

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

**Administration & Finance**

<b>Task</b>	<b>Report</b>	<b>Timeline</b>
IT Service Provider Change	<ul style="list-style-type: none"> <li>As approved by Council at the May 5<sup>th</sup> meeting, the required 120-day notice was provided to GDC on May 6<sup>th</sup> noting the Borough's desire to no longer utilize GDC for IT services</li> <li>Staff is working with Tele-Plus to ensure a smooth transition with Tele-Plus providing all IT services to the Borough beginning in September</li> </ul>	<p>May 6 – Notice of termination to GDC</p> <p>Jul – sign contract with Tele-Plus to begin services in September</p> <p>Sep 3 – formal switch from GDC to Tele-Plus</p>
Center Square Parking Meters	<ul style="list-style-type: none"> <li>In May, Council approved the purchase of 32 new parking meter mechanisms to be installed in Center Square for a total cost of \$7,744.00 <ul style="list-style-type: none"> <li>This approval includes the purchase of new meter mechanisms with an optional QR code as well as the powder coating of the existing meter housings</li> </ul> </li> <li>Staff is coordinating with the vendor to get the new meter mechanisms installed and the housings painted during the months of November and December when downtown parking is free to patrons</li> </ul>	<p>May 5 – approval for new Center Square meter housings and painting</p> <p>Nov – meter improvements</p>
G-A High School Gives Back Day	<ul style="list-style-type: none"> <li>GASD coordinator Meagan Brockway has reached out for the Borough to again participate in the G-A High School Gives Back Day</li> <li>Borough staff as well as volunteers from the Beautification Committee will be working with GAHS students and teachers executing various beautification projects throughout the Borough on June 11<sup>th</sup></li> </ul>	<p>Jun 11 – GAHS Gives Back Day</p>
Keystone Grants for Public Libraries	<ul style="list-style-type: none"> <li>In late 2024 staff worked with the Lilian S. Besore Memorial Library Board to submit for \$9,794.12 in funding for security and facility upgrades at the library</li> <li>Staff has been notified that this grant has been awarded pending contract execution by all parties</li> </ul>	<p>2024 – grant submittal</p> <p>May – confirmation of grant funding award</p> <p>Aug – project executed</p>
Pension Plan Audit	<ul style="list-style-type: none"> <li>The Borough's uniform and non-uniform pension plans are being audited by the Department of the Auditor General for FY 2020 to 2024</li> <li>Staff is working to provide all relevant information to the auditor to finalize the audit process by June 20<sup>th</sup></li> </ul>	<p>Jun – provide pension plan files and documentation</p> <p>Jul – final audit report available</p>

## Community & Economic Development

Task	Report	Timeline
Beautification Committee	<ul style="list-style-type: none"> <li>On May 13<sup>th</sup> and 14<sup>th</sup> the committee members worked to weed, prepare the flower beds, and plant seasonal flowers around the Borough Center Square and offices</li> <li>2025 plantings to be the traditional red, white, &amp; blue for Old Home Week <ul style="list-style-type: none"> <li>Committee to put buntings and hanging plants along the fence at the Borough's Town Hall Plaza lot</li> </ul> </li> </ul>	<p>May – prep &amp; planting</p> <p>Jun to Aug – daily watering &amp; weeding</p> <p>Aug – OHW decorations</p> <p>Sep – remove all plantings</p>
Town Hall Plaza Project	<ul style="list-style-type: none"> <li>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 <ul style="list-style-type: none"> <li>Initial changes have been requested and an updated draft has been provided</li> <li>Brightspeed to review and respond</li> </ul> </li> <li>Council to ratify their vote to award the retaining wall project to Beaver Concrete Construction for a cost of \$21,950.32 <ul style="list-style-type: none"> <li>KCMcGinnis Services LLC has very graciously donated the necessary excavation work allowing for this project to be executed under the bidding threshold</li> </ul> </li> <li>Work needed prior to Old Home Week: <ul style="list-style-type: none"> <li>Retaining wall constructed</li> <li>Regrading of the property</li> <li>Laying and affixing a section of artificial turf material in the front portion of the lot</li> <li>Fence modifications</li> <li>Fundraising signage</li> </ul> </li> <li>Capital Campaign Committee has meet and discussed 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>Jun – retaining wall construction, signage ordered</p> <p>Jul – prep site for OHW, signage installed</p> <p>2025 – fundraising efforts</p>
Active Topics for Committee Review	<ul style="list-style-type: none"> <li>Town Hall Plaza</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>	<p>Feb – Council approved prior sign removal &amp; new sign sponsorship</p> <p>Jul – new sign installed</p>

