

Borough of Greencastle
July 2025 Council Meeting
Manager's Report

Administration & Finance – NEXT COMMITTEE MEETING – July 29th at 1pm

Task	Report	Timeline
Current Administrative Tasks	<ul style="list-style-type: none"> IT service provider change <ul style="list-style-type: none"> Council approved switch from GDC to Tele-Plus in May Contract has been signed with Tele-Plus Center Square parking meter upgrades <ul style="list-style-type: none"> Council approved the purchase of 32 new parking meter mechanisms to be installed in Center Square for a total cost of \$7,744.00 	<p>Sep – IT provider change to Tele-Plus effective</p> <p>Nov – parking meter upgrades complete</p>
Pension Plan Audit	<ul style="list-style-type: none"> The Borough's uniform and non-uniform pension plans are being audited by the Department of the Auditor General covering a period of FY 2020 to 2024 Staff has been working with the pension plan manager at RJ Hall to provide all the required information Resolution 2025-06, formally establishing procedures for the procurement of professional services contracts related to the Borough's pension plans <ul style="list-style-type: none"> Formal adoption of Act 44 procedures is a compliance item under review for the audit 	<p>Jun – provide pension plan files and documentation</p> <p>Jul – final audit report available</p>
Borough Newsletter	<ul style="list-style-type: none"> Staff has finished the June 2025 edition of the Borough newsletter The newsletter will be posted on the Borough website and hard copies will be available at the Borough office 	Jul – newsletter available

Community & Economic Development

Task	Report	Timeline
Active Topics for Committee Review	<ul style="list-style-type: none"> Town Hall Plaza Portable Storage Container & RV Parking Ordinance Rental Inspection Program 	Next meeting date – TBD
Beautification Committee	<ul style="list-style-type: none"> Old Home Week preparations <ul style="list-style-type: none"> Buntings, pots, and greenery purchased and will be placed along the fence at the Borough's Town Hall Plaza lot pending finalization of the retaining wall Pots prepared for OHW headquarters at the Life Center 	<p>Jun to Aug – daily watering & weeding</p> <p>Jul – OHW decorations</p> <p>Sep – remove plantings</p>

Town Hall Plaza Project	<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 <ul style="list-style-type: none"> - Initial changes have been requested and an updated draft has been provided - Brightspeed reviewing and to respond • Work needed prior to Old Home Week: <ul style="list-style-type: none"> - Retaining wall constructed <ul style="list-style-type: none"> ▪ Council awarded the retaining wall project to Beaver Concrete Construction for a cost of \$21,950.32 ▪ KCMcGinnis Services LLC very graciously donated the necessary excavation work which is completed - Regrading of the property after retaining wall finished - Laying and affixing artificial turf material in the front portion of the lot <ul style="list-style-type: none"> ▪ Turf on hand as received from the GASD - Fence modifications - Fundraising signage installed <ul style="list-style-type: none"> ▪ Ordered and received from Fast Signs, to be installed after retaining wall completed • Capital Campaign Committee has meet and discussed fundraising strategies and next steps 	<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 – retaining wall completed, prep site for OHW, signage installed</p> <p>2025 – fundraising efforts</p>
Corporal Rihl Marker	<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 • Staff to confirm verbiage and placement of new sign 	<p>Feb – Council approved prior sign removal & new sign sponsorship</p> <p>Aug – new sign installed</p>

Recently Approved Development – Pending or Under 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 final land development plans • Property sold to a new developer at the end of April 2025 • All permits approved including PennDOT HOP • Actively under construction with Keller Engineering providing inspection services
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American Legion	R-2	<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"> • Jun 2nd – Council conditionally approved plans based on the following requirements: <ul style="list-style-type: none"> - Removals of any notes related to a stormwater exemption - Submittal of stormwater calculations - Modification of plan notes to indicate specific hardships as approved by Council • Updated plans and signed agreements have been submitted <ul style="list-style-type: none"> - Plan recording pending financial security submittal • Land use permit not yet received
Buchanan Flats	R-2	<ul style="list-style-type: none"> • 10 multi-family structures <ul style="list-style-type: none"> - 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"> - Staff provided a letter noting outstanding conditions • Plan recording pending updated agreements and bonding submittal • Pre-construction meeting held <ul style="list-style-type: none"> - Initial tree removal work approved to proceed

