

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

**Administration & Finance**

Task	Report	Timeline
Current Administrative Tasks	<ul style="list-style-type: none"> <li>Center Square parking meter upgrades - Council approved the purchase of 32 new parking meter mechanisms to be installed in Center Square for a total cost of \$7,744.00</li> <li>Completion of pension plan and financial audits</li> <li>Liquid Fuels audit planned for September 8<sup>th</sup></li> </ul>	Aug & Sep – budget prep Sep – audits completed Nov – parking meter upgrades complete

**FY 2026 Budget Meeting Schedule**

Meeting Date	Subject	Jurisdiction
Thursday, September 11 at 5:00 pm	Capital Project Proposals	Finance & Mayor
Thursday, September 18 at 5:00 pm	Admin & Operations Expenditures	Finance & Mayor
Thursday, September 25 at 5:00 pm	Admin & Operations Revenues	Finance & Mayor
Monday, October 6 at 7:00 pm	Council Budget Workshop	Council & Mayor
Monday, November 3 at 7:00 pm	Preliminarily Adopt Budget	Council & Mayor
Monday, December 1 at 7:00 pm	Adopt Budget Tax Ordinance/Resolution	Council & Mayor

**Community & Economic Development**

Task	Report	Timeline
Current Tasks & Topics Under Review	<ul style="list-style-type: none"> <li>Portable Storage Container &amp; RV Parking Ordinance</li> <li>11 N. Carlisle Street – Façade Wall Failure</li> <li>Exclusive Building Code Official Agreement</li> <li>Rental Inspection Program</li> </ul>	Next meeting date – TBD

Beautification Committee	<ul style="list-style-type: none"> <li>• Summer planting removal planned for late September, weather depending</li> <li>• Holiday decorations being reviewed <ul style="list-style-type: none"> <li>- Options to be evaluated for decorating the Borough's Town Hall Plaza lot</li> <li>- Lighted garland anticipated to be purchased for use around the Center Square pole lights</li> </ul> </li> </ul>	<p>Sep – remove plantings</p> <p>Oct – determination of holiday decorations</p> <p>Nov &amp; Dec – holiday decorations displayed in Center Square and plaza lot</p>
Town Hall Plaza Project	<ul style="list-style-type: none"> <li>• 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"> <li>- Final draft under review</li> </ul> </li> <li>• Retaining wall project finished, artificial turf and fundraising signage installed</li> <li>• The Capital Campaign Committee meet with the Paul K. and Anna E. Shockey Family Foundation, confirming the foundation's intension of being a key financial contributor to the plaza project <ul style="list-style-type: none"> <li>- A donation in the amount of \$300,000.00 has been received from the Shockey Family Foundation</li> <li>- Staff coordinated a donor recognition ceremony held on August 27<sup>th</sup> to recognize and thank the Shockey family for their generosity and support</li> </ul> </li> <li>• As a suggestion from Mrs. Bonnie Shockey, a creative community-focused donation opportunity is being introduced through the installation of a "Greencastle Giving Meter." <ul style="list-style-type: none"> <li>- An older parking meter will be repurposed into a donation station where residents and visitors can contribute directly to the plaza fundraising efforts</li> <li>- Greencastle-Antrim High School Art Club has graciously volunteered to decorate the meter to be installed directly in front of the plaza lot along Baltimore Street</li> </ul> </li> </ul>	<p>Jun 2023 – purchased property</p> <p>Jun – retaining wall construction</p> <p>Jul – retaining wall completed, prep site for OHW, signage installed</p> <p>Aug – Shockey donation received and recognized</p> <p>Sep – Greencastle Giving Meter project</p> <p>2025 – continued fundraising efforts</p>
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> <li>• Staff provided verbiage and placement location for the new sign</li> </ul>	<p>Feb – Council approved prior sign removal &amp; new sign sponsorship</p> <p>2025 – new sign installed</p>

