

Borough of Greencastle
January 2024 Council Meeting
Manager's Report

Administration

Task	Report	Timeline
Shentel Construction	<ul style="list-style-type: none"> • Shentel/GloFiber is continuing infrastructure construction • Current and upcoming areas of work for Shentel construction include: <ul style="list-style-type: none"> - E. Franklin St, S. Carlisle St, S. Washington St, S. Allison St, S. Ridge Ave, Maple Ave, Oak Lane • 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 2023 to mid-2024 – construction throughout Borough</p>
Columbia Gas Main Replacement	<ul style="list-style-type: none"> • Columbia Gas began work within the Borough in early September with plans for continued construction efforts through the end of 2023 • Areas impacted by this work include N. Linden Avenue, Tyrone Street and N. Allison Street 	<p>Sep 2023 to mid-2024 – construction of new gas main in the identified areas</p>
Councilperson Vacancies to Appointment	<ul style="list-style-type: none"> • Jan Shafer resignation effective December 31, 2023 • No qualifying write-in candidate for the 2-year term <ul style="list-style-type: none"> - Faight had the most write-in votes but has accepted the 4-year term • Council will need to appoint residents to fill the two open 2-year terms and is currently accepting applications 	<p>Nov 7, 2023 – general election</p> <p>Dec 4, 2023 – Council approved accepting applications</p> <p>Jan 2024 – Council 2-yr term appointments</p>

Budget & Finance

Task	Report	Timeline
Ordinance 2024-01 Sewer Rate Increase	<ul style="list-style-type: none"> • Sewer engineer William Hill completed a comprehensive sewer rate study, recommended rate increase of 18-20% <ul style="list-style-type: none"> - Average project construction costs have increased 16.7% over the past 3 year period - Costs of chemicals, replacement parts, and operational materials have increased 20-40% - Cost of Living Adjustment increased 14.6% from 2021 to 2023 • During 2024 budget preparations, the committee recommended a 3% increase for 2024 	<p>Sep 2023 – sewer rate study completed</p> <p>Oct 2023 – Budget committee recommendation of 3% increase</p> <p>Dec 2023 – 2024 budget adopted</p> <p>Jan 2024 – sewer rate ordinance enacted</p>

Community Outreach

Task	Report	Timeline
E. Baltimore St property	<ul style="list-style-type: none"> The Borough purchased the lot located on the south west corner of the intersection of E. Baltimore Street and S. Washington Street across from the Post Office <ul style="list-style-type: none"> Anticipated development includes an open-concept community involvement and multipurpose area Council approved FSA to design a concept plan showing a covered stage area, focal wall for art and historic signage, landscaping, concrete and paving work as submitted with the LSA grant application Communication occurring with neighboring property owners to review development plans and improvements <ul style="list-style-type: none"> Brightspeed agreement planned for mural/architectural façade wall on the phone company building Brick wall repairs to be engineered, contractor estimates to be requested and reviewed by Council for approval 	<p>Jun 2023 – purchased property</p> <p>Nov 2023 – submitted LSA grant application</p> <p>Early 2024 – brick wall repairs</p>

Economic Development

Name of Development	Zoning District	Proposed Use/Improvement	Status
Buchanan Flats (No Change)	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 Developer’s Agreement: <ul style="list-style-type: none"> Traffic Signal Monitoring Stormwater Operations and Maintenance Moss Spring Avenue traffic calming improvements Bonding requirements 	<ul style="list-style-type: none"> Council approved final land development plans on June 26th with several required conditions <ul style="list-style-type: none"> Initial conditions required to be completed by July 6th have been met Other required conditions: <ul style="list-style-type: none"> Antrim Township and PennDOT approval Establish agreeable timeline for Moss Spring Avenue connection
Dollar General on N. Antrim Way	HC	<ul style="list-style-type: none"> Final subdivision plan approved by Council for parcel 08-2A00.-007.-000000 Final land development plans for the construction of a Dollar General store 	<ul style="list-style-type: none"> Preliminary land development plans approved by Council in May Planning Commission has tabled last three final plan submittals <ul style="list-style-type: none"> Several outstanding comments related to stormwater and screening requirements

Shafer Lot Line Adjustment	R-1	<ul style="list-style-type: none"> Final plan for consideration of a lot line adjustment between two existing lots in Chadwick Estates development 	<ul style="list-style-type: none"> Initially approved in 2012 but the plat was never recorded Borough Planning Commission has recommended plan for approval and recording
Lynx-Hammond Land Addition	MX	<ul style="list-style-type: none"> Preliminary/Final subdivision plan allocating 717 sq. ft. from Hammond parcel to Lynx property 	<ul style="list-style-type: none"> Borough Planning Commission has reviewed the plans and recommend approval and recording
Sheetz Bonding Release Request	HC	<ul style="list-style-type: none"> Council approved final plans on June 6, 2022 for the construction of a Sheetz store on the NE corner of Route 11 and Route 16 	<ul style="list-style-type: none"> Construction efforts have been completed and inspected per the approved plans and Borough requirements ARRO recommending the release of the full bonding issued in the amount of \$735,030.73.

