

Borough of Greencastle
October 2025 Council Meeting
Manager's Report

Administration & Finance

Task	Report	Timeline
2026 Budget Overview	- Major projects budgeted for in 2026: 2022 CDBG – Walter Ave & Rt 11 ADA improvements - Inch & Co – Moss Spring traffic calming improvements - Town Hall Plaza Project - Tyrone Street stormwater improvements - Colonial Drive Sewer Pumping Station reconstruction - Staff wage rates & healthcare increases - Non-uniform = 2.7% increase (cost of living adjust.) - Police uniform = 5% increase per CBA - Healthcare = 17.1% anticipated, to be confirmed - Proposed 2026 tax & utility rates, related Council action: - No increase to 16.0 mills R/E tax rate – resolution - No increase to 1.25 mills fire tax rate – resolution 3% sewer rate increase – ordinance - No stormwater (SPIF) rate change	Aug – justification sheets Sep & Oct – committee & Council meetings Nov – preliminarily adopt & authorize advertisement for public inspection & ordinances Dec – adopt budget, enact ordinance & resolutions
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 - Meter mechanisms ordered, planned to be installed by end of the year	May – Council approved cost to update meters EOY – parking meter upgrades complete

Remaining FY 2026 Budget Meeting Schedule

Meeting Date	Subject	Jurisdiction
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	• Portable Storage Container & RV Parking Ordinance • Exclusive Building Code Official Agreement • Rental Inspection Program	Next meeting date – TBD
Beautification Committee	• Summer planting removal scheduled for November 6th, weather depending • Holiday decorations have been reviewed & determined - Lighted garland purchased and will be installed around the Center Square pole lights - Holiday banners have been ordered and will be hung on the telephone poles surrounding Center Square - Town Hall & Center Square decorating efforts planned to begin November 17th	Oct – purchase of holiday decorations Nov 6 – remove plants Nov 17 – holiday decorating begins Nov & Dec – holiday decorations displayed in Center Square & plaza lot
Town Hall Plaza Project	• 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 - Final draft under review, pending Brightspeed approval • 2025 Efforts & Milestones - Retaining wall project completed, lot regraded - Artificial turf & fundraising signage installed - Shockey Family Foundation, confirmed as a key financial contributor to the plaza project ▪ \$300,000.00 donation has been received ▪ Donor recognition ceremony held on August 27th - Greencastle Giving Meter project underway ▪ Parking meter being repurposed into a donation station where residents and visitors can contribute directly to the plaza fundraising efforts ▪ Greencastle-Antrim High School Art Club decorating the meter which will be installed in front of the lot • Capital Campaign Committee meeting with local representatives, businesses, and organizations to promote and encourage funding of the Plaza project • 2026 proposed budget includes \$300,000.00 in revenue from anticipated contributions and \$300,000.00 in expenses - Expenses include engineering and construction efforts to improve the lot focusing on aesthetically improving the southern concrete block wall surface and possible hardscape work	Jun 2023 – purchased property Jun – retaining wall construction Jul – retaining wall completed, prep site for OHW, signage installed Aug – Shockey donation received and recognized Sep & Oct – Greencastle Giving Meter project 2025 – continued fundraising efforts

Keystone Grant for Public Library Facilities	- Sep 2024 – Council enacted Resolution 2024-06 authorizing the execution and submission of a Keystone Grant for Public Library Facilities application - Supporting the Lilian S. Besore Memorial Library efforts to make necessary public safety improvements - Gas detectors, carbon monoxide detectors, and a new CCTV camera system included in request - Grant awarded for funding in the amount of \$9,794.12 - Staff working with library board member Mr. William O'Mara directly to formalize the scope of work and solicit proposals for review - Glessner confirmed for approval by the library board	Jun – grant funding approval Aug – submittal & approval of project specifications Sep – proposals requested Oct – Council review of proposals & award Oct to Dec – construction EOY – final completion
Corporal Rihl Marker (No Change)	- 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 & desired location for new sign	Feb – Council approved prior sign removal & new sign sponsorship 2025 – new sign installed

Recently Approved Development – Pending or Under Construction

162 S. Carlisle St	R-2	- LD plans approved to construct 3 attached residential units - Addresses changed to E. Dahlgren St by Fr. County	- July 1, 2024 – Council approved final land development plans - Construction finalizing, Keller Engineering providing inspection services
American Legion (No Change)	R-2	- Final SD/LD plan for the construction of an additional parking area - Net gain of 31 stalls - Stormwater management	- June 2, 2025 – Council conditionally approved final plans - Final plans, signed agreements, and bonding has been submitted - Plan recorded August 29, 2025 - Land use permit not yet submitted
Buchanan Flats	R-2	10 multi-family structures 2 buildings = 48 units in Borough, total 288 units - June 26, 2023 - Council conditionally approved LD plans - Phasing plans submitted Feb 2025	- Plans and agreements signed & recorded September 17, 2025 - Construction underway with Keller Engineering providing inspection - Moss Spring connection & traffic calming measures under review - Engineering proposal requested - Community meeting to be held

