

**Borough of Greencastle
January 2022 Council Meeting
Manager's Report**

By: Emilee Little

Construction Updates

North Carlisle Street Rehabilitation Project

- The North Carlisle Street Rehabilitation Project included stormwater improvements, curbing, bump outs, sidewalks, ADA ramps, milling, and repaving work has been substantially completed by DOLI Construction.
- To date, the project is substantially completed as required by the approved time extension change order. Remaining work to be completed by May 6, 2022 includes punch list items, vandalism repairs, and permanent grass seeding.



Administration and Finance

Joint Meetings with Borough, Township, and Greencastle-Antrim School District

- In early December Borough staff attended a meeting with Antrim Township Administrator Brad Graham and Dr. Lura Hanks Superintendent of the Greencastle-Antrim School District. This meeting was a result of the November 29th letter mailed to both parties as directed by the Borough Council at the November 15th Council meeting.
- During this informal meeting, representatives reviewed prior joint meetings between the 3 entities and discussed the collective desire to reintroduce these quarterly gatherings as a means of reinitiating comprehensive planning and to allow for a more community-oriented sharing of information.
- Staff will be coordinating dates for these joint meetings which are anticipated to be held at the Greencastle High School library. All meetings will be open to the public and legally advertised.

Reporting Fund Balances

- Using December unreconciled numbers and including investments

Fund	Balance
General Fund (01)	\$ 1,312,846.89
Sewer Fund (08)	\$ 1,005,757.56
Stormwater Fund (09)	\$ 114,392.75
Capital Reserve Fund (30)	\$ 176,542.78
Highway Aid Fund (35)	\$ 653,128.68
ARPA Fund (70)	\$ 208,635.07

Community Development

Sheetz Plan Submission to Borough Planning Commission

- On August 9th, the Borough's Planning Commission reviewed a sketch plan application for potential development on the northeast corner of the intersection of Rt. 11 & Rt. 16.
- The plan proposed the joining of six separate parcels to create a total property area of 2.5 acres for the construction of a new Sheetz Store.
- After a public hearing on December 6th, the Borough Council enacted Ordinance 2021-06 vacating any and all interest held by the Borough in N. Carl Avenue in accordance with the terms of the executed Vacation Agreement.
- On December 22nd Sheetz engineers submitted plans to the Greencastle Borough, Franklin County Planning Commission, and Franklin County Conservation District. These plans along

with the PennDOT Traffic Impact Study will be reviewed by the Borough engineer with comments submitted to the Borough Planning Commission.

- The Planning Commission will meet on January 10th at 6pm to review the submitted plans.

Potential Development: Buchanan Flats

- The proposed Buchanan Flats development is located on parcel 01-0A17.-075.-000000 in the Township and on parcel 08-2B22.-077.-000000 in the Borough.
- The property is zoned Community Commercial in the Township, which allows for apartment buildings. Within the Borough this area is zoned as General Residential (R-2) providing for multiple dwelling residences.
- Details on the concept plan include 10 buildings with 30 units per building totaling 330 units, 578 parking spaces, several areas of stormwater management, and a proposed public road that would connect Rt 16 to Moss Spring Avenue.
- As requested at the November 15th rescheduled Council meeting, staff sent a letter to Antrim Township proposing a joint meeting between the two municipalities' Planning Commissions to discuss the proposed development and potential impacts.
- Although both the Borough and Antrim Township have been made aware of the potential development, formal plans have not been submitted to date with either municipality.
- As stated in Antrim Township's December 30th response letter included on the January Council agenda, both municipalities will remain in contact regarding the progression of this project.

Public Facilities

2016 CDBG Project – ADA Ramps

- CDBG funding has been approved for the installation of 14 ADA compliant ramps along S. Ridge Avenue to Leitersburg Street allowing for ADA compliance along the GASD campus.
- For all engineering, construction, and inspection the total approved funding allocation for this project is \$51,800.
- Due to the initial bids being substantially over the estimated cost and the grant funding allocation, Council approved the rebidding of this project.
- A non-mandatory pre-bid meeting will be held January 6th at 8:30 a.m. to allow for additional contractors to review the project.
- Bids will be received via PennBid until 10:00 a.m. on Wednesday, January 26, 2022.



