

**Borough of Greencastle  
April 2025 Council Meeting  
Manager's Report**

**Administration & Finance – NEXT COMMITTEE MEETING – April 24<sup>th</sup> at 10am**

<b>Task</b>	<b>Report</b>	<b>Timeline</b>
Tentative Committee Meeting Agenda Items: April 24, 2025	<ul style="list-style-type: none"> <li>Evaluate Year to Date budget to actual expense reports for all funds</li> <li>Discuss installing new parking meters in Center Square as recommended by the Public Facilities committee</li> <li>Review IT service provider costs</li> </ul>	Apr 24 at 10am – next committee meeting
FY 2024 Financial Audit	<ul style="list-style-type: none"> <li>Fieldwork with Boyer &amp; Ritter to conduct the financial audit for FY ending December 31, 2024 is planned for the week of April 21<sup>st</sup> <ul style="list-style-type: none"> <li>Staff submitting various end of year reports and documentation for review</li> </ul> </li> </ul>	April – financial audit fieldwork complete & DCED-CLGS-30 August - DCED-CLGS-04
Borough Newsletter	<ul style="list-style-type: none"> <li>Staff is working to finalize a newsletter to be dispersed on the Borough website and Facebook page</li> </ul>	Apr – newsletter available online

**Community & Economic Development**

<b>Task</b>	<b>Report</b>	<b>Timeline</b>
Beautification Committee	<ul style="list-style-type: none"> <li>The Borough is accepting donations for the sponsorship of the remaining Center Square bench &amp; trash cans               <ul style="list-style-type: none"> <li>1 bench &amp; 3 trash cans remain in need of sponsorship</li> </ul> </li> </ul>	Apr 8 at 3pm – next committee meeting
Active Topics for Committee Review	<ul style="list-style-type: none"> <li>Town Hall Plaza               <ul style="list-style-type: none"> <li>Capital campaign committee development</li> <li>Temporary use of property</li> <li>Retaining wall project</li> </ul> </li> <li>Portable Storage Container &amp; RV Parking Ordinance</li> <li>Rental Inspection Program</li> </ul>	Next meeting date – TBD
Corporal Rihl Marker (No Change)	<ul style="list-style-type: none"> <li>The Public Works staff removed the deteriorated PA Civil War Trails Corporal Rihl sign from Center Square as approved by Council in February</li> <li>Approved sponsorship of a new Civil War Trails sign communicated to the Franklin County Visitors Bureau</li> </ul>	Feb – Council approved prior sign removal & new sign sponsorship Jul – new sign installed

<p style="text-align: center;">Town Hall Plaza Project</p>	<ul style="list-style-type: none"> <li>• Upon review of the final concept plan options, Council made recommendation to proceed with the plan establishing an expanded entrance on Baltimore Street <ul style="list-style-type: none"> <li>- Staff reviewed the project with Brightspeed who is supportive of the plan and identified no concerns with utilizing the front portion of the Brightspeed parcel for the plaza entrance</li> <li>- Council to review an agreement drafted for execution by the Borough and Brightspeed confirming the long-term public use of the identified portion of property</li> </ul> </li> <li>• A special Council meeting was held on March 25<sup>th</sup> focusing on the Town Hall Plaza project <ul style="list-style-type: none"> <li>- Pending ratification, Wade Burkholder has volunteered as the Capital Campaign Committee Chair, Councilman Albert Miller and Mayor Ben Thomas volunteered as committee members.</li> <li>- FSA is to provide final drawings for the retaining wall scope of work with construction to occur in May/June</li> <li>- Work needed prior to public usage by Old Home Week: <ul style="list-style-type: none"> <li>▪ Retaining wall constructed</li> <li>▪ Regrading of the property</li> <li>▪ Laying and affixing artificial turf material</li> <li>▪ Fence modifications</li> <li>▪ Fundraising signage</li> </ul> </li> </ul> </li> <li>• Capital Campaign Committee to meet and review fundraising strategies and efforts</li> </ul>	<p>Jun 2023 – purchased property</p> <p>Jan – project phase 1A complete</p> <p>Feb – Council’s recommendation of expanded entrance concept plan</p> <p>Mar 25 – special Council meeting</p> <p>May – design plan &amp; budget finalized</p> <p>Jun – retaining wall project completed</p> <p>Jul – prep site for OHW temporary usage, signage installed on parcel</p> <p>2025 – fundraising efforts</p>
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**Current Development Under Review – NEXT COMMISSION MEETING – April 14<sup>th</sup> at 6pm**