### Current Development Under Review

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 plan submittal received 5/23/2025</li> <li>Revised plan submittal requests a drainage plan criteria exemption and for Council to consider a hardship option related to stormwater management</li> <li>Current review deadline for action is 6/7/2025, additional 90-day extension request submitted for Council's consideration</li> </ul>

### Recently Approved Development – Pending Construction

162 S. Carlisle St	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 final land development plans</li> <li>Property sold to a new developer at the end of April 2025</li> <li>New property owner is working to finalize all pre-construction requirements and permitting</li> <li>PennDOT HOP has been approved</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 = 48 units in Borough, total 288 units</li> </ul> </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>Staff has provided a letter noting outstanding conditions</li> <li>All engineering estimates being updated to reflect current costs and to be incorporated into the developer agreements</li> </ul>

## Personnel

Task	Report	Timeline
Full-Time Police Officer Hiring	<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 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>Civil Service written exam testing completed on May 20<sup>th</sup> with three candidates taking the test</li> <li>Staff is waiting for the test results and will proceed accordingly with the subsequent required steps in the Civil Service evaluation process</li> </ul> </li> </ul>	<p>Feb 3 – Council activation of CSC</p> <p>Feb 25 – Civil Service Commission authorized testing</p> <p>May 20 – written exam</p> <p>Jun – oral interview &amp; all required evaluations completed</p> <p>Jul – establish eligibility list, FT officer hiring</p>

## Public Facilities – NEXT COMMITTEE MEETING – June 19<sup>th</sup> at 9am

Task	Report	Timeline
Committee Meeting Agenda Items: May 22, 2025	<ul style="list-style-type: none"> <li>Final plans for the 2022 CDBG: Walter Ave &amp; Rt 11 Intersection ADA Improvements project approved to advertise for bidding</li> <li>Bridge maintenance reviewed including inspections &amp; engineering</li> <li>N. Carlisle Street finalization to address vandalism</li> <li>43 W. Madison Street review of demolition estimates</li> <li>Center Square SW corner tree removal approved</li> </ul>	Next meeting date – June 19 <sup>th</sup> at 9am
Bridge Inspection & Maintenance Engineering	<ul style="list-style-type: none"> <li>Staff has been working with the PA Public Utility Commission (PUC) to determine what bridge maintenance responsibilities is required of the Borough <ul style="list-style-type: none"> <li>PUC confirmed the Borough has maintenance responsibilities for the Walter Avenue bridge</li> <li>PUC confirmed the Borough has no maintenance responsibilities for the structures at Madison St, Baltimore St, and Franklin St</li> <li>PUC inspected all structures and provided the inspection report to Norfolk Southern noting the necessary repairs that need to be made</li> <li>Staff will follow up with Norfolk Southern for repairs</li> </ul> </li> <li>Council to review a proposal from HRG to provide bridge engineering services at cost not exceed \$11,500.00 related to the identified top of the bridge maintenance work needed on the Walter Avenue bridge</li> </ul>	<p>Apr – confirmation of PUC order for Borough maintenance responsibilities limited to the Walter Avenue bridge</p> <p>May – PUC inspection of all bridge structures in the Borough</p> <p>Jun – Council review of HRG proposal for Walter Avenue maintenance engineering work</p>

