

**Borough of Greencastle
March 2023 Council Meeting
Manager's Report**

Budget & Finance

Task	Report	Timeline
FY 2022 Audits	<ul style="list-style-type: none"> Financial audit fieldwork completed the week of February 21st with Boyer & Ritter for FY ending December 31, 2022 Staff is working to satisfy additional requests for the financial audit by April Workers Compensation & Liquid Fuels audits planned to be completed in Q1 2023 	<p>March – financial audit fieldwork complete</p> <p>April – DCED-CLGS-30</p> <p>August – DCED-CLGS-04</p>
Additional Pole Lighting in Center Square	<ul style="list-style-type: none"> Council requested an estimate for additional lighting on the Center Square pole, last damaged March 2022 Existing lighting on the pole in Center Square directs light North and South only New lighting arms & fixtures would be added in East and West directions Total cost is \$3,800 including all materials & labor 	<p>March 17, 2022 – last damage to Center Square</p> <p>March – Council review of estimate for action</p>

Community Outreach

Task	Report	Timeline
Updated Center Square Lighting	<ul style="list-style-type: none"> Total cost to sponsor a street light = \$3,000 12 local sponsors have already made contributions leaving only 4 lights remaining in need of sponsorship Borough staff coordinating with contractors for May installation work Expenses and revenues included in 2023 budget 	<p>Nov 2022 to 2023 – donations received</p> <p>Early 2023 – installation based on weather & contractor availability</p>
Beautification Committee	<ul style="list-style-type: none"> This group will be comprised of local volunteers with an interest in actively assisting in developing and pursuing initiatives promoting the beautification of our community The goals of the committee will be to brainstorm projects, research grant opportunities, and plan Christmas decoration improvements Several residents have volunteered to serve on this committee, staff is working to schedule an initial, introductory meeting in mid-March 	<p>Nov 2022 – Council discussed re-establishing committee</p> <p>Mar – initial meeting</p>

Economic Development

Name of Development	Zoning District	Proposed Use/Improvement	Status
Dollar General on N. Antrim Way	HC	<ul style="list-style-type: none"> • Subdivision of parcel 08-2A00.-007.-000000 • Land development plan for the construction of a Dollar General store 	<ul style="list-style-type: none"> • Three plan submittals to date with several engineering comments still outstanding • Planning Commission reviewed at Nov. 2022 and Feb. 2023 meetings • Resubmitted plans will be reviewed at the March 13th Planning Commission meeting
Buchanan Flats	R-2	<ul style="list-style-type: none"> • 10 multi-family structures <ul style="list-style-type: none"> - 2 buildings with 48 units in Borough - Total 288 units • Proposed public road in Antrim Township allowing access to the development from Rt. 16 • Agreements to establish: <ul style="list-style-type: none"> - Traffic Signal Monitoring <ul style="list-style-type: none"> ▪ 10 year agreement to monitor and install signal if/when warranted - Cemetery Access Easement <ul style="list-style-type: none"> ▪ Ensures unimpeded cemetery access - Stormwater Operations and Maintenance (O&M) <ul style="list-style-type: none"> ▪ Confirms protection of water quality and BMP maintenance - Developer's Agreement <ul style="list-style-type: none"> ▪ Outlines all offsite improvements including traffic calming measures in the current Moss Spring community 	<ul style="list-style-type: none"> • PennDOT and Antrim Township approved updated Traffic Impact Study with redistributed trips <ul style="list-style-type: none"> - New report eliminated prior concerns over the impact of this development on the level of service on I-81 Exit 5 - No reduction of units required • Waivers approved for preliminary plan including the location of the proposed connection of Moss Spring Avenue to Rt. 16 • Planning Commission has recommended conditional preliminary plan approval • Estimate for traffic calming measures has been conveyed to the developer as a result of the survey responses provided by Moss Spring community residents and engineering recommendation <ul style="list-style-type: none"> - Developer has agreed to pay approximately \$179,000 for offsite improvements in Moss Spring for traffic calming • Time extension from Inch & Co extends deadline for action on the preliminary plan until March 7

Name of Development	Zoning District	Proposed Use/Improvement	Status
Greencastle-Antrim School District A.C.E. Building	INS	<ul style="list-style-type: none"> • Construction of a 2 story, 6,684 square foot educational building on GASD campus 	<ul style="list-style-type: none"> • Plans submitted February 27, 2023 • Request submitted to waive \$150 Land Development Plan review fee • Planning Commission to review at their March 13th meeting

Personnel

Task	Report	Timeline
Positions Filled & Still Open	<ul style="list-style-type: none"> • The Borough is pleased to welcome two new staff members including: <ul style="list-style-type: none"> - Holly Kendall – Part-Time Administrative Receptionist - Cory Kerr – Full-Time Public Works Laborer • The Borough is currently hiring for the following positions: <ul style="list-style-type: none"> - Part-Time Borough Secretary - Part-Time Wastewater Treatment Operator Trainee 	<p>Job descriptions available on Borough website</p> <p>Applications will be accepted until the remaining positions are filled</p>

Public Facilities

Task	Report	Timeline
GIS Mapping	<ul style="list-style-type: none"> • Borough-wide GIS mapping efforts began in 2022 • Finalizing database and code enforcement module • Data sharing agreement with Franklin County provides Borough real-time access to County GIS information • Tablets have been purchased and will be configured for staff to utilize and access the GIS program 	<p>June 2022 – Council approval to begin</p> <p>Aug 2022 to Mar 2023 – ARRO data collection & database building</p> <p>2023 – implementation</p>
Stormwater and MS4	<ul style="list-style-type: none"> • On February 16th, the workgroup met and discussed subgroups focusing on the following topics: <ul style="list-style-type: none"> - Education & community development - Political involvement - Technical & engineering • Mayor Ben Thomas as the workgroup’s newly confirmed chairman, provided a review of projects he has had experience with and outlined areas for potential projects in the Borough • Community outreach and involvement remains a primary topic of discussion for implementation 	<p>May – next public MS4 workgroup meeting</p>