Name of Development	Zoning District	Proposed Use & Improvement	Status
American Legion	R-2	<ul style="list-style-type: none"> <li>• Final SD/LD plan for the construction of an additional parking area <ul style="list-style-type: none"> <li>- Net gain of 31 stalls</li> <li>- Stormwater management required</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Most recent plans received 4/3/2025</li> <li>• Two waivers requested related to stormwater management</li> <li>• Plans recommended for Council review during the March PC meeting</li> </ul>
GASD & Chambersburg Hospital Subdivision	CC-II & INS	<ul style="list-style-type: none"> <li>• Subdivision of Chambersburg Hospital parcel along Eastern Ave</li> <li>• 10.097 acres to GASD tract</li> </ul>	<ul style="list-style-type: none"> <li>• Plans submitted to Borough &amp; Township Planning Commissions</li> <li>• Plans to be reviewed by Council at the April 7<sup>th</sup> meeting</li> </ul>

## Recently Approved Development

162 S. Carlisle St (No Change)	R-2	<ul style="list-style-type: none"> <li>LD plans have been approved to construct 3 attached residential units</li> </ul>	<ul style="list-style-type: none"> <li>July 1, 2024 - Council approved land development plans</li> <li>Developer finalizing all pre-construction requirements</li> </ul>
Buchanan Flats	R-2	<ul style="list-style-type: none"> <li>10 multi-family structures - 2 buildings = 48 units in Borough, total 288 units</li> </ul>	<ul style="list-style-type: none"> <li>June 26, 2023 - Council conditionally approved LD plans</li> <li>Phasing plans submitted February 14, 2025 <ul style="list-style-type: none"> <li>Plan set is substantively unchanged other than phasing</li> <li>Phasing plan establishes two phases, both Borough buildings and Moss Spring Avenue extended to be constructed during Phase 1</li> </ul> </li> <li>Pending Council consideration, staff to provide an updated letter noting all outstanding conditions prior to approval signatures on plans</li> </ul>
Dollar General on N. Antrim Way	HC	<ul style="list-style-type: none"> <li>Final subdivision and land development plans approved for the construction of a Dollar General store</li> </ul>	<ul style="list-style-type: none"> <li>August 5, 2024 - Council conditionally approved final land development</li> <li>Construction soon to be finalized with occupancy permit pending</li> <li>All fees currently paid in full</li> </ul>
Patriot Federal Credit Union Land Development	HC	<ul style="list-style-type: none"> <li>Land development plan includes the demolition of the existing Rite Aid building and construction of a bank with drive thru bays</li> </ul>	<ul style="list-style-type: none"> <li>December 2, 2024 - LD plans approved by Council</li> <li>Plans recorded, developer's agreement signed, financial security submitted</li> <li>Land use permit approved</li> <li>Demolition &amp; site work began in March with construction efforts currently underway</li> </ul>

**Personnel**

Task	Report	Timeline
Full-Time Police Officer Hiring (No Change)	<ul style="list-style-type: none"> <li>• The 2025 budget was approved including the hiring of 1 additional full-time officer with the position budgeted to be filled in June</li> <li>• The Civil Service Commission met and authorized staff to proceed with the written and oral testing procedures for the hiring of a full-time police officer                             <ul style="list-style-type: none"> <li>- Staff to advertise and schedule written testing</li> </ul> </li> </ul>	Feb 3, 2025 – Council activation of CSC Feb 25, 2025 – Civil Service Commission authorized testing Apr to May – testing Jun 2025 – officer hiring

