

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

Administration & Finance

Task	Report	Timeline
Committee Meeting Agenda Items: April 24, 2025	<ul style="list-style-type: none"> • Year to Date budget to actual expense reports • GPD reallocation of funds for camera & taser costs • New Center Square parking meters as recommended by the Public Facilities committee • IT service provider costs reviewed 	Next meeting date – TBD
FY 2024 Financial Audit	<ul style="list-style-type: none"> • Boyer & Ritter conducted the financial audit fieldwork for FY 2024 the week of April 21st <ul style="list-style-type: none"> - Final reports pending, anticipated by September for Council review 	April – financial audit fieldwork complete & DCED-CLGS-30 August – DCED-CLGS-04
Borough Newsletter	<ul style="list-style-type: none"> • Staff is working to finalize a newsletter to be dispersed on the Borough website and Facebook page 	May – newsletter available online

Community & Economic Development

Task	Report	Timeline
Beautification Committee	<ul style="list-style-type: none"> • Clean up & prep for seasonal plantings planned for May 13th, volunteers welcome • 2025 plantings to be the traditional red, white, & blue for Old Home Week <ul style="list-style-type: none"> - Committee to put buntings and hanging plants along the fence at the Borough's Town Hall Plaza lot • The Borough is accepting donations for the sponsorship of the remaining Center Square bench & trash cans <ul style="list-style-type: none"> - 1 bench & 3 trash cans remain in need of sponsorship 	May 13 th at 8am – meeting in Center Square
Active Topics for Committee Review	<ul style="list-style-type: none"> • Town Hall Plaza <ul style="list-style-type: none"> - Capital campaign committee development - Temporary use of property - Retaining wall project • Portable Storage Container & RV Parking Ordinance • Rental Inspection Program 	Next meeting date – TBD

<p>Town Hall Plaza Project</p>	<ul style="list-style-type: none"> • Staff has provided a long term lease agreement to Brightspeed as approved by Council for the public use of the front portion of the Brightspeed property for the extended entrance • Work needed prior to usage during Old Home Week: <ul style="list-style-type: none"> - Retaining wall constructed - Regrading of the property - Laying and affixing artificial turf material - Fence modifications - Fundraising signage • Retaining wall plan design submitted to local contractors, proposals requested <ul style="list-style-type: none"> - Quotes received ranged from \$38,545.00 to \$68,200.00 - Given the dollar value of the contractors costs received, the project will need to be publically bid - The committee will need to regroup to determine best step forward as bidding the project will delay the timeframe for temporary use of the lot • Capital Campaign Committee has meet and discussed fundraising strategies and efforts 	<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 – signage & retaining wall review</p> <p>Jun – design plan & budget finalized</p> <p>Jul – prep site for OHW temporary usage, signage installed on parcel</p> <p>2025 – fundraising efforts</p>
<p>Corporal Rihl Marker (No Change)</p>	<ul style="list-style-type: none"> • The Public Works staff removed the deteriorated PA Civil War Trails Corporal Rihl sign from Center Square as approved by Council in February • Approved sponsorship of a new Civil War Trails sign communicated to the Franklin County Visitors Bureau 	<p>Feb – Council approved prior sign removal & new sign sponsorship</p> <p>Jul – new sign installed</p>

Current Development Under Review – NEXT COMMISSION MEETING – June 9th at 6pm

Name of Development	Zoning District	Proposed Use & Improvement	Status
<p>American Legion</p>	<p>R-2</p>	<ul style="list-style-type: none"> • Final SD/LD plan for the construction of an additional parking area <ul style="list-style-type: none"> - Net gain of 31 stalls - Stormwater management required 	<ul style="list-style-type: none"> • Most recent plans received 4/3/2025, no resubmittal since Council review on 4/7/2025 • The two waivers requested related to stormwater management have been denied by Council • The extension request has been ratified by Council, making the review deadline 6/7/2025

Recently Approved Development – Pending Construction

162 S. Carlisle St	R-2	<ul style="list-style-type: none"> LD plans have been approved to construct 3 attached residential units 	<ul style="list-style-type: none"> July 1, 2024 - Council approved land development plans Property sold to a new developer at the end of April 2025 New property owner is working to finalize all pre-construction requirements including a PennDOT HOP
Buchanan Flats	R-2	<ul style="list-style-type: none"> 10 multi-family structures - 2 buildings = 48 units in Borough, total 288 units 	<ul style="list-style-type: none"> June 26, 2023 - Council conditionally approved LD plans Phasing plans submitted February 14, 2025 <ul style="list-style-type: none"> Plan set is substantively unchanged other than phasing Phasing plan establishes two phases, both Borough buildings and Moss Spring Avenue extended to be constructed during Phase 1 Staff has provided a letter noting outstanding conditions