## Recently Approved Development – Pending or Under 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>Actively under construction with Keller Engineering providing inspection services</li> </ul>
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</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>June 2, 2025 – Council conditionally approved final plans</li> <li>Final plans, signed agreements, and bonding has been submitted <ul style="list-style-type: none"> <li>- Plan recorded August 29, 2025</li> </ul> </li> <li>Land use permit not yet received</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</li> <li>All updated agreements and bonding have been submitted, plans to be signed &amp; recorded</li> <li>Initial tree removal work approved to proceed &amp; underway <ul style="list-style-type: none"> <li>- Keller Engineering providing inspection services</li> </ul> </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 loss of Officer Miller there are currently two budgeted positions open</li> <li>Two different rounds of Civil Service examinations are underway <ul style="list-style-type: none"> <li>- Initial testing resulted in one qualified candidate to be certified on the Civil Service Commission eligibility list</li> <li>- Second round of testing is underway, the written exam was conducted on August 25<sup>th</sup>, results under review</li> </ul> </li> </ul>	<p>May &amp; Jun – 1<sup>st</sup> round of CSC examinations</p> <p>Jul &amp; Aug – 2<sup>nd</sup> round of CSC examinations</p> <p>Sep – 1 FT hiring from initial eligibility list</p> <p>Oct – 1 FT hiring from second eligibility list</p>
Public Works Manager Hiring	<ul style="list-style-type: none"> <li>Current Public Works Manager Bob Manahan has provided notice of his intention to retire</li> <li>Staff will work to begin the interview process evaluating candidates to fill this critical position</li> </ul>	<p>Sep – advertise the position</p> <p>Oct – interviews</p> <p>Nov – hiring decision</p>

**Public Facilities – NEXT COMMITTEE MEETING – September 18<sup>th</sup> at 9am**

Task	Report	Timeline
Active Committee Tasks	<ul style="list-style-type: none"> <li>• N. Carlisle Street finalization: Ardex vandalism &amp; repairs</li> <li>• FY 2023 CDBG Flashing Beacon Project design</li> <li>• Sycamore shade tree inspection report review</li> <li>• Sewer force main inspection &amp; follow up Colonial Dr work</li> <li>• Traffic calming measures – Moss Spring &amp; Homestead Dr</li> <li>• Bridge maintenance phase 1 specifications</li> <li>• Chapter 166 – stormwater ordinance update</li> </ul>	Next meeting date – September 18 <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>• Update: <ul style="list-style-type: none"> <li>- Increase in funding approved now totaling \$310,546.82, reimbursement pending</li> </ul> </li> </ul>	<p>May – construction finalized</p> <p>Aug – additional funding approved</p> <p>Sep – 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 \$39,132.43 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, currently being moved by utility companies</li> <li>- Council awarded the project to Ganoe Paving for an initial bid price of \$217,743.00 <ul style="list-style-type: none"> <li>▪ Salzmann Hughes reviewing the contract documents</li> <li>▪ Construction schedule to be determined after pole relocation has been completed</li> </ul> </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>Jul – award project</p> <p>Sep 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"> <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>- Council approved an engineering proposal from FSA for a cost not to exceed \$15,000.00</li> <li>- Draft plans submitted by FSA and reviewed by the Public Facilities Committee, to be submitted to PennDOT for HOP approval prior to proceeding</li> </ul> </li> </ul>	<p>Jul – approve engineer</p> <p>Sep – PennDOT review &amp; approval of HOP</p> <p>Oct – execute project</p> <p>Jul 2027 – 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 for design &amp; permits</li> <li>• Update: <ul style="list-style-type: none"> <li>- HOP &amp; signal permits submitted for PennDOT review <ul style="list-style-type: none"> <li>▪ Public Facilities reviewed options for modifying the stop bar locations and parking spaces at the Washington &amp; Baltimore Street intersection to improve traffic flow and public safety</li> </ul> </li> <li>- Signal maintenance contractor will provide a COSTARS quote for the approved equipment and installation</li> </ul> </li> </ul>	<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"> <li>• Staff submitted an application for funding consideration</li> <li>• Improvements include sidewalks, ADA ramps, and flashing beacons to be installed around the traffic island at the intersection of W. Walter and Williamson Avenue</li> </ul>	<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"> <li>• Sidewalk repairs are needed to finalize the project <ul style="list-style-type: none"> <li>- Ardex repairs will be completed in the early fall to address vandalism damage</li> <li>- Corrections to the Life Center ramp</li> </ul> </li> </ul>	<p>Sep – resident communication, repairs &amp; project completed</p>
Walter Avenue Bridge Maintenance Project	<ul style="list-style-type: none"> <li>• Scope: complete all top of bridge deck area maintenance items identified in the 2024 Franklin County inspection report as completed by HRG</li> <li>• Budget: <ul style="list-style-type: none"> <li>- Engineering = \$11,500.00 approved for HRG</li> <li>- Construction = anticipated to be less than \$23,800.00</li> </ul> </li> <li>• Update: <ul style="list-style-type: none"> <li>- Site visit conducted by HRG, repair plan design and instructions for contractors being drafted for review</li> <li>- Quote package to be provided to several contractors as recommended by HRG</li> </ul> </li> </ul>	<p>Jun – Council approved HRG proposal</p> <p>Sep – specifications to contractors, requests for proposals</p> <p>Sep – contractor quotes received</p> <p>Oct – Council awards project</p> <p>EOY – Phase 1 maintenance work completed</p>