**Public Facilities – NEXT COMMITTEE MEETING – April 17<sup>th</sup> at 9am**

Task	Report	Timeline
Committee Meeting Agenda Items: March 20, 2025	<ul style="list-style-type: none"> <li>• Reviewed N. Washington St sidewalk concern to be addressed by contractor</li> <li>• Consideration of N. Carlisle St rebilling correspondence</li> <li>• Reviewed the 2024 Bridge Inspection Report                             <ul style="list-style-type: none"> <li>- HRG to provide bridge engineering services proposal</li> </ul> </li> <li>• Discussed Keller Engineering services for the 2023 CDBG Flashing Beacon project</li> <li>• PA Small Water &amp; Sewer grant submittal for sewer infrastructure improvements</li> <li>• Parking meter replacements</li> </ul>	Next meeting date – April 17 <sup>th</sup> at 9am
2019 CDBG ADA Ramps	<ul style="list-style-type: none"> <li>• Scope: install 42 ADA ramps at various locations</li> <li>• Funding = \$289,500.00, extension granted until July 2025</li> <li>• Budget:                             <ul style="list-style-type: none"> <li>- Engineering = \$88,205.00 - design/bid, permitting, RPR</li> <li>- Construction = \$288,770.00 - Ganoë Paving contract</li> </ul> </li> <li>• Update:                             <ul style="list-style-type: none"> <li>- 25 ramps completed to date</li> <li>- Council approved contract times halted for the installation of the remaining 17 ramps pending approval of the PennDOT HOP, weather permitting                                     <ul style="list-style-type: none"> <li>▪ PennDOT HOP approved December 11, 2024</li> <li>▪ Construction efforts to begin again April 14<sup>th</sup></li> <li>▪ Notifications made to impacted property owners and school district</li> </ul> </li> <li>- Extension request approved by DCED to extend the project activity period                                     <ul style="list-style-type: none"> <li>▪ Deadline to complete construction – June 1, 2025</li> </ul> </li> </ul> </li> </ul>	<p><u>2024</u></p> Sep – awarded project & executed contract Oct to Nov – construction Oct 22 <sup>nd</sup> – HOP submittal Dec 11 <sup>th</sup> – HOP approval <p><u>2025</u></p> Jan – submittal & approval of funding extension Apr – construction resumes Jun – construction deadline

<p>2022 CDBG: Walter Ave &amp; Rt. 11 Intersection</p>	<ul style="list-style-type: none"> <li>• Scope: install pedestrian crosswalk signals, ADA ramps, reconfigure crosswalks on three corners of intersection, incorporate a left turn signal option on Rt. 11</li> <li>• Funding = \$286,103.00</li> <li>• Budgeted engineering = \$40,000 for design, bid, permits <ul style="list-style-type: none"> <li>- To date \$35,944.68 paid to ARRO for engineering</li> </ul> </li> <li>• Update: <ul style="list-style-type: none"> <li>- Signal permit &amp; Highway Occupancy Permit approved by PennDOT which includes the addition of the left turn lanes &amp; signals to be added at this intersection</li> <li>- Plans call for the relocation of the utility pole at the end of Disert Drive as its current position limits the ADA compliance on the south west corner of Walter Avenue &amp; Rt. 11 intersection <ul style="list-style-type: none"> <li>▪ Cost to relocate the pole = \$7,061.52</li> <li>▪ CDBG funds can be used to reimburse the pole relocation costs</li> <li>▪ Once pole relocation determined, plans will be finalized &amp; specifications will be prepared for bidding</li> </ul> </li> </ul> </li> </ul>	<p>Feb – PennDOT approval of HOP &amp; signal permit</p> <p>Apr – PF review of finalized plan set</p> <p>May – Council review of plans &amp; authorization to bid</p> <p>Jun – advertise project</p> <p>Jul – award project and execute contract</p> <p>Aug to EOY – construction</p> <p>May 20, 2026 – funding deadline</p>
<p>Green Light Go Grant</p>	<ul style="list-style-type: none"> <li>• Scope: funding awarded to update the signal controllers, intersection traffic cameras, and pedestrian signals at all three signalized intersections</li> <li>• Funding = \$229,080.00</li> <li>• Update: <ul style="list-style-type: none"> <li>- Signal maintenance contractor is a COSTARS vendor <ul style="list-style-type: none"> <li>▪ Providing a quote for the approved equipment and installation using a local subcontractor</li> </ul> </li> <li>- All signal permits need to be updated and approved by PennDOT prior to specifications finalized &amp; construction</li> <li>- Council to review ARRO’s proposal for engineering with a cost not to exceed \$22,550.00 including traffic count analysis and signal permit updates/submittals</li> </ul> </li> </ul>	<p>Apr – engineering cost review</p> <p>May – updated signal permits to PennDOT</p> <p>Jun – PennDOT review</p> <p>Aug – Council approval of COSTARS quote</p> <p>Aug to EOY – construction</p> <p>May 2026 – GLG funding deadline</p>
<p>2023 CDBG Flashing Beacon: E. Baltimore St &amp; S. Ridge Ave</p>	<ul style="list-style-type: none"> <li>• Scope: install flashing beacon on E. Baltimore Street at the S. Ridge Avenue crosswalk</li> <li>• Funding: \$54,210.00 for engineering &amp; installation</li> <li>• Update: <ul style="list-style-type: none"> <li>- Subsequent funding request approved for additional signage to help facilitate greater notification of pedestrians utilizing the crosswalk</li> <li>- Sub-recipient agreement signed, NTP pending</li> <li>- Council to review Keller Engineering services proposal</li> </ul> </li> </ul>	<p>Jun – finalized design for review &amp; approval</p> <p>Jul – bid project</p> <p>Aug to Oct – construction</p> <p>Jul 2027 – funding deadline</p>

