

Borough of Greencastle
January 2026 Council Meeting
Manager's Report

Administration & Finance

Task	Report	Timeline
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 <ul style="list-style-type: none"> Meter mechanisms have been received, message to be corrected to reflect the 2 hour limit, then installed Housing are being sandblasted and painted 	May 2025 – Council approved cost to update meters Jan 2026 – parking meter upgrades complete
2026 Annual Reporting	<ul style="list-style-type: none"> In the first quarter of 2026, staff will submit several required annual reports on behalf of the Borough <ul style="list-style-type: none"> DCED: Tax Information, Survey of Financial Condition, Elected & Appointed Officials Liquid Fuels: Project Completion Reports, MS-965 Pension Plans: Act 205, AG-385 	January to March – reporting completed
FY 2025 Audits	<ul style="list-style-type: none"> Financial – fieldwork will be scheduled with Boyer & Ritter to conduct the financial audit for FY ending December 31, 2025 Workers Compensation – planned for end of January Liquid Fuels – tentatively planned for early February 	Jan – audits begin April – financial audit fieldwork complete April - DCED-CLGS-30 August - DCED-CLGS-04

Community & Economic Development

Task	Report	Timeline
Current Tasks & Topics Under Review	<ul style="list-style-type: none"> Portable Storage Container & RV Parking Ordinance Exclusive Building Code Official Agreement Rental Inspection Program 	Next meeting date – TBD
Beautification Committee	<ul style="list-style-type: none"> Winter decorations in Center Square and the plaza lot to be removed and stored for future use No Beautification Committee meetings until April 	Jan – holiday decorations removed Apr 14 – committee meeting planned

Town Hall Plaza Project	<ul style="list-style-type: none"> • Total donations received to date: \$331,900.00 <ul style="list-style-type: none"> - Shockey Family Foundation - \$300,000.00 - Patriot Federal Credit Union - \$30,000.00 • Giving Meter has been completed by the GASHS Art Club and is currently installed at the Plaza lot • December 18, 2025 – notification of LSA grant funding awarded in the amount of \$250,000.00 • 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, pending Brightspeed approval • Phase 3 – Vertical Wall Improvements – Project Schedule <ul style="list-style-type: none"> - Dec. 1, 2025 – Council reviewed the design and approved advertising the project for bidding - Dec. 26, 2025 & Jan. 15, 2026 – project advertised - January 29th at 10am – bid opening - February 2nd – Council's review of bids & award project - March to May 31st – construction • Final Plaza Design & Completion – Tentative Timeline <ul style="list-style-type: none"> - Mar – engineering design work completed - Apr – Council review of design & approval to bid project - May – advertise - Jun – Council's review of bids & award project - Jul to Nov – construction - Nov – final project completion 	Jun 2023 – purchased property Jul 2025 – retaining wall construction Aug 2025 – Shockey donation received and recognized Dec 2025 – Giving Meter installed, Patriot donation ceremony, LSA grant approval 2026 – continued fundraising efforts Mar to May – Phase 3 Improvements Jul to Nov – finalize plaza project
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 & desired location for new sign but no response or further communication received 	Feb 2025 – Council approved prior sign removal & new sign sponsorship 2026 – new sign installed

Personnel

Task	Report	Timeline
Now Hiring: Open Positions	<ul style="list-style-type: none"> • Public Works Laborer <ul style="list-style-type: none"> - Full-time, physical position; performs infrastructure maintenance, operates Borough equipment, and assists with facility, utility, and grounds upkeep - Requirements: <ul style="list-style-type: none"> ▪ High school diploma or GED ▪ Class B CDL with air-brake endorsement • Chief Water Operator <ul style="list-style-type: none"> - 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: <ul style="list-style-type: none"> ▪ High school diploma or GED ▪ Mechanical/electrical aptitude, supervisory ability ▪ Current Pennsylvania Class B (E subclass 1, 7–11) Water Treatment Plant Operator license • Administrative Receptionist <ul style="list-style-type: none"> - 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 - Requirements: <ul style="list-style-type: none"> ▪ High school diploma or GED ▪ Strong communication and customer service skills ▪ Proficiency with computers and Microsoft Office 	Positions to be filled as soon as possible, all included in the 2026 budget

