</i></li> </ul> </li> </ul>	<p>Aug 2024 – reviewed and recommended by PS</p> <p>Dec 2024 – Council review of ordinance &amp; approval for advertising</p> <p>Jan 6, 2025 – Council action to enact ordinance</p> <p>Feb 3, 2025 – effective date of ordinance due to Mayor not signing</p>
<p>Items to Be Reviewed by Committee</p>	<ul style="list-style-type: none"> <li>• Traffic concerns on Madison Street by Sheetz</li> <li>• Police department drone fund</li> <li>• Code enforcement updates</li> <li>• Equipment needs of the police department</li> <li>• Updated police policies and procedures</li> <li>• Community cameras</li> </ul>	<p>Feb 6 – public committee meeting scheduled</p>

## Public Works Department Operational Updates

- 38 PA One calls completed related to upcoming construction work and development projects
- Ordinance 2025-01 follow up:
  - Removal of handicap parking signage on S. Ridge Avenue near the library
  - Installed handicap parking signage on E. Madison Street for qualified resident
  - Changed 35 mph speed limit sign to 25 mph on E. Baltimore Street
  - Set up cones and no parking signs on W. Madison Street, permanent signs to be installed (weather permitting)
- Completion of vehicle maintenance on trucks and equipment
- Inspection and oversight of Plaza Phase 1A Project
- Built large shelves in shed for supply storage
- Preparation of snow removal equipment for winter season; snow removal efforts as needed

## 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>• 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"> <li>- Normal daily flow received from Antrim Township customers is approximately 20,000 gallons per day</li> </ul> </li> <li>• Township legal counsel reviewing the updated agreement</li> <li>• Staff has communicated to Antrim Township staff that the agreement needs to be finalized by the end of March</li> </ul>	<p>Jul 2024 – staff’s initial contact with Township</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"> <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 2024 – legal review</p> <p>2025 – Council review &amp; enactment of updated ordinance</p>

## Sewer Department Operational Updates

- Contractor work
  - Envirep serviced all four pumping stations
- Staff work
  - Evaluated resident complaints of sewer concerns – lateral rootering at Jeffrey Drive & Borough Hall
  - Cleaned the chlorine contact basin
  - Annual Chapter 94 report started, annual biosolids report submitted
  - Snow and cold weather-related treatment and maintenance modifications