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>- All 42 ramps completed &amp; approved by inspector</li> <li>- Council approved final payment to Ganoë</li> <li>- Staff to submit for reimbursement from CDBG</li> </ul> </li> </ul>	<p>Jan – submittal &amp; approval of funding extension</p> <p>Apr – construction resumed</p> <p>May – construction finalized</p> <p>Jun – staff to submit for reimbursement</p>
2022 CDBG: Walter Ave & Rt. 11 Intersection	<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 \$38,039.93 paid to ARRO for engineering</li> </ul> </li> <li>• Update: <ul style="list-style-type: none"> <li>- Utility pole relocation on the SW corner approved by Council at a cost of \$7,061.52, pending execution by utility companies</li> <li>- Requested revisions to add guardrails on SE and NW corners have been incorporated into the plan set <ul style="list-style-type: none"> <li>▪ Supplemental HOP with the guardrails submitted to PennDOT for review</li> </ul> </li> <li>- Plans &amp; specifications finalized, approved for bidding</li> </ul> </li> </ul>	<p>Feb – PennDOT approved HOP &amp; signal permit</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>
Green Light Go Grant	<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>• Budgeted engineering = \$22,550.00</li> <li>• Update: <ul style="list-style-type: none"> <li>- HOP &amp; signal permits being drafted for PennDOT review <ul style="list-style-type: none"> <li>▪ Required traffic counts and analysis underway</li> </ul> </li> <li>- Signal maintenance contractor will provide a COSTARS quote for the approved equipment and installation</li> </ul> </li> </ul>	<p>Jun – updated signal permits to PennDOT</p> <p>Jul – 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>- Grant sub-recipient agreement signed, NTP provided</li> <li>- Staff has requested additional engineering proposals pending Council review</li> <li>- Solar powered options to be reviewed and included in project specifications for cost comparison</li> </ul> </li> </ul>	<p>Jun – approve engineer Jul – finalized design for review &amp; 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"> <li>• All finalized properties have been rebilled</li> <li>• Sidewalk repairs are needed to finalize the project <ul style="list-style-type: none"> <li>- Staff has requested updated quotes for Ardex repairs to address vandalism and for complete corrections to the Life Center ramp</li> <li>- Ardex work to be completed in early fall to allow for cooler temperatures and after impacted property owners have been notified</li> </ul> </li> </ul>	<p>Jun – updated repair quotes received Jul – Council approval of repair work Aug – resident letters Sep – repairs completed</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 – 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 began Jun – Brightspeed work planned to begin</p>

## Public Safety

Task	Report	Timeline
Active Topics for Committee Review	<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>Traffic concerns as received</li> </ul>	Next meeting date – TBD
Pennsylvania Commission on Crime and Delinquency (PCCD) Grant	<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 worked with PCCD to determine other options for the \$39,606.64 in remaining funds <ul style="list-style-type: none"> <li>- Project modification submitted for PCCD review to include the purchase of the following equipment: <ul style="list-style-type: none"> <li>▪ 1 additional MVR</li> <li>▪ 1 additional mobile radio</li> <li>▪ Upgraded officer workstations (computers)</li> </ul> </li> <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>May – modification 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 - 67 completed in May, YTD total = 326 with a 100% response rating
  - Includes marking utilities for any digging, upcoming construction work, and/or development projects
- Completed a sewer line repair on E. Baltimore Street
- Began weeding and mulching shade tree wells
- Cleaned all yellow curbing areas in preparation for painting
- Seasonal mowing and landscaping
- Annual borough-wide curb weed spraying scheduled and completed
- Finalized the annual sidewalk inspections
- Installed over 200 Hometown Hero banners throughout downtown

## 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>Upon request the Township advised they would provide their response to the draft agreement by mid-June</li> </ul>	<p>Jul 2024 – staff's initial contact with Township regarding agreement</p> <p>Jul 2025 – Council to authorize execution of new inter-municipal agreement</p>
PA Small Water & Sewer Program Grant Application (No Change)	<ul style="list-style-type: none"> <li>Staff worked with Keller Engineering to submit a PA Small Water &amp; Sewer Program grant application</li> <li>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"> <li>Significant infiltration was discovered, the most critical areas were identified for inclusion in this project</li> </ul> </li> <li>Seeking \$425,000.00 in funding to replace 6,000 feet of 8" clay sewer pipe <ul style="list-style-type: none"> <li>100 lateral customer reconnections</li> <li>Borough's matching requirement would be \$75,000.00</li> </ul> </li> </ul>	<p>Apr 25<sup>th</sup> – 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"> <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

- Updated LED lighting installed in the main office & lab building
- Assisted with the repairs of a sewer lateral on E. Baltimore Street
- All lab equipment calibrated by Control Systems 21
- Ordered and began installing pneumatic cylinders on the belt filter press
- Attended meetings with Columbia Gas and Brightspeed contractors related to planned contractor work
- Requested excavation work quotes needed for the Colonial Drive force main cleaning and televising project