Active Third Party Utility Construction	<ul style="list-style-type: none"> <li>• Columbia Gas <ul style="list-style-type: none"> <li>- Areas Directly Impacted – N. Linden Avenue, Tyrone Street, N. Allison Street</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> </ul> </li> </ul> </li> <li>• Brightspeed <ul style="list-style-type: none"> <li>- Areas Directly Impacted – similar to Shentel work <ul style="list-style-type: none"> <li>▪ Borough wide installation of fiber infrastructure</li> <li>▪ All permits approved, work has begun</li> <li>▪ ARRO to provide inspection services</li> </ul> </li> </ul> </li> </ul>	<p>May – Columbia Gas work began</p> <p>Aug – Brightspeed work began</p>
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## Public Safety

Task	Report	Timeline
Active & Requested Topics for Committee Review	<ul style="list-style-type: none"> <li>• Police Department updated policies and procedures</li> <li>• 11 N. Carlisle Street</li> <li>• Traffic concerns as received</li> <li>• Shade tree trimming &amp; removal due to utility conflicts</li> <li>• Stop sign request – intersection of Church Ln &amp; Windsor</li> <li>• Linden &amp; Madison Street increased traffic flows</li> </ul>	Next meeting date – TBD
PennDOT Correspondence	<ul style="list-style-type: none"> <li>• Letters sent to PennDOT from staff and Mayor Thomas requesting additional signage regulating truck traffic on S. Washington Street and restricting oversized loads</li> <li>• Coordination with PennDOT needed to install additional signage along Rt. 11 to deter trucks from using S. Washington Street</li> </ul>	<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"> <li>• Handicap parking requests received for E. Madison Street and S. Carlisle Street, both requests incorporated</li> <li>• Ordinance advertised, enacted by Council in August</li> <li>• Staff notified requestors and will be installing signage</li> </ul>	<p>Jul – Council authorized advertisement</p> <p>Aug – Council enacted ordinance</p>
Pennsylvania Commission on Crime and Delinquency (PCCD) Grant	<ul style="list-style-type: none"> <li>• Funding in the amount of \$122,000 has been approved for the purchase of following police equipment: <ul style="list-style-type: none"> <li>- 5 vehicle radios</li> <li>- 4 mobile video recorders (MVRs)</li> <li>- Upgraded officer workstations &amp; laptops in the cruisers</li> </ul> </li> <li>• Staff has completed all approved purchases and will submit for reimbursement</li> </ul>	<p>Nov 2023 – grant funding approval</p> <p>Jun &amp; Aug – modification requests approved</p> <p>Aug – final purchases</p> <p>Sep 30 – funding deadline</p> <p>Dec – reimbursement</p>

