

Borough of Greencastle
November 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 = 2.8% increase (cost of living adjust.) - Police uniform = 5% increase per CBA - Healthcare = 17.1% anticipated, 14.2% 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 & sewer rate ordinance Dec – adopt budget, enact ordinance & resolutions
Center Square Parking Meter Upgrades (No Change)	- 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

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
Heritage Christmas Activities & Borough Involvement	- Staff to place Holiday House and Santa's Mailbox - Staff posting "No Parking" for the Tree Lighting Ceremony, Heritage Christmas, and the Taste of the Holidays Stroll - Use of Plaza lot as a check-in location for Taste of the Holidays Stroll with staff and Council handing out treats	Nov 21st – tree lighting Dec 5th & 12th – Heritage Christmas Dec 6th - Taste of the Holidays Stroll

Beautification Committee	• Summer planting removal scheduled for November 6th, weather depending • Holiday decorations have been ordered - Garland purchased and will be installed around the Center Square pole lights - Holiday banners have been received 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 – plant removal 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, \$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 hardscape • Phase 3 – Vertical Wall Improvements – Tentative Schedule - Mid-November – design provided for initial review - December 1st – Council review of design and consideration to advertise the project for bidding - Dec. 15, 2025 to Jan. 15, 2026 – project advertised - February 2nd – Council’s review of bids & award project - March to May – construction	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 2026 – Phase 3 Improvements

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 - With the library board's recommendation, Council awarded the project to Glessner Technologies - Glessner has completed installation of all the approved equipment and updated the security system - Grant award amount paid to the Besore Library and staff is submitting for reimbursement	Jun – grant funding approval Aug – submittal & approval of project specifications Sep – proposals requested Oct – Council review of proposals & award Oct – construction completed EOY – reimbursement received
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 (E. Dahlgren St)	R-2	• LD plans approved to construct 3 attached residential units	• July 1, 2024 – Council approved final land development plans • Construction & final inspection complete, tapping fees paid
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 conditional approval - 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 proposals for review

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 examination process is underway - Physical agility, written exam, and the oral interview have been completed; one candidate has passed - Civil Service Commission will meet on November 13th at 12 noon to review and certify the eligibility list to 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 Department Restructuring	- Current Public Works Manager Bob Manahan has provided notice of his intention to retire effective December 31, 2025 - The former Public Works Manager position has been divided into two roles: - Public Works Foreman – responsible for streets, trees, sidewalks, traffic signals, public facilities, community projects, and general maintenance operations - Public Utilities Foreman – responsible for utility-related infrastructure and development including water, sewer, and below-ground stormwater - The restructuring achieves several goals: - Optimizes the strengthens of current public works staff - Provides more concentrated supervision and accountability within each area of focus - Maintains coordination across all public works functions - Both Foremen report directly to the Borough Manager, ensuring consistent oversight, communication, and alignment with Borough priorities - Hiring of an entry-level, Public Works Laborer is budgeted and will bring the department back to full compliment	Oct – personnel review Nov – Council review of staff appointments Nov to EOY – hiring of PW Laborer position

Public Facilities – NEXT COMMITTEE MEETING – November 13th at 9am

Task	Report	Timeline
Active Committee Tasks	- FY 2023 CDBG Flashing Beacon Project design - Green Light Go project review - Traffic calming measures – Moss Spring & Homestead Dr - Bridge maintenance phase 1 specifications - Stormwater ordinance & Industrial Pallet concerns	Next meeting date – November 13 th at 9am

2022 CDBG: Walter Ave & Rt. 11 Intersection (No Change)	• 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 - 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 (No Change)	• 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 Nov – approval of HOP Dec – advertise project for bidding Jan – 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 - Council to review a COSTARS proposal as submitted by Signal Service, Inc. in an amount not to exceed \$229,425.00 for the approved equipment and installation work	Aug – updated signal permits to PennDOT Sep to Oct – PennDOT review Nov – Council review of COSTARS quote Nov to EOY – construction May 2026 – GLG funding deadline