Public Facilities – NEXT COMMITTEE MEETING – January 15th at 9am

Task	Report	Timeline
Current Topics Under Review	<ul style="list-style-type: none"> • Traffic calming measures – Moss Spring & Homestead Dr • Walter Avenue Bridge Maintenance – Phase 2 • Sidewalk Board of Appeals • Stormwater ordinance update • Industrial Pallet stormwater concerns • Moss Spring Cemetery – subdivision requirements waiver 	Next meeting date – January 15 th at 9am

Buchanan Flats – Moss Spring Traffic Calming Measures	<ul style="list-style-type: none"> Multi-family residential development consisting of 10 buildings, including two buildings (48 units) located within the Borough, as part of a larger 288-unit project Council has prioritized public safety by advancing a traffic calming project in anticipation of increased traffic flows due to the connection of Moss Spring Avenue to Rt 16 <ul style="list-style-type: none"> Improvements are focused on Moss Spring Avenue, Brookview Drive, Field View Drive, Forest View Drive, and Meadowview Circle The project is funded by a \$185,998.94 contribution from the developer and administered by the Borough Council awarded engineering services to Keller Engineering for a cost not to exceed \$24,400.00 Community meeting was held on December 18th to review the initial design and receive resident input <ul style="list-style-type: none"> Feedback included support for vehicle restrictions, expanded use of more aggressive speed tables, sidewalks from Moss Spring pool to Brookview Drive, and increased lighting throughout the neighborhood Staff will work with Keller to revise the design for review by the Public Facilities Committee and then full Council 	Jun 2023 – Council conditional approval Feb 2025 – phasing plans submitted Sep 2025 – plans recorded & agreement signed Oct 2025 – construction began, inspection by Keller Engineering Dec 2025 – community meeting Mar – Council review of revised plan & approval to bid Apr – advertise project May – award project Jun to Jul – construction Aug – project finalized
Walter Avenue Bridge Maintenance Phase 1 Project	<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 = \$21,884.32 approved for JDI Site Solutions, LLC Update: <ul style="list-style-type: none"> All construction has been completed Payment application submitted in the full contract amount of \$21,884.32 to JDI Site Solutions, LLC. 	Jun 2025 – Council approved HRG proposal Nov 2025 – Council awarded project to JDI Dec 2025 – Phase 1 work completed
2022 CDBG: Walter Ave & Rt. 11 Intersection (No Change)	<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 underway for the SW corner as approved by Council at a cost of \$7,061.52 	Feb 2025 – PennDOT approved HOP & signal permit May 2025 – Council review of plans & authorization to bid Jul 2025 – award project Feb – pole relocation completed

	<ul style="list-style-type: none"> - Council awarded the project to Ganoe Paving for an initial bid price of \$217,743.00 - Construction schedule to be determined after pole relocation has been completed 	Mar to May – construction May 20, 2026 – funding deadline
2023 CDBG Flashing Beacon: E. Baltimore St & S. Ridge Ave (No Change)	<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 • Budgeted engineering = \$15,000 for design, bid, permits <ul style="list-style-type: none"> - To date, \$12,195.00 paid to FSA for engineering • Update: <ul style="list-style-type: none"> - Permits submitted by FSA to PennDOT for review - 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 	Sep 2025 – PennDOT submittal & review Jan – approval of PennDOT permit Feb – advertise project for bidding Mar – award project Apr – construction Jul 2027 – funding deadline
Active 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 <ul style="list-style-type: none"> ▪ Restoration efforts underway • Brightspeed <ul style="list-style-type: none"> - Borough wide installation of fiber infrastructure <ul style="list-style-type: none"> ▪ ARRO providing inspection services • West Penn Power <ul style="list-style-type: none"> - Tree trimming and removals planned along E. Baltimore Street and the NE section of Borough 	May 2025 – Columbia Gas work began Aug 2025 – Brightspeed began Jan to Mar – WPP tree work to occur