<p>N. Carlisle Street Project Finalization</p>	<ul style="list-style-type: none"> <li>• All finalized properties have been rebilled <ul style="list-style-type: none"> <li>- First payment due March 1, 2025</li> <li>- Invoices and payment agreements sent to all impacted residents with finalized curbing and/or sidewalks</li> <li>- Delinquencies being charged monthly as needed</li> </ul> </li> <li>• Sidewalk repairs are needed to finalize the project <ul style="list-style-type: none"> <li>- Staff to send letters to all property owners of sidewalks with vandalism, suggest individual meetings to determine best option for finalization</li> <li>- Ardex repairs completed on Borough owned bump-outs to establish an option for sidewalk repairs and determine any maintenance concerns</li> </ul> </li> </ul>	<p>Jun 2024 – initial sidewalk rebilling letters mailed out</p> <p>Jan 14 – 1<sup>st</sup> invoices sent to residents</p> <p>Mar 1 – 1<sup>st</sup> installment payments due</p> <p>Spring – resident meetings, sidewalk repairs, project completion</p>
<p>Upcoming Third Party Utility Construction</p>	<ul style="list-style-type: none"> <li>• Columbia Gas <ul style="list-style-type: none"> <li>- Areas Directly Impacted: <ul style="list-style-type: none"> <li>▪ N. Linden Avenue, Tyrone Street, N. Allison Street</li> </ul> </li> <li>- Project Details: <ul style="list-style-type: none"> <li>▪ Start date – May 1<sup>st</sup>, four-day work weeks</li> <li>▪ Expect roughly 6 months to complete gas line installation and paving restoration</li> <li>▪ No work allowed during Old Home Week, contractors to have the area clean and presentable</li> <li>▪ Potential for Columbia Gas and Borough to coordinate with restoration efforts</li> </ul> </li> </ul> </li> <li>• Brightspeed <ul style="list-style-type: none"> <li>- Areas Directly Impacted: <ul style="list-style-type: none"> <li>▪ Borough wide installation of fiber infrastructure, similar impact as 2023/2024 GloFiber install efforts</li> </ul> </li> <li>- Project Details: <ul style="list-style-type: none"> <li>▪ Start date – May/June permit review pending</li> </ul> </li> </ul> </li> <li>• Construction timelines and notifications will be provided on the Borough website and Facebook page</li> </ul>	<p>May – Columbia Gas work to begin</p> <p>Jun – Brightspeed work planned to begin</p>

**Public Safety**

Task	Report	Timeline
<p>Active Topics for Committee Review</p>	<ul style="list-style-type: none"> <li>• Proposed PennDOT correspondence regarding truck traffic and oversized loads on S. Washington Street</li> <li>• Police Department updated policies and procedures</li> <li>• Burn ban enactment &amp; revoking temporary regulations</li> <li>• Traffic concerns as received</li> </ul>	<p>Next meeting date – TBD</p>