Personnel

Task	Report	Timeline
Civil Service Commission: Evaluations & Eligibility List	- The 2025 budget was approved including 5 FT officers which allows for the hiring of 1 additional full-time officer - Civil Service examinations are underway - Physical agility and written exam have been completed - One candidate passed and to proceed to oral interview - Pending results, eligibility list will be provided to Council for potential hiring decision	Jul – physical agility tests Aug – written exams Oct – oral interview Nov – CSC certify list Dec – eligibility list to Council
Public Works Manager Position	- Current Public Works Manager Bob Manahan has provided notice of his intention to retire effective December 31, 2025 - Staff has begun to hiring process, evaluating the capabilities of internal candidates	Oct – personnel review & determination Nov to Dec – staff training Jan 1, 2026 – staff in place to proceed

Public Facilities – NEXT COMMITTEE MEETING – October 16th at 9am

Task	Report	Timeline
Active Committee Tasks	N. Carlisle Street finalization: Ardex vandalism & repairs - FY 2023 CDBG Flashing Beacon Project design - Sewer force main project - Traffic calming measures – Moss Spring & Homestead Dr - Bridge maintenance phase 1 specifications - Chapter 166 – stormwater ordinance update	Next meeting date – October 16 th at 9am
2019 CDBG ADA Ramps	- Scope: install 42 ADA ramps at various locations - Funding = \$289,500.00, extension granted until July 2025 - Update: - Reimbursement received totaling \$310,546.82	Aug – additional funding approved Sep – reimbursement received, project closed out
2025 CDBG Application: W. Walter Avenue ADA Improvements	- Staff submitted an application for funding consideration - Improvements included sidewalks, ADA ramps, and flashing beacons to be installed around the traffic island at the intersection of W. Walter and Williamson Avenue - Update: - No funding awarded as County deemed it was unable to justify that the improvements and new crosswalk configuration would solely benefit severely disabled people as required for the CDBG criteria	Aug – grant application submitted for review Oct – funding determination, project rejected

2022 CDBG: Walter Ave & Rt. 11 Intersection	• 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 - To date \$39,132.43 paid to ARRO for engineering • Update: - Utility pole relocation on the SW corner approved by Council at a cost of \$7,061.52, currently being moved by utility companies - Council awarded the project to Ganoe Paving for an initial bid price of \$217,743.00 ▪ Salzmann Hughes reviewing the contract documents - Construction efforts budgeted for in 2026 ▪ Construction schedule to be determined after pole relocation has been completed	Feb – PennDOT approved HOP & signal permit May – Council review of plans & authorization to bid Jul – award project Sep to EOY – pole relocation Mar to May 2026 – construction May 20, 2026 – funding deadline
2023 CDBG Flashing Beacon: E. Baltimore St & S. Ridge Ave	• Scope: install flashing beacon on E. Baltimore Street at the S. Ridge Avenue crosswalk • Funding: \$54,210.00 for engineering & installation • Update: - Council approved an engineering proposal from FSA for a cost not to exceed \$15,000.00 - Plans submitted by FSA to PennDOT for HOP approval - Franklin County confirmed the project cannot be completed by Borough staff and must be publically bid - Pending PennDOT approval, Council to authorize staff to advertise the project for formal public bidding	Jul – approve engineer Sep – PennDOT review Oct – approval of HOP Nov – advertise project for bidding Dec – award project Spring 2026 - construction Jul 2027 – funding deadline
Green Light Go Grant	• 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 for design & permits • Update: - HOP & signal permits submitted for PennDOT review ▪ Public Facilities approved 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	Aug – updated signal permits to PennDOT Sep to Oct – PennDOT review Nov – Council approval of COSTARS quote Nov to EOY – construction May 2026 – GLG funding deadline

