

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

Administration

Task	Report	Timeline
Shentel Construction	<ul style="list-style-type: none"> • Borough Council signed a franchise agreement with Shentel as a new service provide similar to Comcast in the Greencastle Borough • Shentel/GloFiber has begun construction of their infrastructure with the first section of work beginning on Parkwood, Chadwick, Homestead and Baumgardner • Construction timelines and notifications will continue to be provided on the Borough website and Facebook page 	<p>Feb 2022 – non-exclusive franchise agreement established with Shentel</p> <p>Jun to EOY – construction of infrastructure throughout the Borough</p>

Budget & Finance

Task	Report	Timeline
FY 2022 Financial Audit	<ul style="list-style-type: none"> • Boyer & Ritter is preparing the final reports for the Borough's FY 2022 financial audit • Copies will be provided to Council for review at the August meeting 	<p>Feb – audit fieldwork began</p> <p>Jul – anticipated audit completion</p>
2024 Budget Preparations	<ul style="list-style-type: none"> • Staff will begin preparing the account justification sheets for the 2024 budget • Capital expense requests and projects will be reviewed • Budget meetings are anticipated to be held in September and early October 	<p>Jul – justification sheets</p> <p>Aug – capital expense analysis</p> <p>Sep & Oct – public meetings</p>

Community Outreach

Task	Report	Timeline
Beautification Committee	<ul style="list-style-type: none"> • Current committee projects: <ul style="list-style-type: none"> - Watering new plantings in Center Square - Planters purchased for the N. Carlisle St bump outs - Reviewing trash can options and cigarette receptacles 	<p>Jul 11th at 3pm – next public committee meeting</p>
E. Baltimore St property	<ul style="list-style-type: none"> • The Borough has purchased a lot located on the south west corner of the intersection of E. Baltimore Street and S. Washington Street across from Post Office 	<p>May – Council authorized purchase of property</p>

<p>E. Baltimore St property (continued)</p>	<ul style="list-style-type: none"> • Anticipated development includes an open-concept community involvement and multipurpose area • Current action items from the workgroup include: <ul style="list-style-type: none"> - Obtaining quotes for an elevations survey, surface compaction, fencing modifications and brick repointing - Grant funding options and timelines for submittal - Identification of possible landscape architects and muralists 	<p>Jun – settlement on property and committee meetings began</p> <p>EOY – review design proposals for development</p>
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Economic Development

Name of Development	Zoning District	Proposed Use/Improvement	Status
<p>Buchanan Flats</p>	<p>R-2</p>	<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 • Developer’s Agreement: <ul style="list-style-type: none"> - Traffic Signal Monitoring - Stormwater Operations and Maintenance - Moss Spring Avenue traffic calming improvements - Bonding requirements • Cemetery Access Easement to be confirmed with the Presbyterian Church • Planning Commission recommended Council approval on June 12th 	<ul style="list-style-type: none"> • Council approved final land development plans on June 26th with the following required conditions: <ul style="list-style-type: none"> - Conditions to be completed by July 6th: <ul style="list-style-type: none"> ▪ Satisfy all outstanding engineering comments ▪ GAFCWA approval ▪ All agreements established ▪ Deed of conveyance for Grant Street extended - Other required conditions: <ul style="list-style-type: none"> ▪ Antrim Township and PennDOT approval ▪ Deed of conveyance for Grant Street Extended ▪ Establish agreeable timeline for Moss Spring Avenue connection
<p>Dollar General on N. Antrim Way</p>	<p>HC</p>	<ul style="list-style-type: none"> • Final subdivision plan approved by Council for parcel 08-2A00.-007.-000000 • Final land development plans submitted for the construction of a Dollar General store 	<ul style="list-style-type: none"> • Preliminary land development plans approved by Council in May • Developer working with PennDOT to submit highway occupancy permit • Final plans submitted June 23rd for the Planning Commission review on July 10th

Public Facilities

Task	Report	Timeline
Alley Paving	<ul style="list-style-type: none"> • Bids received for alley paving work, Ganoe Paving was the lowest bidder with a total cost of \$31,238.74 • Alleys to be paved include S. Cedar Ln from Baltimore St to Spruce Ln & Spruce Ln from S. Washington St to S. Allison St for an approximate total length of 877 SY 	<p>May – advertised invitation to bid</p> <p>Jun – bids received</p> <p>Aug – paving work</p>
Stormwater and MS4	<ul style="list-style-type: none"> • Borough and ARRO met with representatives from Shippensburg University to discuss in the field stormwater testing to determine concentrations at outfalls and establish baseline data • Flood Area Identification Project will identify drainage areas and flow paths & quantify flow volumes of outfalls to determine future projects throughout the Borough • The Stormwater Workgroup is planning a local resource for residential stormwater project demonstrations 	<p>Apr – Council approved flood area mapping project</p> <p>Aug 24th at 4pm – next public MS4 workgroup meeting</p>
N. Carlisle Street Rehabilitation Project	<ul style="list-style-type: none"> • A \$95,000 monetary credit approved by DOLI and the Borough ensures DOLI will not return to the Borough and allows the Borough to proceed with project finalization • Quotes from contractors for sidewalk repair work reviewed but the total cost was over the threshold required for bidding the project • Council to consider advertising for sidewalk repairs bids 	<p>Mar 27th – credit approved</p> <p>Jul – Council considers bidding approval</p> <p>Aug/Sep – review bids & approve contractor</p>
Other Upcoming Projects	<ul style="list-style-type: none"> • N. Washington Street Streetscape Improvements Project <ul style="list-style-type: none"> - Scope: install sidewalks, curbs, ADA ramps, base repair and trees - Funding: <ul style="list-style-type: none"> ▪ DCED Multimodal Transportation Grant awarded = \$259,079.00 ▪ 2021 CDBG for ADA ramps = \$110,000.00 ▪ Liquid fuels funds – required matching funds ▪ Columbia Gas – completing top coat paving - Timeline: bid in November 2023 and finalize by the end of 2024 • 2022 CDBG – Walter Ave & Rt 11 Intersection <ul style="list-style-type: none"> - Scope: install pedestrian crosswalk signals, ADA ramps, reconfigure crosswalks - Funding requested = \$224,153.00 - Timeline: funding required to be expensed by end of 2027 	

