

Borough of Greencastle
August 2025 Council Meeting
Manager's Report

Administration & Finance

Task	Report	Timeline
Committee Meeting Agenda Items: July 29, 2025	<ul style="list-style-type: none"> Chamber of Commerce Heritage Christmas requests <ul style="list-style-type: none"> Free parking & sponsorship request Donation for tree install & removal 2025 YTD Budget to Actual review 2026 Budget Meeting Schedule 	Next meeting date – Sep 11 th at 5pm
Current Administrative Tasks	<ul style="list-style-type: none"> IT service provider change over from GDC to Tele-Plus Internet provider switched from Comcast to GloFiber <ul style="list-style-type: none"> Free service through franchise agreement 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 Completion of pension plan and financial audits Confirmation and advertising of 2026 budget meeting schedule 	Aug – internet provider change over Sep – audit reports completed & budget meetings begin Nov – parking meter upgrades complete

Community & Economic Development

Task	Report	Timeline
Committee Meeting Agenda Items: July 31, 2025	<ul style="list-style-type: none"> Town Hall Plaza Portable Storage Container & RV Parking Ordinance 11 N. Carlisle Street – Façade Wall Failure Exclusive Building Code Official Appointment 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 placed along the fence at the Borough's Town Hall Plaza lot Pots placed at OHW headquarters at the Life Center 	Jun to Aug – daily watering & weeding Jul – OHW decorations Sep – remove plantings

Town Hall Plaza Project	<ul style="list-style-type: none"> • Staff has provided a long term lease agreement to Brightspeed for the public use of the front portion of the Brightspeed property for the extended entrance design <ul style="list-style-type: none"> - Final draft under review • Work completed prior to Old Home Week: <ul style="list-style-type: none"> - Retaining wall constructed by Beaver Concrete Construction for a cost of \$21,950.32 - KCMcGinnis Services LLC donated the completed excavation, backfill, and regrading work - Public Works transported and positioned artificial turf, received from GASD, on the northern portion of the lot - Fundraising signage has been installed <ul style="list-style-type: none"> ▪ Public Works built sturdy bases for the two freestanding signs, which they placed within the turf area on the lot ▪ Fast Signs installed the banner on the block wall • The Capital Campaign Committee has meet with the Shockey Family Foundation, confirming their intensions of being a key financial contributor to the project <ul style="list-style-type: none"> - Staff is coordinating a recognition ceremony 	<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 (No Change)	<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 provided verbiage and placement of new sign 	<p>Feb – Council approved prior sign removal & new sign sponsorship</p> <p>Sep – 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 • Actively under construction with Keller Engineering providing inspection services
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"> • June 2, 2025 – Council conditionally approved final plans • Modified 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 - 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 • Plan recording pending updated agreements and bonding submittal • Initial tree removal work approved to proceed & underway - Keller Engineering providing inspection services
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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"> - Written exam testing completed on May 20th, two candidates passed the written test but subsequently failed the physical agility test - Physical agility testing – July 21st and August 11th - Second round of written exam testing to be conducted on August 25th 	<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 Works Manager Hiring	<ul style="list-style-type: none"> • Current Public Works Manager Bob Manahan has provided notice of his intention to retire • Staff will work to begin the interview process evaluating candidates to fill this critical position 	<p>Aug – advertise the position</p> <p>Sep – interviews</p> <p>Nov – hiring decision</p>

Public Facilities – NEXT COMMITTEE MEETING – August 21st at 9am

Task	Report	Timeline
Active Committee Tasks	<ul style="list-style-type: none"> • N. Carlisle Street finalization: Ardex vandalism & repairs • FY 2023 CDBG Flashing Beacon Project design • Bridge maintenance phase 1 specifications • Sycamore shade tree inspection • Chapter 166 – stormwater ordinance update 	<p>Next meeting date – August 21st at 9am</p>
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 • Update: project completed, reimbursement pending 	<p>May – construction finalized</p> <p>Jun – reimbursement request submitted</p>