Addison & S. Ridge N. Corner

2017 CDBG Project – S. Jefferson Street Restoration

- CDBG was originally approved for a single block restoration allowing improvements on S. Jefferson Street only from Baltimore Street to Franklin Street.
- Staff worked with the Franklin County Planning department to increase the scope of this project to include all S. Jefferson Street from Baltimore Street to Dahlgren which allows for more substantial improvements in the identified block group.
- Sidewalks, curbing, ADA ramps, and driveway aprons will be installed as identified and the roadway will receive a comprehensive 2" mill and overlay.
- Total approved funding for engineering, construction, and inspection is \$261,038.00.
- This project is planned to be bid in late-January with bids due at the end of February, and final completion estimated for June 2022.



Public Safety

No Parking Designations – E. Madison & S. Jefferson Street

- In response to several complaints of safety concerns and parking not allowing for a consistent flow of traffic on E. Madison Street, the Public Safety committee made recommendation to Borough Council to eliminate parking on the south side of E. Madison Street between N. Allison Street and Spring Grove Avenue.
- This recommendation is supported but the existing conditions of the roadway with E. Madison Street being 30 ft. wide while accepted engineering standards identify that a roadway with 2 lanes of traffic and parking on both sides should be 40 ft. wide.
- Additionally the Public Safety committee has recommended no parking designations be reviewed on the west side of S. Jefferson Street due to concerns raised about sight distance, safe travel lanes, and clearance for safety apparatus in this area.
- As directed at the October Council meeting, letters were mailed to residents potentially impacted by these additional no parking designations with residents asked to provide input.
- As approved by Council in December an ordinance for these no parking restrictions has been drafted, advertised, and will be reviewed in January for adoption.

Personnel

Public Participation & Volunteerism

- Borough of Greencastle is proud to offer many opportunities for residents to participate in their local government by serving on boards, committees and commissions. Each year, residents offer their time, energy, knowledge and talents to this municipality.
- Current vacancies on the Borough's committees, boards, and commissions for the 2022 calendar year include the following positions:
 - Curb and Sidewalk Appeals Board – 3 volunteers
 - Greencastle Area, Franklin County Water Authority – 1 volunteer
 - Zoning Hearing Board – 1 volunteer
- As recommended by the Personnel Committee and for approval at the January Council meeting, staff has prepared a form to be used by residents who would like to be considered for open vacancies.
- If approved the form would be available at the Borough office and on the Borough website.

Administrative Office & Personnel

Help Wanted: Billing & Program Coordinator Position

- The Borough is hiring for a part-time Billing & Program Coordinator. This position completes quarterly utility billing, coordinates several Borough programs, and calculates bank deposits.
- A well-qualified applicant for this position must have strong communication skills, excellent knowledge of computers and Excel, as well as strong organizational abilities. A working familiarity with accounting practices and procedures is strongly preferred.
- Applications are available online and will be accepted until the position has been filled.

Public Works

Leaf Collection

- After a long fall season, the leaf collection program has ended. The Public Works department has provided this service for Borough residents with many positive responses.

PA One Calls

- The Pennsylvania One Call system is used to protect underground utilities such as gas, water, and sewer as well as promote safe construction practices.
- Residents and contractors doing any work requiring excavation are required by law to call 8-1-1 at least three business days prior to beginning any digging.

- When PA One Call is notified of any excavation in the Borough or within the Greencastle Water Authority's distribution area, the Public Works department receives a request to mark where the Borough's underground utilities are located.
- With the amount of construction occurring around the Borough, the Public Works department completes numerous PA One Calls a week and remains busy providing this required service to residents and contractors.