

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

Administration & Finance

Task	Report	Timeline
FY 2025 Financial Audit	<ul style="list-style-type: none"> • Boyer & Ritter will conduct the financial audit for the fiscal year ending December 31, 2025, with fieldwork planned for May • Staff is submitting various end-of-year reports and supporting documentation for audit review • Preliminary review of internal financial records and reconciliations is underway to ensure a smooth audit process 	<p>Apr – staff compiling reports for audit</p> <p>May – financial audit fieldwork complete & DCED-CLGS-30</p> <p>August - DCED-CLGS-04 report submittal</p>
Solar Power at Borough Facilities	<ul style="list-style-type: none"> • Staff met with a solar panel company to review the feasibility of installing solar panels at several Borough properties • Discussion included potential installation locations, system sizing, and preliminary cost considerations • Staff is evaluating operational impacts, including maintenance requirements, estimated return on investment, and long-term energy savings • Additional information is being gathered to determine next steps and whether to advance the concept for Council consideration 	<p>Mar – initial meeting with solar company</p> <p>Apr – evaluation of energy requirements for Borough operations</p> <p>May – committee review of options</p>
Surplus Equipment to be Sold	<ul style="list-style-type: none"> • Items declared as surplus property approved to be sold - Including the police department F-150, a roller, salt spreader, snowplow, dump truck, and tar buggy • Surplus equipment sale has been advertised in accordance with Borough requirements, with notice detailing items, terms, and bidding process • The online auction will be conducted via Municibid from April 13th through 27th, with items sold as-is to the highest responsible bidder • Bidders are required to submit payment immediately upon acceptance and complete pickup within 15 days • The Borough reserves the right to reject any or all bids • Council is expected to consider award of bids at the May 4th meeting 	<p>Feb – Council approval</p> <p>Mar – advertise sale</p> <p>Apr 13 to 27 – Municibid auction</p> <p>May – Council approval of resolution</p>

Community & Economic Development – NEXT COMMITTEE MEETING – April 27th at 6pm

Task	Report	Timeline
Current Tasks & Topics Under Review	<ul style="list-style-type: none"> • Portable Storage Container & RV Parking Ordinance • Rental Inspection Program • Blighted Properties Program 	Next meeting – April 27 th at 6pm
Beautification Committee	<ul style="list-style-type: none"> • No Beautification Committee meetings until April 	Apr 14 – committee meeting planned
Exclusive Building Code Official (BCO) Agreement & Resolution	<ul style="list-style-type: none"> • In 2025, Council approved an agreement to be drafted <ul style="list-style-type: none"> - Clem Malot retired, representatives at PMCA changed - Concerns with the coordination and inspection provided during the 11 N. Carlisle St façade failure - No action to finalize in 2025 • 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 • Draft agreement provided, designates PMCA as the sole third-party agency responsible for: <ul style="list-style-type: none"> - Administration of the Uniform Construction Code - Enforcement of the Uniform Construction Code - Serving as exclusive BCO for the Borough • Salzman Hughes has reviewed the agreement and a draft resolution establishing PMCA as sole BCO 	<p>Aug 2025 – Council authorized sole BCO agreement to be drafted</p> <p>Nov 2025 & Jan 2026 – meetings with PMCA</p> <p>Feb 2026 – committee review</p> <p>Mar 2026 – agreement & resolution finalized</p> <p>Apr 2026 – Council action</p>
Portable Storage Container (PSC) & Recreational Vehicle (RV) Parking Ordinance	<ul style="list-style-type: none"> • Regulates placement, duration, and conditions for PSCs and RVs to protect public health, safety, and welfare • Portable Storage Containers <ul style="list-style-type: none"> - The proposed ordinance establishes permitting, duration, size, number, condition, screening, and setback regulations for portable storage containers within the Borough’s various zoning districts - Time limits established for placement on private property and public parking areas • Recreational Vehicles <ul style="list-style-type: none"> - The proposed ordinance establishes placement and use regulations for RVs in residential districts - 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 • Staff to modify the draft ordinance for committee review 	<p>2025 – ordinance drafted</p> <p>Feb & Apr 2026 – committee review</p> <p>May 2026 – Council review & authorization to advertise</p> <p>Jun 2026 – enact ordinance</p>

