

Borough of Greencastle
February 2026 Council Meeting
Manager's Report

Administration & Finance

Task	Report	Timeline
Unused Items to be Sold	<ul style="list-style-type: none"> • Staff compiled a listing of equipment identified as unused and no longer necessary for Borough operations. • If approved by Council, the items would be declared surplus property by resolution in accordance with the Pennsylvania Borough Code and disposed of accordingly. • The surplus equipment includes a roller, salt spreader, snow plow, dump truck, and tar buggy, with staff recommending approval to proceed with disposal. 	Jan – Admin & Finance committee review & recommendation to approve Feb – Council review
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 - The message on the meters and the app have been corrected to reflect the 2-hour parking limit - Housing are currently being sandblasted and painted • Painted meter housings with new mechanisms are to be installed as soon as they are received 	May 2025 – Council approved cost to update meters Feb 2026 – parking meter upgrades complete
2026 Annual Reporting (No Change)	<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 – scheduled for February • Liquid Fuels – scheduled for 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 Food Truck Ordinance 	Next meeting date – TBD
Beautification Committee	<ul style="list-style-type: none"> Winter decorations in Center Square and the plaza lot have been 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 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 Bids from six contractors were received and opened for Phase 3 Improvements <ul style="list-style-type: none"> Bids ranged from \$117,653.00 to \$167,000.00 The project engineering team has recommended Council award the project to GRC as the lowest responsible bidder 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	<ul style="list-style-type: none"> In 2025, Council approved the removal of the deteriorated PA Civil War Trails Corporal Rihl sign from Center Square and the sponsorship of a new Civil War Trails sign Staff removed the deteriorated sign, provided historical verbiage, and confirmed the location for new sign but received limited response from the Franklin County Visitors Bureau in 2025 January 2026, Staff requested a meeting with the Franklin County Visitors Bureau staff and confirmed the sign will be prioritized and is to be installed in 2026 	Feb 2025 – Council approved prior sign removal & new sign sponsorship 2026 – new sign installed
----------------------	---	--

Current Development Under Review – NEXT COMMISSION MEETING – February 9th at 6pm

Name of Development	Zoning District	Proposed Use & Improvement	Status
Moss Spring Cemetery § 180-13 Waiver Request	INS	<ul style="list-style-type: none"> Limited land swap of two 0.64-acre tracts intended solely to correct historic boundary inconsistencies Waiver request submitted jointly by the Water Authority, Greencastle Presbyterian Church, and the Moss Spring Graveyard Association The requested waiver would waive formal final subdivision plan requirements 	<ul style="list-style-type: none"> November 20, 2023 – GAFCWA initial review of issue as expressed by the Greencastle Presbyterian Church January 2026 – GAFCWA affirmed approval to be a party of the waiver request January 12, 2026 – Planning Commission voted to recommend Council's approval of the waiver request

Personnel

Task	Report	Timeline
Borough Manager Employment Agreement	<ul style="list-style-type: none"> Pursuant to the Borough Code (8 Pa.C.S. § 1141), the Borough Manager position, and therefore the associated Employment Agreement, is required to be reviewed and reauthorized by Council every two years Reaffirmation of the Borough Manager was approved in January, this employment agreement memorializes Council's action and confirms terms of employment 	Jan – Personnel Committee review & recommendation to approve Feb – Council review

<p>Now Hiring: Open Positions</p>	<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 	<p>Positions to be filled as soon as possible, all included in the 2026 budget</p>
---------------------------------------	---	--

Public Facilities – NEXT COMMITTEE MEETING – February 19th 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 • Wastewater Collection System Replacement Ph 1 Project • Colonial Drive Wastewater Pumping Station replacement 	<p>Next meeting date – February 19th at 9am</p>

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 is working with Keller to revise the design for review by Public Facilities Committee and 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
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 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 	Feb 2025 – PennDOT approved HOP & signal permit May 2025 – Council review of plans & authorization to bid Jul 2025 – award project Feb – pole relocation completed Mar to May – construction May 20, 2026 – funding deadline
2023 CDBG Flashing Beacon: E. Baltimore St & S. Ridge Ave	<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, \$14,215.00 paid to FSA for engineering Update: <ul style="list-style-type: none"> Permits submitted by FSA to PennDOT for review 	Sep 2025 – PennDOT submittal & review Jan – approval of PennDOT permit Feb – advertise project for bidding

	<ul style="list-style-type: none"> - Pending PennDOT approval, FSA has drafted project specification and bidding documents - Updated reports provided to the CDBG grant coordinator with Franklin County Planning regarding PennDOT review and anticipated project schedule - Once permits approved, Council to review and authorize staff to advertise the project for formal public 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"> • 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

Public Works Department Operational Updates

- Maintained parking systems including the removal of holiday no parking bags, replacing expired batteries, reprogramming new meters, and updating QR code time limits on parking system app
- Installed a stop sign at Windsor Street and South Church Lane as approved with Ordinance 2026-01
- Coordinated with West Penn Power representatives to review additional street lighting in Moss Spring and review tree removal requests due to proximity of power lines
- Met with property owners regarding shade tree removals, posted no-parking areas for tree trimming, and removed wood debris as needed
- Coordinated routine HVAC maintenance on Borough office building
- Routine street sweeping
- Removed and stored holiday decorations

- Met with contractors regarding building down spouting issues
- Coordinated substantial snow removal efforts, including plowing, salting, snow pile removal, and downtown parking stall clearing
- Designed parking violation signage in accordance with Ordinance 2026-01 for installation around Center Square
- Coordination and communication with vendors to determine and move forward the status of powder-coated parking meters for Center Square

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	<ul style="list-style-type: none"> • 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 • To address this infiltration issue, staff worked with Keller Engineering to submit a PA Small Water & Sewer Program grant application in 2025 <ul style="list-style-type: none"> - Submitted grant application seeking \$425,000.00 in funding to replace 6,000 feet of 8" clay sewer pipe - Impacting approximately 100 lateral customer connections • Grant approval have been confirmed for \$337,500 in funding to execute this project <ul style="list-style-type: none"> - Borough's matching requirement is 15% of the awarded funding which is \$50,625.00 • Staff is working with the grant analyst to execute all necessary agreements prior to any expenditure of funds <ul style="list-style-type: none"> - Coordination has begun with Keller Engineering and the COSTARS contractor to confirm project approval, review the scope of work and revised budget, and determine tentative schedules for execution 	<p>Apr 2025 – submittal of grant application</p> <p>Jan 2026 – grant application approved for funding</p>