Public Safety

Task	Report	Timeline
Ordinance 2023-02 E. Madison Street No Parking	<ul style="list-style-type: none"> Letter received from the Lutheran Church requesting parking eliminated due to concerns with safety & visibility Council voted to approve staff to advertise an ordinance eliminating parking on the north side of E. Madison St from the N. Washington Street intersection to 140 ft. west 	<p>Jun – Council approved advertising ordinance</p> <p>Jul – enact ordinance to eliminate parking</p>
Ordinance 2023-02 Loading Zone Designation Removal	<ul style="list-style-type: none"> Council and residents have expressed concerns with parking regulations associated with a loading zone along E. Baltimore Street Council voted to approve staff to advertise an ordinance eliminating this loading zone parking classification and re-establishing metered parking at this location 	<p>Jun – Council approved advertising ordinance</p> <p>Jul – enact ordinance to remove loading zone</p>
Police Contract Negotiations	<ul style="list-style-type: none"> Initial meeting with the union representatives occurred Negotiations will continue until a new contract is agreed to between the Borough and the union 	<p>May – negotiations began</p> <p>EOY – new contract</p>
Williamsport Pike & Rt. 11 Intersection	<ul style="list-style-type: none"> Letter sent to PennDOT requesting a redesign of the Williamsport Pike and S. Antrim Way intersection Outlined that this intersection is deficient in the existing condition based on the level of service for the left turn lane from Williamsport Pike as designed in the early 1950s 8 reportable crashes at this location in a five-year period Significant growth experienced & expected to continue causing further safety concerns 	<p>Jun 12 – letter sent to PennDOT & local representatives</p>
Resolution 2023-05 Burn Ban	<ul style="list-style-type: none"> Mayor Ben Thomas signed a proclamation instituting a 7-day burn ban for the Borough of Greencastle due to dry conditions and poor air quality Borough Council approved Resolution 2023-05 to extend the Borough-wide burn ban prohibiting all burning including recreational fires, campfires, and consumer fireworks 	<p>Jun 8 – Mayoral burn ban proclamation</p> <p>Jun 14 – Council resolution enacted</p> <p>Jul 3 – Council to ratify extending burn ban</p>
Public Safety Workgroup	<ul style="list-style-type: none"> N. Jefferson Street parking delineations suggested No further action suggested for E. Grant & Allison Street intersection sight distance or E. Madison Street parking Request to review the drafting of a fireworks ordinance Parking meter improvements: <ul style="list-style-type: none"> Vendors will be requested to attend an upcoming workshop meeting to discuss modernized kiosk option 	<p>Jul – N. Jefferson Street parking striped upon approval</p> <p>Aug – review parking meter improvements & fireworks ordinance</p>

Public Works Department Operational Updates

- Extensive PA One calls related upcoming design work for future Columbia Gas projects
- Seasonal mowing, weed eating, shade tree watering throughout the Borough
- Oversight of construction activities at the Sheetz development project
- Utilization of new GIS software and infrastructure mapping
 - Confirmed mapping and working to number all stormwater inlets
- Assisted with the Greencastle-Antrim High School Gives Back Day on June 7th
- Requested contractor quotes for several upcoming projects
- Coordination with Shentel/GloFiber for infrastructure construction efforts

Sewer Department

Task	Report	Timeline
Updated Sewer Ordinance Chapter 155	<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 • Salzmann Hughes is currently reviewing the document 	2023 – Council review, advertise & adopt ordinance

Sewer Department Operational Updates

- Capital Electric to finalize the VFD upgrades for the Gasho blowers
 - Working to connect the existing HDMI panel to PLC
- Hawk Industrial made repairs to grit unit pulley
- Utility Service Group inspected 30 manholes
 - Staff reviewing reports and will schedule necessary repairs
- Sewer repair work planned for W. Franklin Street
 - Easement agreements drafted and reviewed
 - Concrete piping planned to be used from surplus materials of N. Carlisle Street project
 - Meetings to be coordinated with impacted property owners
- Meeting with Columbia Gas to discuss upcoming work in the Borough
 - Ensuring no conflicts with sewer infrastructure
- Utilization of new GIS software and sewer mapping
 - Confirmed mapping and numbered all manholes
- Cleaned out all check valves at Colonial Drive and S. Carlisle Street pump stations
- Press non-potable pump impeller serviced