<p style="text-align: center;">Town Hall Plaza Project</p>	<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 Schedule <ul style="list-style-type: none"> - February 2nd – Council awarded this phase of the project to GRC for the contract price of \$117,653.00 - March – review of submittals to confirm materials and all color options, permit approval from PMCA, communication with neighboring property owner - April to May 31st – construction underway • Final Plaza Design & Completion – Tentative Timeline <ul style="list-style-type: none"> - Apr – engineering design work completed, HOP submitted for curbing, ADA ramps, and utility work in S. Washington Street - May – Council review of design & approval to bid project - Jun – advertise - Jul – Council’s review of bids & award project - Aug to Dec – construction - Dec – final project completion • Staff continues to work with FSA to finalize the last phase of the overall plaza design • Adjustments to the design approach have required revisions to the plans, contributing to minor delays in the final phase project schedule 	<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>Aug to Dec – finalize plaza project</p>
<p style="text-align: center;">Corporal Rihl Marker (No Change)</p>	<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 	<p>Feb 2025 – Council approved prior sign removal & new sign sponsorship</p> <p>2026 – new sign installed</p>

Current Development Under Review – NEXT COMMISSION MEETING – April 13th 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"> • Proposing the construction of the following: <ul style="list-style-type: none"> - 50,000 ft² new field house building - 17,000 ft² addition to the high school building - 617 ft² addition to the primary school building • Improved internal traffic circulation within the school campus • Enlarged entrance to the school campus from Leitersburg Street 	<ul style="list-style-type: none"> • January 22 – initial submission • February 9 – PC accepted and tabled plans pending engineering review <ul style="list-style-type: none"> - Provided recommendation for Council to waive the preliminary plan requirement • March 2 – Council approved a \$180-10 waiver request to allow for a combined preliminary/final plan submittal and a request to waive the \$150 application fee • May 11 – current 90-day review period expiration date
Antrim Way Honda Collision Center Addition	HC	<ul style="list-style-type: none"> • Proposed construction of a 2,676 ft² addition to existing building to be used for storage • 3 parcels consolidated into one parcel via deed 	<ul style="list-style-type: none"> • Feb 13 – initial submission • Mar 13 – response provided with initial outstanding comments • Apr 2 – staff met with property owner to review plan requirements

Personnel

Task	Report	Timeline
Greencastle Police Association Collective Bargaining	<ul style="list-style-type: none"> • 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 • The police union submitted a listing of the initial requests which will be reviewed by the Personnel Committee and Borough solicitor • The personnel committee has met to review the initial proposal as received from the union • Meetings will begin shortly with the police union representatives 	<p>Feb – initial notice from union to begin negotiations</p> <p>Mar to May – meetings</p> <p>Jun – new contract to be considered by Council</p>

<p>Now Hiring: Open Positions</p>	<ul style="list-style-type: none"> • Administrative Receptionist (Part-Time) <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 • 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 • 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 	<p>Positions to be filled as soon as possible, all included in the 2026 budget</p>
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Public Facilities – NEXT COMMITTEE MEETING – April 16th at 9am

Task	Report	Timeline
<p>Current Topics Under Review</p>	<ul style="list-style-type: none"> • Traffic calming measures – Moss Spring neighborhood • Walter Avenue Bridge Maintenance – Phase 2 • Sidewalk Board of Appeals • Stormwater ordinance update • Industrial Pallet stormwater concerns • Wastewater Collection System Replacement Ph 1 Project • Colonial Drive Wastewater Pumping Station replacement 	<p>Next meeting date – April 16th at 9am</p>