Public Safety – NEXT COMMITTEE MEETING – March 19th at 11:00am

Task	Report	Timeline
Active Topics Under Review	<ul style="list-style-type: none"> • Police Department: <ul style="list-style-type: none"> - Updated rules and regulations - Equipment request - snail trap - firearm clearing/safety - F-150 maintenance concerns, sale of vehicle • Traffic, speeding, & parking concerns: <ul style="list-style-type: none"> - U-turns in Center Square - E. Madison Street – traffic & speed data review • General public safety concerns: <ul style="list-style-type: none"> - Industrial Pallet Corporation facility - Parade policy – candy distribution & liability 	Next meeting date – March 19 th at 11am

Ordinance 2025-04: Chapter 190 – Vehicles and Traffic	<ul style="list-style-type: none"> Based on recommendations of the Public Safety Committee, Council will consider adoption of the following changes to Chapter 190 of the Code of the Borough: <ul style="list-style-type: none"> § 190-13 – establish a stop intersection at Church Lane and Windsor Street § 190-27 – establish no parking along the north side of East Baltimore St starting 320 feet from the intersection of Spring Grove Ave and continuing 300 feet in an easterly direction § 190-27 – establish no parking along the south side of East Baltimore St starting 320 feet from the intersection of Spring Grove Ave and continuing in an easterly direction to the intersection of Eastern Ave § 190-33 – modify parking violations and penalties for “No truck, van, or SUV” as signed <ul style="list-style-type: none"> Authorize repeat ticketing, every 2 hours in violation First ticket = \$15, second & subsequent = \$100 Update fine amount to \$100 & costs of prosecution § 190-40 – backing into parking spaces in Center Square This draft ordinance has been advertised and is pending enactment at the January 2026 meeting 	Oct 2025 – Public Safety meeting to review Nov 2025 – Council review & consideration for drafting Dec 2025 – Council approved advertisement of ordinance Jan – ordinance enactment
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Public Works Department Operational Updates

- PA One Calls - 55 completed in December, YTD total = 941 with a 100% response rating
- Coordinated bridge maintenance work including traffic control, rinsing salt and debris from the bridge, and ongoing communication with JDI, the School District, Fire Company, Franklin County, local businesses, and other affected parties regarding the closure
- Reviewed Columbia Gas restoration paving and base repair work on N. Linden Ave., including meetings with Columbia Gas and Ganoe Paving and posting temporary NO PARKING restrictions
- Completed winter maintenance activities, including snow plowing and salting on December 1, 2, 10, 13, and 26
- Performed seasonal leaf removal and cleanup, leaf collection program ended December 23rd
- Installed, adjusted, repaired, and removed traffic control devices and signage, including temporary speed signs, parking restrictions for Heritage Christmas, and various sign and post repairs
- Removed parking meters around the Square and coordinated powder coating of the meter heads
- Installed the Giving Meter at the Town Plaza lot
- Trimmed trees along S. Carlisle Street at the entrance to the Brethren Church
- Removed and stored the Santa House and Santa's Mailbox
- Coordinated with West Penn Power regarding utility matters and 2026 tree maintenance planning
- Repaired a broken window frame at the Police Station
- Attended the Moss Springs Traffic Calming Project residents' meeting

Sewer Administrative Updates

Task	Report	Timeline
Antrim Township Inter-Municipal Agreement (No Change)	<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 Final agreement being drafted for both bodies to consider 	<p>Jul 2024 – staff's initial contact with Township regarding agreement</p> <p>2026 – 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"> 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 Project included in the 2026 sewer fund budget 	<p>Apr 2025 – submittal of grant application</p> <p>Feb 2026 – anticipated grant award announcements by the CFA Board</p>