N. Carlisle Street Project Finalization	- Minor sidewalk and ramps repairs completed in September - Ardex repairs will be completed in the October to address vandalism damage	Oct – repairs & project completed
Walter Avenue Bridge Maintenance Project	- Scope: complete all top of bridge deck area maintenance items identified in the 2024 Franklin County inspection report as completed by HRG - Budget: - Engineering = \$11,500.00 approved for HRG - Construction = anticipated to be less than \$23,800.00 - Update: - HRG has provided specifications, drawings, and qualities for review prior to sending the quote package information to identified contractors - After committee review and confirmation, quote package to be provided to recommended contractors	Jun – Council approved HRG proposal Sep – quote package received for review Oct – specifications to contractors, requests for proposals Nov – Council awards project EOY – Phase 1 work completed
Active Third Party Utility Construction	- Columbia Gas - Areas Directly Impacted – N. Linden Avenue, Tyrone Street, N. Allison Street - Project Details: - Start date – May 1st, four-day work weeks - Expect roughly 6 months estimated to complete gas line installation work - Paving restoration to be coordinated in 2026 - Brightspeed - Areas Directly Impacted – similar to Shentel work - Borough wide installation of fiber infrastructure - All permits approved, work has begun - ARRO providing inspection services	May – Columbia Gas work began Aug – Brightspeed work began

Public Safety – NEXT COMMITTEE MEETING – October 16th at 1pm

Task	Report	Timeline
Active & Requested Topics for Committee Review	- Police Department updated policies and procedures - Traffic concerns as received: - Catherine St, N. Linden Ave, Madison St, Homestead Dr - Stop sign request – intersection of Church Ln & Windsor - Shade tree trimming & removal due to utility conflicts - Industrial Pallet Facility	Next meeting date – October 16 th at 1pm

Pennsylvania Commission on Crime and Delinquency (PCCD) Grant	• \$122,000 in funding approved, all equipment has been purchased including: - 5 vehicle radios - 4 mobile video recorders (MVRs) - Upgraded officer workstations & laptops in the cruisers • Staff has completed all approved purchases and submitted expense documentation for reimbursement	Nov 2023 – grant funding approval Aug – final purchases Dec – reimbursement
11 N. Carlisle Street Façade Failure – Public Safety Response	• Significant façade damage to the Franklin House at 11 N. Carlisle Street first observed in late July 2025 • Borough staff maintained consistent communication and coordination with the property owners and the Public Safety Workgroup • Structural engineers have provided recommendations and evaluated the condition of the building noting the façade wall was undergoing progressive collapse, with additional portions at risk of failure • Plans for remediation and land use permit application submitted for review and were subsequently approved - Due to the previous structural failure, an annual inspection report will be required for next 5 years assessing the structural condition and veneer stability • All Borough-incurred costs related to this public safety matter, including legal costs, inspections and barricade installation, will be rebilled to the property owner • Barricades and traffic restrictions were removed as of October 2nd given the immediate public safety risks have been resolved	Jul 10 – initial contact with property owners Jul 23 – removal of a portion of the brick façade wall Aug 5 – initial structural engineer inspection Aug 7 – installation of barricades & traffic restrictions in place Sep – scope of repairs submitted, reviewed, permit approved Oct – roadway opened & remaining repairs to be completed

Public Works Department Operational Updates

- PA One Calls - 129 completed in September, YTD total = 717 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
- Coordinated various tree trimming and removals in coordination with West Penn Power scope of work
 - Cleaned up wood & debris from tree removals
 - Communication with West Penn Power staff and residents
- Received new 2024 F-350 Unit 1 truck as ordered in 2023 and paid for with ARPA funds
- Replaced damaged pole light in Center Square
- 11 N. Carlisle Street coordination – removed barricades, swept and opened roadway
- Began Borough-wide leaf collection as of Monday, October 6th
 - Maintenance work completed on equipment, collection efforts underway

Sewer Administrative Updates

Task	Report	Timeline
Force Main Cleaning & Televising Project	• Scope: clean and televise 5100 LF of sewer force mains - S. Carlisle Street – installed in the 1950s - Colonial Drive – installed in the 1960s • Budget: - 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: - Given significant scaling found in the Colonial Drive force main, staff requested quotes to replace the deteriorated end portion of the main - Council to ratify approval for T. Byers to complete replacement of 100 feet of the 6-inch Colonial Drive Sewer Force Main, including necessary pavement restoration, at a cost not to exceed \$23,750.00 - Replacement work to be completed as soon as possible - Remainder of the contracted inspection work to be completed by APS by the end of the year	Jun – Council approval of COSTARS APS quote Jul – manhole installed, work completed on Carlisle St. force main Sep – quotes received to replace deteriorated portion of Colonial Dr. force main Oct – quote to Council for review & execute replacement work EOY – APS to complete the evaluation of the Colonial Dr force main
Antrim Township Inter-Municipal Agreement (No Change)	• 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 - 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	Jul 2024 – staff's initial contact with Township regarding agreement 2025 – Council to authorize execution of new inter-municipal agreement
PA Small Water & Sewer Program Grant Application (No Change)	• 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 - 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 - 100 lateral customer reconnections - Borough's matching requirement would be \$75,000.00 - Project included in the 2026 sewer fund budget	Apr 25th – submittal of grant application Feb 2026 – anticipated grant award announcements by the CFA Board