

**Borough of Greencastle**  
**March 2026 Council Meeting**  
**Manager's Report**

**Administration & Finance**

<b>Task</b>	<b>Report</b>	<b>Timeline</b>
Current Topics Under Review	<ul style="list-style-type: none"> <li>• Food truck regulations</li> <li>• Solar power at Borough facilities</li> <li>• Appointments to unfiled volunteer positions</li> </ul>	Next meeting date – TBD
Unused Items to be Sold	<ul style="list-style-type: none"> <li>• Items declared as surplus property approved to be sold               <ul style="list-style-type: none"> <li>- Staff will be advertising and coordinating the sale of surplus property as approved by Council</li> <li>- Including the police department F-150, a roller, salt spreader, snowplow, dump truck, and tar buggy</li> </ul> </li> </ul>	Jan – Admin & Finance committee review & recommendation Feb – Council approval Mar – sale of items
Center Square Parking Meter Upgrades	<ul style="list-style-type: none"> <li>• 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"> <li>- All new meter mechanisms have been installed</li> <li>- Information posted online regarding the updated meters and additional QR code payment option</li> </ul> </li> </ul>	May 2025 – Council approved cost to update meters Feb 2026 – parking meter upgrades complete
FY 2025 Audits	<ul style="list-style-type: none"> <li>• Financial – fieldwork will be scheduled with Boyer &amp; Ritter to conduct the financial audit for FY ending December 31, 2025</li> <li>• Liquid Fuels – completed in February</li> <li>• Workers Compensation – rescheduled for March</li> </ul>	Jan – audits begin April - DCED-CLGS-30 May – financial audit fieldwork complete August - DCED-CLGS-04

**Community & Economic Development – NEXT COMMITTEE MEETING – April 27<sup>th</sup> at 6pm**

<b>Task</b>	<b>Report</b>	<b>Timeline</b>
Current Tasks & Topics Under Review	<ul style="list-style-type: none"> <li>• Exclusive Building Code Official Agreement &amp; Resolution</li> <li>• Portable Storage Container &amp; RV Parking Ordinance</li> <li>• Rental Inspection Program</li> <li>• Food Truck Ordinance</li> <li>• Blighted Properties Program</li> </ul>	Next meeting – April 27 <sup>th</sup> at 6pm
Beautification Committee	<ul style="list-style-type: none"> <li>• No Beautification Committee meetings until April</li> </ul>	Apr 14 – committee meeting planned

<p>Exclusive Building Code Official (BCO) Agreement &amp; Resolution</p>	<ul style="list-style-type: none"> <li>• In 2025, Council approved an agreement to be drafted <ul style="list-style-type: none"> <li>- Clem Malot retired, representatives at PMCA changed</li> <li>- Concerns with the coordination and inspection provided during the 11 N. Carlisle St façade failure</li> <li>- No action to finalize in 2025</li> </ul> </li> <li>• Staff has met with new PMCA representatives, reviewed previous concerns, provided expectations for services and communication needed for PMCA to serve as the Borough’s exclusive BCO</li> <li>• Draft agreement provided, designates PMCA as the sole third-party agency responsible for: <ul style="list-style-type: none"> <li>- Administration of the Uniform Construction Code</li> <li>- Enforcement of the Uniform Construction Code</li> <li>- Serving as exclusive BCO for the Borough</li> </ul> </li> <li>• Salzman Hughes has reviewed the agreement and a draft resolution establishing PMCA as sole BCO</li> </ul>	<p>Aug 2025 – Council authorized sole BCO agreement to be drafted</p> <p>Nov 2025 &amp; Jan 2026 – meetings with PMCA</p> <p>Feb 2026 – committee review</p> <p>Mar 2026 – agreement &amp; resolution finalized</p> <p>Apr 2026 – Council action</p>
<p>Portable Storage Container (PSC) &amp; Recreational Vehicle (RV) Parking Ordinance</p>	<ul style="list-style-type: none"> <li>• Regulates placement, duration, and conditions for PSCs and RVs to protect public health, safety, and welfare</li> <li>• Portable Storage Containers <ul style="list-style-type: none"> <li>- The proposed ordinance establishes permitting, duration, size, number, condition, screening, and setback regulations for portable storage containers within the Borough’s various zoning districts</li> <li>- Time limits established for placement on private property and public parking areas</li> </ul> </li> <li>• Recreation Vehicles <ul style="list-style-type: none"> <li>- The proposed ordinance establishes placement and use regulations for RVs in residential districts</li> <li>- Limiting one RV per lot, restricting parking locations and duration, prohibiting habitation and on-street parking, and allowing limited electric only hookups for maintenance purposes</li> </ul> </li> <li>• The committee reviewed a draft ordinance at their February 23<sup>rd</sup> meeting <ul style="list-style-type: none"> <li>- Staff will be incorporating a few minor changes as requested and will recirculate the draft ordinance for committee recommendation prior to Council review</li> </ul> </li> </ul>	<p>2025 – ordinance drafted</p> <p>Feb &amp; Mar 2026 – committee review</p> <p>Apr 2026 – Council review &amp; authorization to advertise</p> <p>May 2026 – enact ordinance</p>