<p>N. Carlisle Street Rehabilitation Project</p>	<ul style="list-style-type: none"> • The Borough has provided correspondence and notices offering options and timelines for project finalization • Staff, legal and engineering involved with negotiations 	<p>July 2022 to current – consistent correspondence</p>
<p>Other Upcoming Projects</p>	<ul style="list-style-type: none"> • 2021 CDBG – ADA Ramps <ul style="list-style-type: none"> - Scope: install 20 ADA ramps – new ramps to be identified for funding - Funding: \$110,000 - Timeline: finalize by end of 2023 • N. Washington Street Construction <ul style="list-style-type: none"> - Scope: install sidewalks, curbs, base repair, and trees - Funding: DCED & PennDOT multimodal grants submitted for \$300,386.38 - Timeline: finalize by end of 2023 • 2022 CDBG – Walter Ave & Rt 11 Intersection <ul style="list-style-type: none"> - Funding requested = \$224,153.00 - Scope: install 4 new pedestrian crosswalk signals, 10 ADA ramps, and reconfigure crosswalk walkability - Timeline: finalize by end of 2024 	

Public Safety

<p>Flashing Beacon Repairs at N. Linden Avenue</p>	<ul style="list-style-type: none"> • Accident resulted in the total loss of the flashing beacon on the NW side of the Linden Ave and Rt. 16 intersection • Insurance claim processed and full reimbursement has been received based on contractor quote • Signal contractor ordered parts and will schedule repair 	<p>Dec 2022 – accident Jan 2023 – insurance reimbursement Early 2023 – repair completed</p>
<p>E. Madison Street Parking Restrictions</p>	<ul style="list-style-type: none"> • Letter received from the Evangelical Lutheran Church requesting parking be eliminated along the church property line due to concerns with visibility • Borough staff conducted a sight distance survey noting that a car parked between the church access and N. Washington Street would reduce sight distance to between 50 and 100 feet • PennDOT would require 150 feet of sight distance on a 25 mph roadway • Council requested action to be added to the March agenda for potential ordinance creation 	<p>Feb 27th – Council discussed options during workshop Mar 6 – Council to provide direction to staff</p>

<p>Parkwood Drive Additional Street Light</p>	<ul style="list-style-type: none"> • Residents on Parkwood Drive signed and submitted a request for an additional street light to be installed due to expressed safety concerns in the area • Staff identified an existing unused transformer which could be utilized for an additional light to be installed • Borough Public Works staff would run conduit and West Penn Power would install the light • Expected annual costs would be approximately \$200 for the additional electric usage • Council requested action to be added to the March agenda for staff direction 	<p>Feb 27th – Council discussed this request during workshop</p> <p>Mar 6 – Council to provide direction to staff</p>
<p>N. Jefferson Street Traffic Concerns</p>	<ul style="list-style-type: none"> • Developers associated with the Hidden Key Brewery submitted a request related to safety concerns on N. Jefferson Street due to traffic flow • Requestors presented options including one way travel going north, painting parking stalls, adding street lights • Options were discussed at the February workshop meeting, Council took no action on this request 	<p>Feb 27th – Council discussed this request during workshop & determined no action would be taken at this time</p>

Public Works Department Operational Updates

- Numerous daily PA One calls processed
- Conducted sight distance evaluation on E. Madison Street
- Coordinating delivery and installation of Center Square lights
- Installed No Trespassing signage on Borough’s W. Franklin Street property
- Removal of graffiti on the Franklin Street underpass
- Completed pothole repairs in alleyways
- Oversight of construction activities at the Sheetz development project
- Attended staff meetings regarding GIS implementation:
 - Reviewing preliminary mapping and data gathered

Sewer Department

Task	Report	Timeline
<p>Updated Sewer Ordinance Chapter 155</p>	<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 currently reviewing the document • Council will review at an upcoming workshop meeting 	<p>Jun 2022 – legal review</p> <p>Early 2023 – Council review & advertise</p> <p>2023 – adopt ordinance</p>

Sewer Department Operational Updates

- Coordinated pick up of sewer equipment to highest bidders as approved by Council
- Attended staff meetings regarding GIS implementation:
 - Reviewed preliminary mapping and data gathered
 - Will be confirming locations and directional sewer flow in the field
- Overview of Sheetz construction and development:
 - Attended meetings on-site to discuss utilities
 - Utilized camera to verify no neighboring laterals to be impacted with the Sheetz planned development and sewer line abandonment
- Submitted Annual Biosolids Report to DEP
- Completed the Annual Chapter 94 report:
 - Evaluated plant and collection system for adequacies to project future conditions and identify potential needs
 - Based on report, the Borough’s sewer system has plenty of hydraulic and organic capacity for the foreseeable future

Updates from February 27th Workshop Meeting

Action Requested	Update
Activate Moss Spring Survey Post	Post active as of 2/28/2023
Sidewalk Installation on Hold – date & motion	January 1, 2019 – Kinzer/Amsley motion
No Trespassing Signs – Borough property W. Franklin St	Signs installed 3/6/2023
Center Square Lights – confirm contractor availability	Installation scheduled for April 2023
Center Square Lights – update website post, 5 remaining	Updated as of 2/28/2023
Parkwood Street Light – send letters to residents	Letters mailed 2/28/2023
Norfolk Southern – speed regulations & hauling info	60 mph – intermodal, 50 mph - freight
Action Items to March agenda: Center Square pole light, Madison Street parking, Parkwood Drive light	