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 awarded the project to Ganoe Paving for an initial bid price of \$217,743.00 <ul style="list-style-type: none"> ▪ Salzmann Hughes reviewing the contract documents ▪ Construction schedule to be determined 	<p>Feb – PennDOT approved HOP & signal permit</p> <p>May – Council review of plans & authorization to bid</p> <p>Jul – award project</p> <p>Aug – execute contract & determine schedule</p> <p>Aug to EOY – construction</p> <p>May 20, 2026 – funding deadline</p>
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"> - Council approved an engineering proposal from FSA for a cost not to exceed \$15,000.00 - Staff working with FSA to have plans ready for Public Facility Committee review at September 18th meeting 	<p>Jul – approve engineer</p> <p>Sep – finalized design for review & approval</p> <p>Oct – bid project</p> <p>2026 – construction</p> <p>Jul 2027 – funding deadline</p>
Green Light Go Grant	<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 completed ▪ Public Facilities reviewing options for modifying the stop bar locations and parking spaces at the Washington & Baltimore Street intersection to improve traffic flow and public safety - Signal maintenance contractor will provide a COSTARS quote for the approved equipment and installation 	<p>Aug – updated signal permits to PennDOT</p> <p>Sep – PennDOT review</p> <p>Oct – Council approval of COSTARS quote</p> <p>Oct to EOY – construction</p> <p>May 2026 – GLG funding deadline</p>
2025 CDBG Application: W. Walter Avenue ADA Improvements	<ul style="list-style-type: none"> • Staff submitted an application for funding consideration • Improvements include sidewalks, ADA ramps, and flashing beacons to be installed around the traffic island at the intersection of W. Walter and Williamson Avenue 	<p>Aug – grant application submitted for review</p> <p>Oct – potential funding determination</p>

N. Carlisle Street Project Finalization	<ul style="list-style-type: none"> • 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 	<p>Aug – resident letters</p> <p>Sep – repairs & project completed</p>
Walter Avenue Bridge Maintenance Project (No Change)	<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"> - Specifications being drafted, will be provided to contractors in requests for proposals 	<p>Jun – Council approved HRG proposal</p> <p>Aug – specifications to contractors, requests for proposals</p> <p>Sep – 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 • 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 ▪ All permits approved ▪ ARRO to provide inspection services 	<p>May – Columbia Gas work began</p> <p>Aug – Brightspeed work planned to begin</p>

Public Safety

Task	Report	Timeline
Active Topics for Committee Review	<ul style="list-style-type: none"> • Police Department updated policies and procedures • 11 N. Carlisle Street • 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 • Staff has a phone call scheduled with PennDOT to review additional signage to be placed along Rt. 11 to deter trucks from using S. Washington Street 	<p>Jun 18 – letters sent to PennDOT</p> <p>Aug 4 – PennDOT response received</p>

