

Borough of Greencastle
December 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	- 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 have been received - Housing painting and new mechanisms to be installed by end of the year	May – Council approved cost to update meters EOY – parking meter upgrades complete
Local Share Account Grant Applications	- Staff worked to complete and submit three applications to request grant funding from the Commonwealth Financing Authority through the Statewide Local Share Account (LSA) Grant - Town Hall Plaza - Funding request = \$499,650.00 - Revitalize the undeveloped space into a public plaza creating a central community gathering place - Support downtown commerce, encourage greater community interaction, and create a more welcoming, functional public space for residents and visitors	Nov 2025 – grant applications submitted Nov 2026 – funding determinations anticipated

Local Share Account Grant Applications (Continued)	• Police Vehicle Replacement - Funding request = \$250,974.11 - Replace three aging police vehicles with new, fully equipped and up-fitted patrol units - Improve operational efficiency, reduce ongoing maintenance costs, and enhance the department's ability to provide consistent public safety services • Colonial Drive Wastewater Pump Station Replacement - Funding request = \$496,225.00 - Replace the existing outdated and aging pumping station to ensure reliable wastewater management - Improve system efficiency, reduce risk of service interruptions, accommodate future community growth and development	
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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 placed the 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 21 st – tree lighting Dec 5 th & 12 th – Heritage Christmas Dec 6 th - Taste of the Holidays Stroll
Beautification Committee	• Holiday decorations have been installed - Garland, lights, and bows decorating all the Center Square pole lights - Holiday banners hung along the telephone poles surrounding Center Square and on Baltimore Street - Town Hall Plaza decorated with trees, plaza fundraising signage, sleigh, presents, and holiday wall decorations	Nov 17 – holiday decorating began Nov & Dec – holiday decorations displayed in Center Square & plaza lot
Keystone Grant for Public Library Facilities	• Sep 2024 – Resolution 2024-06 enacted authorizing submittal of a Keystone Grant for Public Library Facilities • Grant awarded for funding in the amount of \$9,794.12 - Supporting the Lilian S. Besore Memorial Library efforts to make necessary public safety improvements - Glessner has completed installation of all the approved equipment and updated the security system	Oct – Council review of proposals & award Oct – construction completed EOY – reimbursement received

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 ▪ Parking meter has been repurposed into a donation station where residents and visitors can contribute directly to the plaza fundraising efforts ▪ Greencastle-Antrim High School Art Club has completed the decoration of the meter which will be installed in front of the lot in December • 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 - 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 • Capital Campaign Committee meeting with local representatives, businesses, and organizations to promote and encourage funding of the Plaza project - Patriot Federal Credit Union has committed a donation of \$30,000.00 to support the plaza project - Staff working to schedule a donation acceptance ceremony to be held at the plaza lot in December	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 - Nov – Greencastle Giving Meter project Dec – Giving Meter installed & Patriot donation ceremony 2025 – continued fundraising efforts 2026 – Phase 3 Improvements
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

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 - Council awarded engineering services to Keller Engineering for a cost not to exceed \$24,400.00 - Public meeting being coordinated for December 18th to facilitate input from residents on traffic calming plan

Personnel

Task	Report	Timeline
Civil Service Commission & Cadet Hiring	- The 2025 budget was approved including 5 FT officers which allows for the hiring of 1 additional full-time officer - Civil Service examination process complete - Physical agility, written exam, and the oral interview have been completed; one candidate has passed - Civil Service Commission met on November 13th and certified the eligibility list to be provided to Council for potential hiring decision - Council to review a conditional offer of employment to be provided to the police officer cadet - Employment contingent upon successful completion of background checks, pre-employment screenings, and Act 120 certification - Borough will cover academy tuition, fees, books, and up to \$3,000 in housing costs - The Cadet will be paid at 65% of a Patrolman's rate while attending the academy	- Jul – physical agility tests - Aug – written exams - Oct – oral interview - Nov – CSC certify list - Dec – eligibility list to Council to hiring decision

Civil Service Commission & Cadet Hiring (Continued)	- Under Act 89, the Borough is reimbursed for 75% of tuition and 45% of wages for required training hours - The Cadet must repay the Borough for all incurred costs if he fails to complete the academy or leaves Borough employment within 3 years	
Now Hiring: Open Positions	• Public Works Laborer - Full-time, physical position responsible for street, sidewalk, and infrastructure maintenance, operating Borough equipment, and performing facility, utility, and grounds upkeep - Requirements: ▪ High school diploma or GED ▪ Class B CDL with air-brake endorsement ▪ Ability to work independently and as part of a team under varying weather conditions • Chief Water Operator - Oversees daily operation, maintenance, and regulatory-compliance of the Authority's water treatment plant, sources, and infrastructure - Supervises plant staff, directs lab testing and reporting, manages chemical and supply inventories, and ensures safe, reliable water service to the community - Requirements ▪ High school diploma or GED ▪ Valid driver's license ▪ Mechanical/electrical aptitude, supervisory ability ▪ Current Pennsylvania Class B (E subclass 1, 7-11) Water Treatment Plant Operator license • Administrative Receptionist - Serves as the Borough's front-desk and office support person greeting visitors, answering calls, processing payments and applications, handling mail, while maintaining files, office equipment, and supplies, and assisting other staff as needed - Requirements ▪ High school diploma or GED ▪ Strong communication and customer service skills ▪ Proficiency with computers and Microsoft Office ▪ Ability to work independently and manage clerical tasks efficiently	Dec – positions to be filled as soon as possible, all included in 2026 budget

