

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

**Budget & Finance**

<b>Task</b>	<b>Report</b>	<b>Timeline</b>
Additional Pole Lighting in Center Square	<ul style="list-style-type: none"> <li>• Council approved additional arms &amp; fixtures to be added to the Center Square light pole in East and West directions</li> <li>• Existing lighting on the pole in Center Square directs light North and South only</li> <li>• Total cost is \$3,800 including all materials &amp; labor</li> <li>• Lights have been ordered and G.W. Electric will install new fixtures when materials arrive</li> </ul>	<p>March – Council approved expense &amp; staff ordered light</p> <p>May – anticipated installation</p>
Unclaimed Stormwater Refunds	<ul style="list-style-type: none"> <li>• In 2020, based on the Borough's approved waiver from MS4 requirements, Council approved partial refunds to be issued for initial stormwater billings</li> <li>• Despite significant efforts, approximately \$2,800.00 in refunds remain unprocessed as ownership changes, residents passing, and extenuating circumstances have limited the Borough's ability to issue the necessary refund</li> <li>• The Pennsylvania Disposition of Abandoned and Unclaimed Property Act, requires that these unpaid refunds be delivered to the State Treasury by mid-2023.</li> <li>• Staff is finalizing paperwork and will be issuing a report and disbursement to the Treasury for the remaining funds</li> </ul>	<p>July 6, 2020 – Council approved stormwater refunds</p> <p>Sep 2020 – 97% of refunds provided to utility payers</p> <p>April 2023 – submit unclaimed property to Treasury</p>

**Community Outreach**

<b>Task</b>	<b>Report</b>	<b>Timeline</b>
Updated Center Square Lighting	<ul style="list-style-type: none"> <li>• All 16 lights are now fully funded by local sponsors</li> <li>• Lights have been received at the Borough shed</li> <li>• Installation work is planned for May</li> <li>• Expenses and revenues included in 2023 budget</li> </ul>	<p>Nov 2022 to Mar 2023 – donations received</p> <p>May – anticipated installation</p>
Beautification Committee	<ul style="list-style-type: none"> <li>• Initial meeting took place March 14<sup>th</sup> with several local volunteers participating</li> <li>• Goals include identifying areas for projects, researching grants, expanding holiday decorations, and rejuvenating areas within the Borough</li> </ul>	<p>Nov 2022 – Council discussed re-establishing committee</p> <p>Mar – initial meeting &amp; Center Square walk</p>

	<ul style="list-style-type: none"> <li>Initial focus to include Center Square improvements with new plantings in flower beds, bench rejuvenation, and updated trash cans and receptacles</li> </ul>	April 11 <sup>th</sup> at 3pm – next committee meeting
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**Economic Development**

Name of Development	Zoning District	Proposed Use/Improvement	Status
Dollar General on N. Antrim Way	HC	<ul style="list-style-type: none"> <li>Subdivision of parcel 08-2A00.-007.-000000</li> <li>Land development plan for the construction of a Dollar General store</li> </ul>	<ul style="list-style-type: none"> <li>Four plan submittals to date, no outstanding comments</li> <li>Planning Commission reviewed at the Nov. 2022, Feb &amp; Mar 2023 meetings, tabled pending lighting plan submittal and review</li> <li>Extension offered until May 13<sup>th</sup> for Council action on the preliminary plans</li> <li>Resubmitted plans will be reviewed at the April 10<sup>th</sup> Planning Commission meeting</li> </ul>
Buchanan Flats	R-2	<ul style="list-style-type: none"> <li>10 multi-family structures               <ul style="list-style-type: none"> <li>- 2 buildings with 48 units in Borough</li> <li>- Total 288 units</li> </ul> </li> <li>Agreements to establish:               <ul style="list-style-type: none"> <li>- Traffic Signal Monitoring</li> <li>- Cemetery Access Easement</li> <li>- Stormwater Operations and Maintenance (O&amp;M)</li> <li>- Developer’s Agreement                   <ul style="list-style-type: none"> <li>▪ Outlines all offsite improvements including agreed upon cost of \$179,000 for traffic calming measures in the current Moss Spring community</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Council approved preliminary land development plans with several required conditions:               <ul style="list-style-type: none"> <li>- Satisfy all outstanding comments</li> <li>- GAFSCWA approval</li> <li>- All agreements established</li> <li>- Antrim Township and PennDOT approval</li> <li>- Deed of conveyance for Grant Street Extended</li> <li>- Establish agreeable timeline for Moss Spring Avenue connection</li> </ul> </li> <li>Final plans to be submitted for Planning Commission review</li> </ul>