<p>Town Hall Plaza Project</p>	<ul style="list-style-type: none"> <li>• Total donations received to date: \$331,900.00 <ul style="list-style-type: none"> <li>- Shockey Family Foundation - \$300,000.00</li> <li>- Patriot Federal Credit Union - \$30,000.00</li> </ul> </li> <li>• December 18, 2025 – notification of LSA grant funding awarded in the amount of \$250,000.00</li> <li>• 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"> <li>- Final draft under review, pending Brightspeed approval</li> </ul> </li> <li>• Phase 3 – Vertical Wall Improvements <ul style="list-style-type: none"> <li>- February 2<sup>nd</sup> – Council awarded this phase of the project to GRC for the contract price of \$117,653.00</li> <li>- March to May 31<sup>st</sup> – construction</li> </ul> </li> <li>• Final Plaza Design &amp; Completion – Tentative Timeline <ul style="list-style-type: none"> <li>- Mar – engineering design work completed, HOP submitted for curbing, ADA ramps, and utility work in S. Washington Street</li> <li>- Apr – Council review of design &amp; approval to bid project</li> <li>- May – advertise</li> <li>- Jun – Council’s review of bids &amp; award project</li> <li>- Jul to Nov – construction</li> <li>- Nov – final project completion</li> </ul> </li> </ul>	<p>Jun 2023 – purchased property</p> <p>Aug 2025 – Shockey donation received and recognized</p> <p>Dec 2025 – Giving Meter installed, Patriot donation ceremony, LSA grant approval</p> <p>2026 – continued fundraising efforts</p> <p>Mar to May – Phase 3 Improvements</p> <p>Jul to Nov – finalize plaza project</p>
<p>Corporal Rihl Marker (No Change)</p>	<ul style="list-style-type: none"> <li>• 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</li> <li>• 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</li> <li>• 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</li> </ul>	<p>Feb 2025 – Council approved prior sign removal &amp; new sign sponsorship</p> <p>2026 – new sign installed</p>

**Current Development Under Review – NEXT COMMISSION MEETING – March 9<sup>th</sup> at 6pm**

Name of Development	Zoning District	Proposed Use & Improvement	Status
Greencastle-Antrim School District: New Field House and School Additions	INS	<ul style="list-style-type: none"> <li>• Proposing the construction of the following:                             <ul style="list-style-type: none"> <li>- 50,000 ft<sup>2</sup> new field house building</li> <li>- 17,000 ft<sup>2</sup> addition to the high school building</li> <li>- 617 ft<sup>2</sup> addition to the primary school building</li> </ul> </li> <li>• Improved internal traffic circulation within the school campus</li> <li>• Enlarged entrance to the school campus from Leitersburg Street</li> </ul>	<ul style="list-style-type: none"> <li>• January 22 – initial submission</li> <li>• February 9 – PC accepted and tabled plans pending engineering review                             <ul style="list-style-type: none"> <li>- Provided recommendation for Council to waive the preliminary plan requirement</li> </ul> </li> <li>• March 2 – Council to consider \$180-10 waiver request to allow for a combined preliminary/final plan submittal and review of a request to waive the \$150 application fee</li> <li>• May 11 – current 90-day review period expiration date</li> </ul>