<p>Jerome R. King Playground Association Camera Donation</p>	<ul style="list-style-type: none"> <li>• The Playground Association to purchase, install, and donate several security cameras <ul style="list-style-type: none"> <li>- Cameras to be installed on the playground property and integrated into the Greencastle Police Department’s current surveillance camera system</li> </ul> </li> <li>• Council authorized the execution of an agreement as drafted by Salzman Hughes <ul style="list-style-type: none"> <li>- The agreement has been fully executed by all parties</li> </ul> </li> </ul>	<p>Feb – agreement provided to Playground Association</p> <p>Mar – Council &amp; Park Association approval</p> <p>Apr – camera installation</p>
<p>Pennsylvania Commission on Crime and Delinquency (PCCD) Grant</p>	<ul style="list-style-type: none"> <li>• Funding in the amount of \$122,000 was approved for the purchase of following police equipment: <ul style="list-style-type: none"> <li>- 4 vehicle radios</li> <li>- 4 mobile video recorders (MVRs)</li> <li>- 4 license plate readers (LPRs)</li> </ul> </li> <li>• Staff has worked with PCCD representatives to purchase the approved radios and MVRs from Motorola</li> <li>• GPD determined LPRs are not a desirable technology at this time; therefore, staff is working with PCCD to determine other options for the \$39,606.64 in remaining funds <ul style="list-style-type: none"> <li>- Funding extension requested and approved to finalize purchases by September 30, 2025</li> </ul> </li> </ul>	<p>Nov 2023 – grant funding approval</p> <p>Feb – PCCD approval of Motorola radio &amp; MVR purchases</p> <p>Mar – extension request approved</p> <p>Apr – modification to be submitted for review</p> <p>May – final purchases</p> <p>Sep – funding deadline</p> <p>Dec – reimbursement received</p>

**Public Works Department Operational Updates**

- PA One Calls - 67 completed in March, YTD total = 172 with a 100% response rating
  - Includes marking utilities for any digging, upcoming construction work, and/or development projects
- Ordinance 2025-01 follow up:
  - Installed new posts & signage to more accurately identify car only parking spaces in Center Square
- Staff attendance at the Special Council meeting regarding the Town Hall Plaza Project
- Replaced damaged signs along Rt. 11 in front of Sheetz
- Coordination with Industrial Pallet for the installation of screening trees along N. Carlisle Street
- Completed the first round of Borough-wide street sweeping
- Repairs made to snow removal equipment
- Performed maintenance on mowing equipment
- Removed all non-permitted commercial yard signs throughout the Borough

## Sewer Administrative Updates

Task	Report	Timeline
Antrim Township Inter-Municipal Agreement	<ul style="list-style-type: none"> <li>• Current agreement was established in March of 1990 outlining terms for the Borough’s treatment of sewage received from residents located in Antrim Township</li> <li>• Agreement reserves a maximum flow of 200,000 gallons per day, tying up a considerable amount of plant capacity               <ul style="list-style-type: none"> <li>- Normal daily flow received from Antrim Township customers is approximately 20,000 gallons per day</li> </ul> </li> <li>• Township provided mapping of sewer infrastructure proposed to be given to the Borough               <ul style="list-style-type: none"> <li>- Public Facilities &amp; sewer staff reviewed proposal</li> <li>- Determination reached that accepting the proposed sewer lines would not be of benefit to the Borough</li> <li>- Staff is communicating to Antrim Township that the Borough is not accepting of the proposed sewer lines and the updated agreement needs to be finalized as soon as possible</li> </ul> </li> </ul>	<p>Jul 2024 – staff’s initial contact with Township regarding agreement</p> <p>Oct 2024 – meeting with Antrim Township</p> <p>Jun 2025 – Council authorize execution of new inter-municipal agreement</p>
Sewer Ordinance Chapter 155 (No Change)	<ul style="list-style-type: none"> <li>• More comprehensive; provides greater protection for the Borough and clearer specification of sewer regulations</li> <li>• Salzmann Hughes is reviewing and preparing the document for Council consideration</li> </ul>	<p>Aug 2024 – legal review</p> <p>2025 – Council review &amp; enactment of updated ordinance</p>

## Sewer Department Operational Updates

- Annual Chapter 94 report finalized, submitted to DEP, and approved
- Coordination with Keller Engineering to determine feasibility of submitting for funding through the PA Small Water & Sewer grant
  - 2024 inspection reports reviewed to determine critical improvement areas & scope of work
  - Mr. Rehab COSTARS quote requested and received to establish budget & funding request
- Switched treatment sides – helps to control algae growth and allows for routine maintenance work
- Staff pumped down and cleaned the contact basin and removed grit from the headworks channel
- Reviewed Antrim Township proposal of sewer infrastructure, found the impact to be burdensome if accepted
- Coordinated and received a tractor trailer tanker load of alum
  - Used for the removal of phosphorous, this amount anticipated to last around 16 months
- Requested and compiled quotes for the budgeted garage roof and heat pump replacements