Public Facilities – NEXT COMMITTEE MEETING – December 18th at 9am

Task	Report	Timeline
Current Topics Under Review	• Traffic calming measures – Moss Spring & Homestead Dr • Stormwater ordinance update • Industrial Pallet stormwater concerns	Next meeting date – December 18 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	• Scope: install flashing beacon on E. Baltimore Street at the S. Ridge Avenue crosswalk • Funding: \$54,210.00 for engineering & installation • Budgeted engineering = \$15,000 for design, bid, permits - To date, \$10,175.00 paid to FSA for engineering • Update: - Plans submitted by FSA to PennDOT for approval - Franklin County confirmed the project cannot be completed by Borough staff and must be publically bid - Pending PennDOT approval, FSA is drafting project specification and bidding documents - Council to review and authorize staff to advertise the project for formal public bidding	Jul – approve engineer Sep – PennDOT review Dec – approval of PennDOT permit Jan – advertise project for bidding Feb – 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	Aug – updated signal permits to PennDOT Sep to Oct – PennDOT review

Green Light Go Grant (Continued)	• Update: - HOP & signal permits approved by PennDOT ▪ Public Facilities recommended and PennDOT approved modifying the stop bar locations and parking spaces at the Washington & Baltimore Street intersection to improve traffic flow and public safety - Council approved COSTARS proposal as submitted by Signal Service, Inc. in an amount not to exceed \$229,425.00 for the approved equipment and installation work - Signal Service executed the required agreement, as drafted by Salzmann Hughes, project schedule to be provided once equipment shipping dates confirmed	Nov – PennDOT permit approvals Nov – Council approval of COSTARS quote from Signal Service Dec 2025 to Mar 2026 – construction May 2026 – GLG funding deadline
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 = \$21,884.32 approved for JDI Site Solutions, LLC • Update: - Council awarded the project to JDI Site Solutions, LLC for a cost of \$21,884.32 - JDI executed the required agreement, as drafted by Salzmann Hughes - Construction to occur the week of December 8th with full road/bridge closure planned during working hours	Jun – Council approved HRG proposal Sep – quote package received for review Oct – specifications to contractors, requests for proposals Nov – Council awarded project to JDI Dec – Phase 1 work completed
Active Third Party Utility Construction (No Change)	• 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 is underway ▪ ARRO providing inspection services	May – Columbia Gas work began Aug – Brightspeed work began

Public Safety – NEXT COMMITTEE MEETING – December 5th at 11:30am

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 • Parking concerns: - E. Madison Street • General public safety concerns: - Industrial Pallet Corporation facility	Last meeting date – October 16 th at 1pm
Franklin County Sheriff's Office Drone MOU	• Council to review a Memorandum of Understanding (MOU) proposed between the Greencastle Police Department and the Franklin County Sheriff's Office • The MOU establishes parameters for the sharing of small Unmanned Aircraft System (sUAS/drone) equipment and personnel for operational support - Participation is voluntary, assistance may be recalled at any time - Each agency remains responsible for its own personnel, equipment, insurance, and costs - All pilots must comply with Part 107 regulations, agency policies, and applicable laws	Nov – Salzmann Hughes review of agreement Dec – Council consideration of agreement
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 - § 190-33 – modify parking violations and penalties for “No truck, van, or SUV” as signed ▪ Authorize repeat ticketing, every 2 hours in violation ▪ First ticket = \$15, second & subsequent = \$100 ▪ Update fine amount to \$100 and costs of prosecution - § 190-40 – backing into parking spaces in Center Square	Oct 16 – Public Safety meeting to review Nov – Council review & consideration for drafting Dec – Council to consider advertisement of ordinance Jan 2026 – ordinance enactment

Public Works Department Operational Updates

- PA One Calls - 77 completed in November, YTD total = 885 with a 100% response rating
 - Includes marking utilities for any digging, upcoming construction work, and/or development projects
- Assistance with the Beautification Committee
 - Removal of all seasonal plants, bulbs prepared and stored for next year plantings
 - Setting up Christmas decorations in Square and plaza lot
- Removal of Hometown Heroes banners and installation of the holiday banners in Center Square & Baltimore St
- Continuous Borough-wide leaf collection – program to end on December 19th
- Public Safety follow up responsibilities:
 - Set up a temporary post and installed the digital speed box on East Madison Street
 - Installation of a 25 MPH speed limit sign on N. Linden Avenue as requested
- Assistance with holiday festivities:
 - Annual Christmas Parade - posted and removed No Parking signage through the entire parade route
 - Swept streets before and after parade
 - Bagged parking meters for Tree Lighting and parade
 - Posted seasonal free parking bags on all parking meters
- Addressed multiple street signage issues – repairs and replacements
- Removed various yard signs
- Added cushions to two sewer manholes at the request of neighboring residents
- Delivered all food donations received for the Police Department food drive
- Prepared equipment and supplies for snow removal

Sewer Administrative Updates

Task	Report	Timeline
Force Main Cleaning & Televising Project	• Scope: clean and televise 5100 LF of sewer force mains • 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: - Replacement of the final 100 feet of the deteriorated end portion the main has occurred - Additional cleaning work attempted in November but was not successful - Remainder of the contracted inspection work is unable to be completed, 2026 replacement scope planned	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 – additional unsuccessful cleaning 2026 – further replacement work

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