Personnel

Task	Report	Timeline
Civil Service Commission	<ul style="list-style-type: none"> Council approved the activation of the Civil Service Commission (CSC) to establish an eligibility list of full time police officer candidates The Civil Service Commission met and approved testing Staff scheduled and advertise testing but no applications were received Different hiring options are being reviewed pending testing to be rescheduled 	<p>Sep 2023 – Council approved CSC activation</p> <p>Sep 2023 – CSC met & approved testing</p> <p>2024 – testing to occur & CSC to approve list</p>
Hiring Updates	<ul style="list-style-type: none"> Full-time Water Treatment Plant position open, job to be posted, applications will be accepted until the position has been filled Interviews are in progress for the Chief of Police position 	<p>Dec 2023 – Chief of police interviews</p> <p>Feb 2024 – Chief hiring recommendation</p>

Public Facilities

Task	Report	Timeline
N. Carlisle Street Project	<ul style="list-style-type: none"> DOLI contract closed with a full and final settlement of \$31,067.17 as accepted by DOLI and the Borough Comprehensive project cost analysis is being prepared 	<p>Mar – credit approved</p> <p>Nov – settlement offer and final agreement</p>

<p>N. Carlisle Street Project (Cont'd)</p>	<ul style="list-style-type: none"> • Sidewalk repair work was advertised for public bidding and submitted to local contractors for quotes <ul style="list-style-type: none"> - Staff meeting with contractor to review repair options 	<p>2024 – remaining sidewalk repairs & project completion</p>
<p>N. Washington Street Roadway Improvements Project</p>	<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 = \$110,000.00 for ADA ramps - Liquid fuels funds = \$200,000 budgeted as required matching funds - Columbia Gas – completing top coat paving • Project publically advertised with four contractors providing bids for Council’s review <ul style="list-style-type: none"> - Ganoe Paving was the lowest bidder with a total bid price of \$511,809.60 including contingency items • Construction planned for early spring of 2024 <ul style="list-style-type: none"> - Full time RPR \$80,000 budgeted for inspection 	<p>Apr to Nov 2023 – project engineering & bid specification</p> <p>Dec 15, 2023 – bids due</p> <p>Jan 2024 – Council to review bids and award project</p> <p>Spring 2024 – construction begins</p> <p>Summer 2024 – project completion</p> <p>Fall 2024 – administrative grant closeout</p>
<p>2024 Budgeted Projects</p>	<ul style="list-style-type: none"> • 2019 CDBG – ADA Ramp Installations <ul style="list-style-type: none"> - Scope: install 42 ADA ramps at various locations - Funding = \$289,500.00 - Budgeted engineering = \$88,205.00 for design, bid, permitting, FT RPR - Timeline: funding required to be expensed by July 2024 • 2022 CDBG – Walter Ave & Rt. 11 Intersection <ul style="list-style-type: none"> - Scope: install pedestrian crosswalk signals, ADA ramps, reconfigure crosswalks - Funding = \$224,153.00 - Budgeted engineering = \$40,000 for design, bid, permitting, FT RPR - Timeline: funding required to be expensed by end of 2027 • Moss Spring Avenue Traffic Calming Measures (dependent on development) <ul style="list-style-type: none"> - Scope: install speed tables, pavement markings, additional signage & crosswalks - Funding = \$179,000.00 - Budgeted engineering = \$63,050.00 for survey, design, bid, FT RPR - Timeline: finalized prior to Buchanan Flats development opening • Walter Avenue Bridge Repairs <ul style="list-style-type: none"> - Scope: complete recommended repairs as indicated on annual inspection report - Budgeted construction cost = \$279,400.00 in ARPA funds - Budgeted engineering = \$35,000.00 for design, bid, RPR & railroad coordination - Timeline: work completed in 2024 	

Public Safety

Task	Report	Timeline
Baltimore St & S. Ridge Ave Intersection (No Change)	<ul style="list-style-type: none"> • Council has expressed safety concerns with this crosswalk since its installation as required by PennDOT in 2020 <ul style="list-style-type: none"> - Limited site distance given the position of the crosswalk at the bottom of a hill - Speed of vehicles traveling on Baltimore St into town • Council approved staff's recommendation of painting hash marks and installing additional signage along the westbound lane to prevent passing on the shoulder <ul style="list-style-type: none"> - Work approved at a cost not to exceed \$2,000 • Staff has requested approval from PennDOT to implement the approved modifications on Baltimore Street 	<p>Sep – Council review of additional safety measures</p> <p>Oct – coordination with PennDOT</p> <p>2024 – implementation of approved modifications</p>

Public Works Department Operational Updates

- Over 65 PA One calls completed related to upcoming construction work and development projects
 - 751 PA One calls completed in 2023
- Assisted with Heritage Christmas festivities
- Worked with Shentel to coordinate and locate utilities
- Equipment maintenance completed for snow removal equipment
- Annual leaf collection has ended for 2023
 - 153,000 lbs of leaves collected in 2023
- Inlet routine maintenance and cleaning underway

Sewer Department Operational Updates

- All pumping stations serviced
- Anytime Electric and Capital Electric continued work on the VFD project
- Part-time weekend position has been filled with training going well
- Low pressure valve replaced on the press
- Staff assisted in locating the meadow manholes and lines ahead of the Township MS4 project
- Oversaw the replacement of the manhole that the Colonial Drive Station force main empties into as hydrogen sulfide gas had deteriorated the old manhole
 - More involved than planned as the deterioration was more extensive than anticipated.
 - The previous manhole concrete encasement required extra work for removal.
 - A sidewalk section needed to be removed to ensure the contractors safety while making the replacement.
- In conjunction with the Colonial Drive manhole project, staff pumped down the Colonial Drive wet well and cleaned out all the grease and debris.
- Met with impacted property owners for the W. Franklin Street repairs to review the easement agreement as approved by Council.