Ordinance 2025-02: Handicap Parking	<ul style="list-style-type: none"> • Handicap parking requests received for E. Madison Street and S. Carlisle Street, both requests incorporated in proposed ordinance • Ordinance advertised, pending Council approval to enact 	<p>Jul – Council authorized advertisement</p> <p>Aug – Council adopts ordinance</p>
Pennsylvania Commission on Crime and Delinquency (PCCD) Grant	<ul style="list-style-type: none"> • Funding in the amount of \$122,000 has been approved for the purchase of following police equipment: <ul style="list-style-type: none"> - 5 vehicle radios - 4 mobile video recorders (MVRs) - Upgraded officer workstations (in office computers) - Upgraded laptops in the cruisers • Staff is working to complete the final purchases <ul style="list-style-type: none"> - Deadline for funding – September 30, 2025 	<p>Nov 2023 – grant funding approval</p> <p>Jun & Aug – modification requests approved</p> <p>Aug – final purchases</p> <p>Sep – funding deadline</p> <p>Dec – reimbursement received</p>
11 N. Carlisle Street Façade Failure – Public Safety Response	<ul style="list-style-type: none"> • Significant façade damage to the Franklin House at 11 N. Carlisle Street first observed in late July 2025 • Borough staff has maintained consistent communication and coordination with the property owner and the Public Safety Group including RHC Chief Barnes, Chief Batistig, EMC Creager, Council President, Public Safety Chair, Mayor Thomas, and Old Home Week President Garon Gembe • Structural engineer Dan Matonak has evaluated the condition of the building and provided a formal report • The engineer’s report confirms approximately half of the west façade wall is undergoing progressive collapse, with additional portions at risk of failure • Recommendations included closing a portion of N. Carlisle Street, installing jersey barrier protection, restricting occupancy within 20 feet of the façade, and further evaluating the structural integrity of the remaining walls • Public Works has installed barricades and closed the impacted portion of N. Carlisle St to protect public safety • Additional structural investigation, stabilization plan, a scope of work for the necessary repairs, and permitting will be required of the property owners before remediation efforts can proceed • Coordination continues with PMCA, the property owner, & Borough to monitor and address ongoing safety concerns • All Borough-incurred costs related to this public safety matter, including inspections and barricade installation, will be rebilled to the property owner • Barricades and traffic restrictions will remain in place until the immediate public safety risks have been resolved 	<p>Jul 10 – Borough staff made initial contact with property owners based on scaffolding installation</p> <p>Jul 17 – construction fencing installed as Borough requested</p> <p>Jul 23 – removal of a portion of the brick façade wall</p> <p>Jul 24 – initial PMCA notification from the Borough</p> <p>Jul 28 – initial PMCA inspection</p> <p>Aug 5 – structural engineer inspection</p> <p>Aug 6 – onsite meeting with Council members, staff, Public Safety Workgroup, and owner</p> <p>Aug 7 – installation of barricades & traffic restrictions in place</p> <p>Aug – remaining façade removed, scope of repairs submitted, permitting approved</p>

Public Works Department Operational Updates

- PA One Calls - 86 completed in July, YTD total = 499 with a 100% response rating
 - Includes marking utilities for any digging, upcoming construction work, and/or development projects
- Street sweeping, seasonal mowing, and landscaping
- Borough-wide yellow curbing painted
- Contractor coordination: mowing for property maintenance violations
- Plaza project work – turf installation, coordinating backfilling, built sign supports, installed buntings and flags for Old Home Week, positioned and watered pots along the plaza fencing
- Old Home Week duties – daily cleaning and street sweeping, installed decorations, coordinated trash removal, posted signs for events including the entire parade route for no parking, closed streets, provided access to the Clock Town for OHW officials, drove Borough vehicles in the parade
- 11 N. Carlisle Street coordination – documented the condition of the remaining façade wall, coordinated the rental and placement of the concrete barricades and road closure signage

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 and Borough staff are working to produce a final draft agreement for both bodies to consider 	<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 (APS) = \$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"> - APS on site the week of July 21st - N. Carlisle St. force main has been successfully cleaned - Colonial Dr. force main was too scaled to complete the cleaning process, Public Works staff and staff from Guildford Township provided assistance - Staff is working to get quotes to replace the deteriorated end portion of the Colonial Dr. force main 	<p>Jun – Council approval of COSTARS proposal</p> <p>Jul – manhole installed, work completed on Carlisle St. force main</p> <p>Aug – quotes to replace deteriorated portion of Colonial Dr. force main</p> <p>Sep – quote to Council for review & execute replacement work</p> <p>EOY – APS to complete the evaluation of the Colonial Dr force main</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

- Pumped and cleaned Carlisle Street Station wet well, removing significant grease and non-biodegradable debris
- Completed annual biosolids testing with the help of the Public Works staff and sent out samples for analysis
- Continued discussions regarding the Antrim Township Inter-Municipal Agreement
- Began compiling data for the NPDES Permit renewal (due 12/2/25; permit expires 5/31/26), with Keller Engineering assisting
- Worked with Aptus Control Systems to improve blower control program and address VFD/plant fluctuations
- Removed a cedar tree that fell across the facility fence during the storm on July 16th
- Worked with APS to clean and map the Carlisle Street force main; Colonial Drive force main found to be heavily scaled (only about 20% of pipe is open), staff is evaluating options for the replacement of the impacted area