**Personnel**

Task	Report	Timeline
Now Hiring: Open Positions	<ul style="list-style-type: none"> <li>• Public Works Laborer                             <ul style="list-style-type: none"> <li>- Full-time, physical position; performs infrastructure maintenance, operates Borough equipment, and assists with facility, utility, and grounds upkeep</li> <li>- Requirements:                                     <ul style="list-style-type: none"> <li>▪ High school diploma or GED</li> <li>▪ Class B CDL with air-brake endorsement</li> </ul> </li> </ul> </li> <li>• Chief Water Operator                             <ul style="list-style-type: none"> <li>- Oversees daily operation, maintenance, and regulatory-compliance of the Authority’s water treatment plant, sources, and infrastructure</li> <li>- Supervises plant staff, directs lab testing and reporting, manages chemical and supply inventories, and ensures safe, reliable water service to the community</li> <li>- Requirements:                                     <ul style="list-style-type: none"> <li>▪ High school diploma or GED</li> <li>▪ Mechanical/electrical aptitude, supervisory ability</li> <li>▪ Current Pennsylvania Class B (E subclass 1, 7–11) Water Treatment Plant Operator license</li> </ul> </li> </ul> </li> </ul>	Positions to be filled as soon as possible, all included in the 2026 budget

<p>Now Hiring: Open Positions (Continued)</p>	<ul style="list-style-type: none"> <li>• Administrative Receptionist <ul style="list-style-type: none"> <li>- 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</li> <li>- Requirements: <ul style="list-style-type: none"> <li>▪ High school diploma or GED</li> <li>▪ Strong communication and customer service skills</li> </ul> </li> </ul> </li> <li>• Proficiency with computers and Microsoft Office</li> </ul>	
<p>Greencastle Police Association Collective Bargaining</p>	<ul style="list-style-type: none"> <li>• The Borough received formal notice from the Greencastle Police Association of its intent to commence collective bargaining under Act 111 for the contract period beginning January 1, 2027</li> <li>• The police union submitted a listing of the initial requests which will be reviewed by the Personnel Committee and Borough solicitor</li> <li>• Meetings with the personnel committee and police union will begin shortly</li> </ul>	<p>Feb – initial notice from union to begin negotiations</p> <p>Mar – meetings</p> <p>May – new contract to be considered by Council</p>

**Public Facilities – NEXT COMMITTEE MEETING – March 19<sup>th</sup> at 9am**

Task	Report	Timeline
<p>Current Topics Under Review</p>	<ul style="list-style-type: none"> <li>• Traffic calming measures – Moss Spring &amp; Homestead Dr</li> <li>• Walter Avenue Bridge Maintenance – Phase 2</li> <li>• Sidewalk Board of Appeals</li> <li>• Stormwater ordinance update</li> <li>• Industrial Pallet stormwater concerns</li> <li>• Wastewater Collection System Replacement Ph 1 Project</li> <li>• Colonial Drive Wastewater Pumping Station replacement</li> </ul>	<p>Next meeting date – March 19<sup>th</sup> at 9am</p>
<p>Buchanan Flats – Moss Spring Traffic Calming Measures</p>	<ul style="list-style-type: none"> <li>• The approved Buchanan Flats development is under construction and includes 10 multi-family residential buildings, two buildings (48 units) located within the Borough, as part of the 288-unit project</li> <li>• 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"> <li>- Improvements are focused on Moss Spring Avenue &amp; Brookview Drive</li> <li>- The project is funded by a \$185,998.94 contribution from the developer and will be administered and completed by the Borough</li> </ul> </li> </ul>	<p>Jun 2023 – Council conditional approval</p> <p>Feb 2025 – phasing plans submitted</p> <p>Sep 2025 – plans recorded</p> <p>Oct 2025 – construction began, inspection by Keller Engineering</p> <p>Dec 2025 – community meeting</p>