Personnel

Task	Report	Timeline
Full-Time Police Officer Hiring	<ul style="list-style-type: none"> The 2025 budget was approved including the hiring of 1 additional full-time officer with the position budgeted to be filled in June 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"> Civil Service testing scheduled for May 20th at 10:30am Staff has advertised the written testing date and information is provided on the Borough website 	<p>Feb 3, 2025 – Council activation of CSC</p> <p>Feb 25, 2025 – Civil Service Commission authorized testing</p> <p>May – testing</p> <p>Jun 2025 – officer hiring</p>

Public Facilities – NEXT COMMITTEE MEETING – May 22nd at 9am

Task	Report	Timeline
Committee Meeting Agenda Items: April 17, 2025	<ul style="list-style-type: none"> Reviewed bridge engineering services for all structures <ul style="list-style-type: none"> HRG to provide bridge engineering services proposal Reviewed plans for the Plaza retaining wall & the 2022 CDBG: Walter Ave & Rt 11 Intersection ADA Improvements 	Next meeting date – May 22 nd at 9am

<p>2019 CDBG ADA Ramps</p>	<ul style="list-style-type: none"> • Scope: install 42 ADA ramps at various locations • Funding = \$289,500.00, extension granted until July 2025 • Budget: <ul style="list-style-type: none"> - Engineering = \$88,205.00 - design/bid, permitting, RPR - Construction = \$288,770.00 - Ganoë Paving contract • Update: <ul style="list-style-type: none"> - All ramps have been completed & approved by the inspector for payment - Council to review final payment application 	<p>Jan – submittal & approval of funding extension</p> <p>Apr – construction resumes</p> <p>May – construction finalized</p> <p>Jun – staff to submit for reimbursement</p>
<p>2022 CDBG: Walter Ave & Rt. 11 Intersection</p>	<ul style="list-style-type: none"> • Scope: install pedestrian crosswalk signals, ADA ramps, reconfigure crosswalks on three corners of intersection, incorporate a left turn signal option on Rt. 11 • Funding = \$286,103.00 • Budgeted engineering = \$40,000 for design, bid, permits <ul style="list-style-type: none"> - To date \$37,438.93 paid to ARRO for engineering • Update: <ul style="list-style-type: none"> - Signal permit & Highway Occupancy Permit approved by PennDOT which includes the addition of the left turn lanes & signals to be added at this intersection - Council approved the cost of \$7,061.52 to relocate 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 & Rt. 11 intersection - Public Facilities reviewed the plan set and requested revisions to add guardrails on SE and NW corners <ul style="list-style-type: none"> ▪ Updated HOP will be submitted noting the guardrail modifications ▪ Project ready to be bid as soon as the requested plan modifications are finalized 	<p>Feb – PennDOT approval of HOP & signal permit</p> <p>Apr – PF review of finalized plan set</p> <p>May – Council review of plans & 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"> • Scope: funding awarded to update the signal controllers, intersection traffic cameras, and pedestrian signals at all three signalized intersections • Funding = \$229,080.00 • Update: <ul style="list-style-type: none"> - Signal maintenance contractor is a COSTARS vendor <ul style="list-style-type: none"> ▪ Providing a quote for the approved equipment and installation using a local subcontractor - Council approved ARRO’s proposal for engineering with a cost not to exceed \$22,550.00 - All signal permits need to be updated and approved by PennDOT prior to specifications finalized & construction 	<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 & S. Ridge Ave</p>	<ul style="list-style-type: none"> • Scope: install flashing beacon on E. Baltimore Street at the S. Ridge Avenue crosswalk • Funding: \$54,210.00 for engineering & installation • Update: <ul style="list-style-type: none"> - Sub-recipient agreement signed, NTP provided - Staff to request additional engineering proposals pending Council review 	<p>Jun – approve engineer Jul – finalized design for review & approval Aug – bid project Sep to Oct – construction Jul 2027 – funding deadline</p>
<p>N. Carlisle Street Project Finalization</p>	<ul style="list-style-type: none"> • All finalized properties have been rebilled <ul style="list-style-type: none"> - First payment due March 1, 2025 - Invoices and payment agreements sent to all impacted residents with finalized curbing and/or sidewalks - Only two properties have not yet paid payment #1 • Sidewalk repairs are needed to finalize the project <ul style="list-style-type: none"> - Staff discussed repairs and met with several property owners to review questions and concerns - Staff to send letters to all property owners of sidewalks with vandalism, suggest individual meetings to determine best option for finalization - Ardex repairs completed on Borough owned bump-outs in 2024, will be used as an option for vandalism repairs 	<p>Jun 2024 – initial sidewalk rebilling letters mailed out Jan 14 – 1st invoices sent to residents Mar 1 – 1st installment payments due Spring – resident meetings, sidewalk repairs, project completion</p>
<p>Upcoming Third Party Utility Construction (No Change)</p>	<ul style="list-style-type: none"> • Columbia Gas <ul style="list-style-type: none"> - Areas Directly Impacted: <ul style="list-style-type: none"> ▪ N. Linden Avenue, Tyrone Street, N. Allison Street - Project Details: <ul style="list-style-type: none"> ▪ Start date – May 1st, four-day work weeks ▪ Expect roughly 6 months to complete gas line installation and paving restoration ▪ No work allowed during Old Home Week, contractors to have the area clean and presentable ▪ Potential for Columbia Gas and Borough to coordinate with restoration efforts • Brightspeed <ul style="list-style-type: none"> - Areas Directly Impacted: <ul style="list-style-type: none"> ▪ Borough wide installation of fiber infrastructure, similar impact as 2023/2024 GloFiber install efforts - Project Details: <ul style="list-style-type: none"> ▪ Start date – May/June permit review pending • Construction timelines and notifications will be provided on the Borough website and Facebook page 	<p>May – Columbia Gas work to begin Jun – Brightspeed work planned to begin</p>