<p>11 N. Carlisle Street Façade Failure – Public Safety Response</p>	<ul style="list-style-type: none"> <li>• Significant façade damage to the Franklin House at 11 N. Carlisle Street first observed in late July 2025</li> <li>• Borough staff has maintained consistent communication and coordination with the property owner and the Public Safety Group</li> <li>• Structural engineer Dan Matonak has evaluated the condition of the building and provided a formal report</li> <li>• The engineer’s report confirms approximately half of the west façade wall is undergoing progressive collapse, with additional portions at risk of failure</li> <li>• 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</li> <li>• Public Works has installed barricades and closed the impacted portion of N. Carlisle St to protect public safety</li> <li>• Coordination continues with PMCA, the property owner, &amp; Borough to monitor and address ongoing safety concerns</li> <li>• All Borough-incurred costs related to this public safety matter, including inspections and barricade installation, will be rebilled to the property owner</li> <li>• Barricades and traffic restrictions will remain in place until the immediate public safety risks have been resolved</li> <li>• Property owner’s structural engineer has provided an additional structural investigation and stabilization plan which is currently being reviewed by the Borough</li> <li>• Pending review of secondary engineering report, the remaining façade wall section will be stabilized per the guidance of the structural engineers</li> <li>• Permitting and confirmation of the planned scope of work is required before remediation efforts can proceed</li> </ul>	<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 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 &amp; traffic restrictions in place</p> <p>Aug 28 – secondary engineering report received</p> <p>Sep – scope of repairs submitted and to be reviewed, permitting pending</p> <p>Oct – repairs completed &amp; roadway opened</p>
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### Public Works Department Operational Updates

- PA One Calls - 103 completed in August, YTD total = 584 with a 100% response rating
  - Includes marking utilities for any digging, upcoming construction work, and/or development projects
- Street sweeping, seasonal mowing, landscaping, alley tree trimming
- Old Home Week efforts and clean up
- Sewer manhole lid maintenance and sewer lateral repairs related to Columbia Gas project
- Crosswalk painting
- Plaza project work – preparation of lot for Shockey donor recognition ceremony
- 11 N. Carlisle Street coordination – attending on site meetings with property owners & engineers

## Sewer Administrative Updates

Task	Report	Timeline
Force Main Cleaning & Televising Project	<ul style="list-style-type: none"> <li>• Scope: clean and televise 5100 LF of sewer force mains <ul style="list-style-type: none"> <li>- S. Carlisle Street – installed in the 1950s</li> <li>- Colonial Drive – installed in the 1960s</li> </ul> </li> <li>• Budget: <ul style="list-style-type: none"> <li>- American Pipeline Solution (APS) = \$210,000.00</li> <li>- T. Byers = \$19,780.00 for the installation of a new manhole for access to the Colonial Drive force main</li> </ul> </li> <li>• Update: <ul style="list-style-type: none"> <li>- Given significant scaling found in the Colonial Drive force main, staff is working to get quotes to replace the deteriorated end portion of the main</li> <li>- Replacement work to be completed as soon as possible</li> <li>- Remainder of the contracted inspection work to be completed by APS by the end of the year</li> </ul> </li> </ul>	<p>Jun – Council approval of COSTARS APS quote</p> <p>Jul – manhole installed, work completed on Carlisle St. force main</p> <p>Sep – quotes received to replace deteriorated portion of Colonial Dr. force main</p> <p>Oct – quote to Council for review &amp; execute replacement work</p> <p>EOY – APS to complete the evaluation of the Colonial Dr force main</p>
Antrim Township Inter-Municipal Agreement (No Change)	<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 and Borough staff are working to produce a final draft agreement for both bodies to consider</li> </ul>	<p>Jul 2024 – staff's initial contact with Township regarding agreement</p> <p>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>