<p>Buchanan Flats – Moss Spring Traffic Calming Measures (Continued)</p>	<ul style="list-style-type: none"> <li>• Council awarded engineering services to Keller Engineering for a cost not to exceed \$24,400.00</li> <li>• Committee review established a phased approach with the scope of work in Phase 1 including the following: <ul style="list-style-type: none"> <li>- Stop intersections – §190-13</li> <li>- Lighting – 3 new pole lights, 1 overhead light</li> <li>- Reduce speed limit – 25 mph to 15 mph – §190-9</li> <li>- Four exterior speed tables</li> <li>- Signage &amp; pavement markings</li> </ul> </li> <li>• Phase 2 will include additional speed tables as needed and sidewalks connecting the sidewalk on N. Allison Street to the existing sidewalks on Brookview Drive along the south side of Moss Spring Avenue to allow for walkability and improved pedestrian safety around the Moss Spring Swim Club area</li> <li>• Staff is working with Keller to revise the design for review by Public Facilities Committee prior to requesting contractor quotes for Phase 1 for Council’s consideration</li> <li>• An ordinance modifying §190 of the Borough Code will be drafted for Council’s review to establish the additional stop intersections and speed limit reduction</li> </ul>	<p>Mar – Committee review of revised traffic calming plan &amp; approval to request quotes</p> <p>May – award project</p> <p>Jun – construction</p> <p>Jul – phase 1 finalized</p>
<p>2022 CDBG: Walter Ave &amp; Rt. 11 Intersection (No Change)</p>	<ul style="list-style-type: none"> <li>• Scope: install pedestrian crosswalk signals, ADA ramps, reconfigure crosswalks on three corners of intersection, incorporate a left turn signal option on Rt. 11</li> <li>• Funding = \$286,103.00</li> <li>• Budgeted engineering = \$40,000 for design, bid, permits <ul style="list-style-type: none"> <li>- To date, \$39,132.43 paid to ARRO for engineering</li> </ul> </li> <li>• Update: <ul style="list-style-type: none"> <li>- Utility pole relocation underway for the SW corner as approved by Council at a cost of \$7,061.52</li> <li>- Council awarded the project to Ganoë Paving for an initial bid price of \$217,743.00</li> <li>- Construction schedule to be determined after pole relocation has been completed</li> </ul> </li> </ul>	<p>Feb 2025 – PennDOT approved HOP &amp; signal permit</p> <p>May 2025 – Council review of plans &amp; authorization to bid</p> <p>Jul 2025 – award project</p> <p>Feb – pole relocation completed</p> <p>Mar to May – construction</p> <p>May 20, 2026 – funding deadline</p>
<p>2023 CDBG Flashing Beacon: E. Baltimore St &amp; S. Ridge Ave</p>	<ul style="list-style-type: none"> <li>• Scope: install flashing beacon on E. Baltimore Street at the S. Ridge Avenue crosswalk</li> <li>• Funding: \$54,210.00 for engineering &amp; installation</li> <li>• Budgeted engineering = \$15,000 for design, bid, permits <ul style="list-style-type: none"> <li>- To date, \$14,215.00 paid to FSA for engineering</li> </ul> </li> </ul>	<p>Sep 2025 – PennDOT submittal &amp; review</p> <p>Mar – approval of PennDOT permit</p> <p>Apr – advertise project for bidding</p>

<p>2023 CDBG Flashing Beacon: E. Baltimore St &amp; S. Ridge Ave (Continued)</p>	<ul style="list-style-type: none"> <li>• Update: <ul style="list-style-type: none"> <li>- Permits have been resubmitted by FSA to PennDOT for review</li> <li>- Pending PennDOT approval, FSA has drafted project specification and bidding documents</li> <li>- Updated reports provided to the CDBG grant coordinator with Franklin County Planning regarding PennDOT review and anticipated project schedule</li> </ul> </li> <li>• Once permits approved, Council to review and authorize staff to advertise the project for formal public bidding</li> </ul>	<p>May – award project Jun – construction Jul 2027 – funding deadline</p>
<p>Green Light Go Grant: Traffic Signal Improvements</p>	<ul style="list-style-type: none"> <li>• Scope: funding awarded to update the signal controllers, intersection traffic cameras, and pedestrian signals at all three signalized intersections</li> <li>• Funding = \$229,080.00</li> <li>• Budget: <ul style="list-style-type: none"> <li>- Engineering = \$22,550.00 to ARRO for design &amp; permits</li> <li>- Construction = \$229,425.00 to Signal Service, Inc.</li> </ul> </li> <li>• Update: <ul style="list-style-type: none"> <li>- Work began February 23<sup>rd</sup> with multiple contractor crews executing improvements at all three intersections</li> <li>- Traffic impact updates are being provided via Facebook and the Borough website</li> <li>- Construction to be completed by March 31<sup>st</sup></li> </ul> </li> </ul>	<p>Dec 2025 – project awarded to Signal Services Feb 2026 – construction began Mar 2026 – project finalized Apr 2026 – grant documentation &amp; reporting submitted for reimbursement</p>
<p>Active Third Party Utility Construction</p>	<ul style="list-style-type: none"> <li>• Columbia Gas <ul style="list-style-type: none"> <li>- Areas Directly Impacted – N. Linden Avenue, Tyrone Street, N. Allison Street <ul style="list-style-type: none"> <li>▪ Restoration efforts underway</li> </ul> </li> </ul> </li> <li>• Brightspeed <ul style="list-style-type: none"> <li>- Borough wide installation of fiber infrastructure <ul style="list-style-type: none"> <li>▪ ARRO providing inspection services</li> </ul> </li> </ul> </li> </ul>	<p>May 2025 – Columbia Gas work began Aug 2025 – Brightspeed began</p>