Public Safety

Task	Report	Timeline
Active Topics for Committee Review	<ul style="list-style-type: none"> • Proposed PennDOT correspondence regarding truck traffic and oversized loads on S. Washington Street • Police Department updated policies and procedures • Traffic concerns as received 	Next meeting date – TBD
Pennsylvania Commission on Crime and Delinquency (PCCD) Grant (No Change)	<ul style="list-style-type: none"> • Funding in the amount of \$122,000 was approved for the purchase of following police equipment: <ul style="list-style-type: none"> - 4 vehicle radios - 4 mobile video recorders (MVRs) - 4 license plate readers (LPRs) • Staff has worked with PCCD representatives to purchase the approved radios and MVRs from Motorola • 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"> - Funding extension requested and approved to finalize purchases by September 30, 2025 	<p>Nov 2023 – grant funding approval</p> <p>Feb – PCCD approval of Motorola radio & MVR purchases</p> <p>Mar – extension request approved</p> <p>May – modification to be submitted for review</p> <p>Jun – final purchases</p> <p>Sep – funding deadline</p> <p>Dec – reimbursement received</p>

Public Works Department Operational Updates

- PA One Calls - 75 completed in April, YTD total = 247 with a 100% response rating
 - Includes marking utilities for any digging, upcoming construction work, and/or development projects
- Coordination with Industrial Pallet for the installation of screening trees along N. Carlisle Street
- Borough-wide street sweeping and clean-up efforts work from wind storm on April 19th
- Seasonal mowing and landscaping
- Filled various potholes, identified areas of concern for potential patching work
- Assisted the sewer department with the press roller replacement & several manhole lid repairs
- Held a successful bulk drop off day with over 100 residents attending

Sewer Administrative Updates

Task	Report	Timeline
Antrim Township Inter-Municipal Agreement	<ul style="list-style-type: none"> • Current agreement was established in March of 1990 outlining terms for the Borough’s treatment of sewage received from residents located in Antrim Township • 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"> - Normal daily flow received from Antrim Township customers is approximately 20,000 gallons per day • Township provided mapping of sewer infrastructure proposed to be given to the Borough <ul style="list-style-type: none"> - Public Facilities & sewer staff reviewed proposal - Staff communicated to Antrim Township that the Borough is not accepting of the proposed sewer lines and the agreement needs to be finalized 	<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>
PA Small Water & Sewer Program Grant Application	<ul style="list-style-type: none"> • Staff worked with Keller Engineering to submit a PA Small Water & Sewer Program grant application • In fall of 2024 ARPA funds were used to clean and televise over 37,000 feet of the sewer collection system <ul style="list-style-type: none"> - Significant infiltration was discovered, the most critical areas were identified for inclusion in this project • Seeking \$425,000.00 in funding to replace 6,000 feet of 8” clay sewer pipe <ul style="list-style-type: none"> - 100 lateral customer reconnections - Borough’s matching requirement would be \$75,000.00 	<p>Apr 25th – submittal of grant application</p> <p>Feb 2026 – anticipated grant award announcements by the CFA Board</p>
Sewer Ordinance Chapter 155 (No Change)	<ul style="list-style-type: none"> • More comprehensive; provides greater protection for the Borough and clearer specification of sewer regulations • Salzman Hughes is reviewing and preparing the document for Council consideration 	<p>Aug 2024 – legal review</p> <p>2025 – Council review & enactment of updated ordinance</p>

Sewer Department Operational Updates

- Used the jetter to flush several residential lines, camera used as needed to inspect customer laterals
- Biosolids press maintenance
 - Installed a new replacement roller
 - Quote received for replacing the air cylinders
- Envirep repairing the Rota-Cut grinder
- Clean up efforts related to the April 19th wind storm, plant internet issues still being addressed
- Premier HVAC installed the new heat pump in the main office & lab building as approved by Council
- Attended meetings with Columbia Gas and Brightspeed contractors related to planned contractor work