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 • The Civil Service Commission has authorized staff to proceed with the examination procedures <ul style="list-style-type: none"> - Civil Service written exam testing completed on May 20th, two candidates passed the written test but subsequently failed the physical agility test - Staff re-advertised the evaluation process with the physical agility test to occur first as scheduled for Monday, July 21st - Written test to be conducted pending confirmation of an acceptable physical agility test result 	<p>Feb 3 – Council activation of CSC</p> <p>Feb 25 – Civil Service Commission authorized testing</p> <p>May & Jun – 1st round of CSC examinations</p> <p>Jul & Aug – 2nd round of CSC examinations</p>

Public Facilities – NEXT COMMITTEE MEETING – July 31st at 9am

Task	Report	Timeline
Committee Meeting Agenda Items: June 19, 2025	<ul style="list-style-type: none"> • N. Carlisle Street finalization: Ardex vandalism & repairs • FY 2023 CDBG Flashing Beacon Project engineering review • 2025 paving and patching work – Moss Spring Avenue & Baumgardner Drive • Sycamore shade tree inspection • Chapter 166 – stormwater ordinance update 	Next meeting date – July 31 st at 9am
2019 CDBG ADA Ramps	<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 - Ganoe Paving contract • Update: <ul style="list-style-type: none"> - Construction completed, finalizing project closeout - Reimbursement submitted to CDBG, pending payment 	May – construction finalized Jun – reimbursement request submitted Jul – project closeout
2022 CDBG: Walter Ave & Rt. 11 Intersection	<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 \$39,132.43 paid to ARRO for engineering • Update: <ul style="list-style-type: none"> - Utility pole relocation on the SW corner approved by Council at a cost of \$7,061.52, pending execution by utility companies - Council to consider Ganoe Paving bid for \$217,743.00 <ul style="list-style-type: none"> ▪ Project publically bid, one bid received 	Feb – PennDOT approved HOP & signal permit May – Council review of plans & authorization to bid Jul – award project and execute contract Aug to EOY – construction May 20, 2026 – funding deadline
2023 CDBG Flashing Beacon: E. Baltimore St & S. Ridge Ave	<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"> - Solar powered options to be reviewed and included in project specifications for cost comparison - Council to review engineering proposals from Keller Engineering & FSA 	Jul – approve engineer Oct – finalized design for review & approval Nov – bid project 2026 – construction Jul 2027 – funding deadline

Green Light Go Grant (No Change)	<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 • Budgeted engineering = \$22,550.00 • Update: <ul style="list-style-type: none"> - HOP & signal permits being drafted for PennDOT review <ul style="list-style-type: none"> ▪ Required traffic counts and analysis underway - Signal maintenance contractor will provide a COSTARS quote for the approved equipment and installation 	<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>
N. Carlisle Street Project Finalization	<ul style="list-style-type: none"> • All finalized properties have been rebilled • Sidewalk repairs are needed to finalize the project <ul style="list-style-type: none"> - Ardex repairs will be completed in the fall to address vandalism damage - Corrections to the Life Center ramp to be completed after Old Home Week • Letters to be mailed to impacted property owners 	<p>Jun – updated repair quotes received</p> <p>Aug – resident letters</p> <p>Sep – repairs & project completed</p>
Walter Avenue Bridge Maintenance Project	<ul style="list-style-type: none"> • Scope: complete all top of bridge deck area maintenance items identified in the 2024 Franklin County inspection report as completed by HRG • Budget: <ul style="list-style-type: none"> - Engineering = \$11,500.00 approved for HRG - Construction = anticipated to be less than \$23,800.00 • Update: <ul style="list-style-type: none"> - HRG conducted site visit to confirm quantities - Specifications being drafted, will be provided to contractors in requests for proposals 	<p>Jun – Council approved HRG proposal</p> <p>Jul – specifications to contractors, requests for proposals</p> <p>Aug – Council awards project</p> <p>Sep & Oct – repairs completed</p>
Upcoming Third Party Utility Construction	<ul style="list-style-type: none"> • Columbia Gas <ul style="list-style-type: none"> - Areas Directly Impacted – 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 • Brightspeed <ul style="list-style-type: none"> - Areas Directly Impacted – similar to Shentel work <ul style="list-style-type: none"> ▪ Borough wide installation of fiber infrastructure 	<p>May – Columbia Gas work began</p> <p>Jul – Brightspeed work planned to begin, pending permit approvals</p>