Greencastle-Antrim School District A.C.E. Building	INS	<ul style="list-style-type: none"> <li>• Construction of a 2 story, 6,684 square foot educational building on GASD campus</li> </ul>	<ul style="list-style-type: none"> <li>• Plans submitted February 27, 2023</li> <li>• Council approved request to waive \$150 plan application fee</li> <li>• Planning Commission tabled plans on March 13<sup>th</sup> pending further satisfaction of comments</li> </ul>
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### Personnel

Task	Report	Timeline
Accrual Based Leave System	<ul style="list-style-type: none"> <li>• The personnel committee has discussed implementation of an accrual based leave system</li> <li>• Council reviewed at the March 27<sup>th</sup> workshop meeting               <ul style="list-style-type: none"> <li>- Staff recommended no change to the current system</li> <li>- Council requested charts displaying the anticipated impact of an accrual based system</li> </ul> </li> </ul>	<p>Mar – initial review</p> <p>Apr – review of additional information</p>

### Public Facilities

Task	Report	Timeline
GIS Mapping	<ul style="list-style-type: none"> <li>• Borough-wide GIS mapping efforts began in 2022</li> <li>• Data sharing agreement with Franklin County provides Borough real-time access to County GIS information</li> <li>• Tablets have been purchased and configured for staff to utilize and access the GIS program</li> <li>• Staff training planned for April to review systems</li> </ul>	<p>June 2022 – Council approval to begin</p> <p>Aug 2022 to Mar 2023 – ARRO data collection &amp; database building</p> <p>2023 – implementation</p>
Stormwater and MS4	<ul style="list-style-type: none"> <li>• ARRO has prepared a proposal for Council’s review to complete a comprehensive analysis of areas in the Borough most in need of stormwater improvements</li> <li>• If approved, mapping would be created to identify all Borough outfalls and outlets and recommendations would be provided regarding possible future projects</li> </ul>	<p>May – next public MS4 workgroup meeting</p>
N. Carlisle Street Rehabilitation Project	<ul style="list-style-type: none"> <li>• Change orders have been approved resulting in a \$95,000 credit to descope all outstanding work associated with vandalized sidewalks and punchlist items</li> <li>• This credit ensures DOLI will not return to the Borough to attempt any further work and allows the Borough to proceed with project finalization</li> <li>• Negotiations will continue with legal and engineering support to settle remaining outstanding items</li> </ul>	<p>July 2022 to current – consistent correspondence</p> <p>Mar 27 – Change Orders #9 &amp; #10 approved</p>

Other Upcoming Projects	<ul style="list-style-type: none"> <li>• 2021 CDBG – ADA Ramps <ul style="list-style-type: none"> <li>- Scope: install 20 ADA ramps – this project is anticipated to be combined with the N. Washington Street project</li> <li>- Funding: \$110,000</li> <li>- Timeline: finalize by end of 2024</li> </ul> </li> <li>• N. Washington Street Streetscape Improvements Project <ul style="list-style-type: none"> <li>- Scope: install sidewalks, curbs, base repair and trees</li> <li>- Columbia Gas: completing top coat paving in coordination with overall project</li> <li>- Funding: DCED Multimodal Transportation Grant awarded in the amount of \$259,079.00. Liquid fuels funds will be used as the required matching funds</li> <li>- Timeline: bid in November 2023 and finalize by the end of 2024</li> </ul> </li> <li>• 2022 CDBG – Walter Ave &amp; Rt 11 Intersection <ul style="list-style-type: none"> <li>- Funding requested = \$224,153.00</li> <li>- Scope: install 4 new pedestrian crosswalk signals, 10 ADA ramps, and reconfigure crosswalk walkability</li> <li>- Timeline: funding required to be expensed by end of 2027</li> </ul> </li> </ul>
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### Public Safety