**Public Safety – NEXT COMMITTEE MEETING – March 19<sup>th</sup> at 11:00am**

Task	Report	Timeline
<p>Active Topics Under Review</p>	<ul style="list-style-type: none"> <li>• Traffic, speeding, &amp; parking concerns: <ul style="list-style-type: none"> <li>- U-turns in Center Square</li> <li>- S. Washington Street &amp; Leitersburg Street intersection</li> </ul> </li> <li>• General public safety concerns: <ul style="list-style-type: none"> <li>- Industrial Pallet Corporation facility</li> <li>- Parade/event policy – candy distribution &amp; liability</li> </ul> </li> </ul>	<p>Next meeting date – March 19<sup>th</sup> at 11am</p>

## Public Works Department Operational Updates

- Coordinated snow removal efforts, including additional clean up work and salting as needed
- Reviewed PennDOT snowplow damage to a parking meter along Baltimore Street and submitted a request for reimbursement
- Met West Penn Power representatives to review the Moss Spring Avenue lighting improvements
- Attended the first planning meeting for the America 250th celebrations
- Prepared the police F-150 truck for sale by removing the police-related emergency equipment
- Resolved parking meter issues and installed the updated parking meters around Center Square
- Removed a tree from utility lines at 101 E. Baltimore St
- Repaired and fixed road signs as needed
- Refinished Council room table

## Sewer Administrative Updates

Task	Report	Timeline
<p>Antrim Township Inter-Municipal Agreement (No Change)</p>	<ul style="list-style-type: none"> <li>• Current agreement was established in March of 1990 outlining terms for the Borough’s treatment of sewage received from residents located in Antrim Township</li> <li>• 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"> <li>- Normal daily flow received from Antrim Township customers is approximately 20,000 gallons per day</li> </ul> </li> <li>• Final agreement being drafted for both bodies to consider</li> </ul>	<p>Jul 2024 – staff’s initial contact with Township regarding agreement</p> <p>2026 – Council to authorize execution of new inter-municipal agreement</p>
<p>PA Small Water &amp; Sewer Program Grant Application</p>	<ul style="list-style-type: none"> <li>• In the 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"> <li>- Significant infiltration was discovered, the most critical areas were identified for inclusion in this project</li> </ul> </li> <li>• To address this infiltration issue, staff worked with Keller Engineering to submit a PA Small Water &amp; Sewer Program grant application in 2025               <ul style="list-style-type: none"> <li>- Submitted grant application seeking \$425,000.00 in funding to replace 6,000 feet of 8” clay sewer pipe</li> </ul> </li> <li>• Grant approval has been confirmed for \$337,500 in funding to execute this project               <ul style="list-style-type: none"> <li>- Borough’s matching requirement is 15% of the awarded funding which is \$50,625.00</li> </ul> </li> <li>• Staff is working with the grant analyst to execute all necessary agreements prior to any expenditure of funds               <ul style="list-style-type: none"> <li>- Updated COSTARS proposal received, pending execution of all grant agreements, Council can review and award the project for construction in 2026</li> </ul> </li> </ul>	<p>Apr 2025 – submittal of grant application</p> <p>Jan 2026 – grant application approved for funding</p> <p>Mar 2026 – grant agreements finalized</p> <p>Apr 2026 – Council to consider a COSTARS quote for the project</p> <p>May to Jul 2026 – construction work</p> <p>Aug 2026 – grant documentation &amp; reporting submitted for reimbursement</p>