Public Safety

Task	Report	Timeline
Active Topics for Committee Review	<ul style="list-style-type: none"> Police Department updated policies and procedures Traffic concerns as received 	Next meeting date – TBD
PennDOT Correspondence	<ul style="list-style-type: none"> Letters sent to PennDOT from staff and Mayor Thomas requesting additional signage regulating truck traffic on S. Washington Street and restricting oversized loads Correspondence dated June 18th sent to PennDOT District 8-0 Executive and State Representative Chad Reichard Staff will keep the Public Safety Committee aware of PennDOT responses and follow up actions 	Jun 18 – letters sent to PennDOT
Ordinance 2025-02: Handicap Parking	<ul style="list-style-type: none"> Handicap parking requests on E. Madison Street and S. Carlisle Street incorporated in proposed ordinance Ordinance drafted, pending Council approval to advertise 	Jul – Council authorizes advertisement Aug – Council adopts ordinance
Pennsylvania Commission on Crime and Delinquency (PCCD) Grant	<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) GPD determined LPRs are not a desirable technology at this time; therefore, staff submitted a project modification request as approved by PCCD to include the purchase of the following additional equipment: <ul style="list-style-type: none"> 1 additional MVR 1 additional mobile radio Upgraded officer workstations (computers) Staff working to complete final purchases <ul style="list-style-type: none"> Deadline for funding – September 30, 2025 	Nov 2023 – grant funding approval Feb – PCCD approval of Motorola radio & MVR purchases Mar – extension request approved Jun – modification request approved Jul – final purchases Sep – funding deadline Dec – reimbursement received

Public Works Department Operational Updates

- PA One Calls - 68 completed in June, YTD total = 413 with a 100% response rating
 - Includes marking utilities for any digging, upcoming construction work, and/or development projects
- Street sweeping, seasonal mowing, and landscaping
- Cleaned yellow curbing areas in preparation for painting
- Installed several manhole lid quieters
- Contractor coordination: 43 W. Madison Street demolition and property maintenance violation mowing
- Plaza project work – turf pick up, underground void backfilling, building of signage supports

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 has provided comments to the draft agreement which are under review by staff and engineer 	<p>Jul 2024 – staff's initial contact with Township regarding agreement</p> <p>2025 – Council to authorize execution of new inter-municipal agreement</p>
Force Main Cleaning & Televising Project	<ul style="list-style-type: none"> Scope: clean and televise 5100 LF of sewer force mains <ul style="list-style-type: none"> S. Carlisle Street – installed in the 1950s Colonial Drive – installed in the 1960s Budget: <ul style="list-style-type: none"> American Pipeline Solution = \$210,000.00 T. Byers = \$19,780.00 for the installation of a new manhole for access to the Colonial Drive force main Update: <ul style="list-style-type: none"> Necessary manhole has been installed Cleaning and televising work to begin on July 17th 	<p>Jun – Council approval of American Pipeline COSTARS proposal</p> <p>Jul – manhole installed, cleaning & televising underway</p>
PA Small Water & Sewer Program Grant Application (No Change)	<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 Salzmann 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

- Completed installation of pneumatic cylinders on the belt filter press
- Contractor rebuilt the Vogelsang Rota-Cut grinder used for pressing biosolids
- Inspected sewer manhole installation work related to the development at 162 S. Carlisle Street
- Attended meeting with Antrim Township to review the inter-municipal agreement
- Coordinated with contractors to have the blower system programming evaluated
- Attended conference trainings and received required continuing education credits