Flashing Beacon Repairs at N. Linden Avenue	<ul style="list-style-type: none"> <li>• Accident resulted in the total loss of the flashing beacon on the NW side of the Linden Ave and Rt. 16 intersection</li> <li>• Insurance claim processed and full reimbursement has been received based on contractor quote</li> <li>• Repairs completed the week of March 13<sup>th</sup>, the signal is now fully operational</li> </ul>	<p>Dec 2022 – accident</p> <p>Jan 2023 – insurance reimbursement</p> <p>Mar 2023 – repair completed</p>
Sight Distance Evaluation and Parking Restrictions	<ul style="list-style-type: none"> <li>• Letter received from the Evangelical Lutheran Church requesting parking be eliminated along the church property line due to concerns with visibility</li> <li>• Council voted on March 6<sup>th</sup> to table this request pending a comprehensive intersection sight distance evaluation</li> <li>• Staff is working to develop criteria for various types of intersections including major and minor streets, alleyways, and driveways utilizing applicable metrics and engineering principles</li> </ul>	<p>Feb 27<sup>th</sup> – Council discussed options during workshop</p> <p>Mar 6<sup>th</sup> – Council tabled request</p> <p>Mar 27<sup>th</sup> – Council requested comprehensive system criteria</p>
Parkwood Drive Additional Street Light	<ul style="list-style-type: none"> <li>• Council approved additional street light to be installed on Parkwood Drive based on safety concerns from residents</li> <li>• Work order created with West Penn Power for installation</li> <li>• Anticipated timeline is 4-6 weeks</li> </ul>	<p>Mar 6 – Council approved</p> <p>May – installation anticipated</p>

## Public Works Department Operational Updates

- Numerous daily PA One calls processed
- Completed sewer repair on Orchard Circle
- Crosswalk and stop bar improvements at Madison Street and N. Carlisle Street intersections
- Completed comprehensive stormwater inlet cleanouts
- Serviced and prepared all landscaping equipment
- Landscaping around the Borough office
- Installed grant-funded AED equipment at the Borough office
- Removed and hauled away 15 loads of waste dirt from the Public Works yard
- Trimmed shade trees
- Repaired potholes in numerous alleyways
- Oversight of construction activities at the Sheetz development project
- Coordination with G.W. Electric to order new Center Square island pole light arms and review new street light installation timeline
- Met with the Beautification Committee to discuss improvement in Center Square
- Created a work order with West Penn Power for the new Parkwood Drive street light installation

## Sewer Department

Task	Report	Timeline
Updated Sewer Ordinance Chapter 155	<ul style="list-style-type: none"> <li>• Drafted by William Hill and Borough staff</li> <li>• More comprehensive; provides greater protection for the Borough and clearer specification of sewer regulations</li> <li>• Salzmann Hughes is currently reviewing the document</li> <li>• Council will review at an upcoming workshop meeting</li> </ul>	Jun 2022 – legal review 2023 – Council review, advertise & adopt ordinance

## Sewer Department Operational Updates

- Reviewed, confirmed, and modified initial GIS draft mapping of sewer infrastructure
- Assisted the water treatment plant staff with a recent onsite DEP filter plant evaluation
- Requested quotes for outdated equipment including a hopper, basket strainer, and blower VFDs
- Coordinated with USG (Utility Services Group) to establish a listing of manholes to be inspected for structural integrity in 2023 as part of the established inflow and infiltration schedule
- In house improvements including minor kitchen area and map organization
- Assisted the Public Works department with a sewer repair on Orchard Circle
- Attended the PA Rural Water Association Annual Conference
- Oversaw Interstate Garage Doors installation of two new garage doors as budgeted