N. Carlisle Street Project Finalization	• Ardex repairs will be completed in the October to address vandalism damage	Nov – Ardex repairs & project completed
Walter Avenue Bridge Maintenance Phase 1 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 provided specifications, drawings, and qualities in a quote package sent to several local contractors - Four bids received for this Phase 1 work: ▪ JDI Site Solutions, LLC = \$21,884.32 ▪ JVI Group Inc. = \$32,495.00 ▪ Lobar Site Development = \$38,629.00 ▪ Kinsley Construction = \$40,690.00 - HRG has provided recommendation to award the project to JDI, given the cost effective bid and JDI's quality of work on comparable projects ▪ Quote received from JDI is below the formal bidding and prevailing wage thresholds, Council to consider award of the project with construction planned for November	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 ▪ Restoration efforts underway and will continue 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

Task	Report	Timeline
Active Topics Under Review	• Police Department updated policies and procedures • Traffic & speeding concerns: - Catherine St, N. Linden Ave, Madison St, Homestead Dr - Right turn onto Madison Street at Sheetz entrance - Stop sign request – intersection of Church Ln & Windsor • Parking concerns: - Center Square backing in - Frequency of ticketing for No truck, van, SUV as signed • General public safety concerns: - Industrial Pallet Corporation facility - Police department equipment review • Shade tree trimming & removal due to utility conflicts	Last meeting date – October 16 th at 1pm
Ordinance 2025-04: Chapter 190 – Vehicles and Traffic	• Based on recommendations of the Public Safety Committee, Council will consider the following changes to Chapter 190 of the Code of the Borough: - § 190-13 – establish a stop intersection at Church Lane and Windsor Street - § 190-27 – establish no parking along the north side of East Baltimore Street starting 320 feet from the intersection of Spring Grove Avenue and continuing 335 feet in an easterly direction - § 190-27 – establish no parking along the south side of East Baltimore Street starting 320 feet from the intersection of Spring Grove Avenue and continuing in an easterly direction to the intersection of Eastern Avenue - § 190-27 – reestablish parking on the south side of E. Madison Street between N. Allison Street and Spring Grove Avenue - § 190-40 – allow for backing into parking spaces in Center Square - § 190-42 & 43 – update parking enforcement fees for violations of “No truck, van, or SUV” as signed ▪ Authorize ticketing for every 2 hours in violation ▪ First ticket = \$15, second & subsequent = \$100	Oct 16 – Public Safety meeting to review Nov – Council review & consideration for drafting and advertising Dec – enact ordinance
PCCD Grant	• \$122,000 in funding approved, all equipment purchased and reimbursement has been submitted for the following: - 5 vehicle radios, 4 mobile video recorders (MVRs), upgraded officer workstations & laptops in the cruisers	Nov 2023 – grant funding approval Aug – final purchases Dec – reimbursement

Public Works Department Operational Updates

- PA One Calls - 95 completed in October, YTD total = 812 with a 100% response rating
 - Includes marking utilities for any digging, upcoming construction work, and/or development projects
- Coordinated seasonal tree trimming and street sweeping
- Began Borough-wide leaf collection as of Monday, October 6th
- Coordination with contractor to complete Ardex work on N. Carlisle Street
- Scheduling of the bucket truck for the removal of the Hometown Heroes banners and installation of the holiday banners in Center Square
- Installation of a speed limit sign on Catharine Street as requested

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 - T. Byers = \$23,750.00 to replace 100 feet of the 6-inch Colonial Drive force main • Update: - Given significant scaling found in the Colonial Drive force main, replacement of the final 100 feet of the deteriorated end portion the main was deemed critical - Replacement work completed as approved - Additional cleaning work planned for early November to ensure no concerns with APS cleaning & inspection - Remainder of the contracted inspection work to be completed by APS by the end of November with reports provided 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 – force main section replacement work Nov – cleaning & APS return to complete inspection 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 • Final agreement being drafted for both bodies to consider	Jul 2024 – staff's initial contact with Township regarding agreement EOY 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
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