<p>Buchanan Flats – Moss Spring Traffic Calming Measures</p>	<ul style="list-style-type: none"> • 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 • 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 - The project is funded by a \$185,998.94 contribution from the developer and will be administered and completed by the Borough • Council awarded engineering services to Keller Engineering for a cost not to exceed \$24,400.00 • Committee review established a phased approach with the scope of work in Phase 1 including the following: <ul style="list-style-type: none"> - Stop intersections – §190-13 - Lighting – 3 new pole lights, 1 overhead light - Reduce speed limit – 25 mph to 15 mph – §190-9 - Four exterior speed tables - Signage & pavement markings • 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 • 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 • An ordinance modifying Chapter 190 of the Borough Code has been drafted and initially reviewed by the committee <ul style="list-style-type: none"> - The ordinance will establish the additional stop intersections and speed limit reduction 	<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>Mar – Committee review of draft ordinance</p> <p>Apr – revised traffic calming plan & 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 & Rt. 11 Intersection</p>	<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 • Budgeted construction = \$217,743.00 <ul style="list-style-type: none"> - Council awarded the project to Ganoë Paving 	<p>Feb 2025 – PennDOT approved HOP & signal permit</p> <p>May 2025 – Council review of plans & authorization to bid</p> <p>Jul 2025 – award project to Ganoë Paving</p>

<p>2022 CDBG: Walter Ave & Rt. 11 Intersection (Continued)</p>	<ul style="list-style-type: none"> • Update: <ul style="list-style-type: none"> - Utility pole relocation is underway at the southwest corner, as approved by Council, at a cost of \$7,061.52. - Staff has coordinated with Brightspeed to advance and finalize their scope of work for the pole relocation. - Coordination occurred between Signal Service, the Borough’s Green Light Go project contractor, and Ganoë Paving to complete the new left-turn signal at the intersection. - The additional signal provides a designated left-turn movement for vehicles turning onto Walter Avenue from Route 11. - The new signal is expected to improve traffic flow and overall intersection safety. • Ganoë Paving is planning to begin their scope of work by April 13th with a full construction schedule to be provided after the pole relocation has been completed 	<p>Apr – pole relocation completed</p> <p>Apr to May – construction</p> <p>May 20, 2026 – funding deadline</p>
<p>2023 CDBG Flashing Beacon: E. Baltimore St & S. Ridge Ave (No Change)</p>	<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 have been resubmitted by FSA to PennDOT for review (5th submission) - Pending PennDOT approval, FSA has drafted project specification and bidding documents - Updated reports have been provided to the CDBG grant coordinator with Franklin County, regarding PennDOT review and anticipated project schedule - Once permits approved, Council to review and authorize staff to advertise the project for formal public bidding 	<p>Sep 2025 – PennDOT submittal & review</p> <p>Apr – approval of PennDOT permit</p> <p>May – advertise project for bidding</p> <p>Jun – award project</p> <p>Jul – construction</p> <p>Jul 2027 – funding deadline</p>
<p>Green Light Go Grant: Traffic Signal Improvements</p>	<ul style="list-style-type: none"> • Scope: funding awarded to update the signal controllers, intersection traffic cameras, and pedestrian signals at all three signalized intersections • Funding = \$229,080.00 • Budget: <ul style="list-style-type: none"> - Engineering = \$22,550.00 to ARRO for design & permits - Construction = \$229,425.00 to Signal Service, Inc. • Update: <ul style="list-style-type: none"> - Work began February 23rd, completed on March 27th 	<p>Dec 2025 – project awarded to Signal Services</p> <p>Feb 2026 – construction began</p> <p>Mar 2026 – completed</p> <p>Apr 2026 – grant documentation & reporting submitted</p>

<p>Active Third Party Utility Construction</p>	<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 	<p>May 2025 – Columbia Gas work began</p> <p>Aug 2025 – Brightspeed began</p>
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Public Safety – NEXT COMMITTEE MEETING – June 18th at 11:00am

Task	Report	Timeline
<p>Active Topics Under Review</p>	<ul style="list-style-type: none"> • Traffic, speeding, & parking concerns: <ul style="list-style-type: none"> - U-turns in Center Square - S. Washington Street & Leitersburg Street intersection - Traffic signal timing at Rt. 11 & 16 intersection - CVS access concerns related to Rt. 16 traffic • General public safety concerns: <ul style="list-style-type: none"> - Industrial Pallet Corporation facility - Parade/event policy – candy distribution & liability - Pedestrian signals at Rt. 16 & Washington St 	<p>Next meeting date – June 18th at 11am</p>
<p>Franklin County Task Force FALCON (Fugitive Apprehension and Law Enforcement Cooperative Operations Network)</p>	<ul style="list-style-type: none"> • Public Safety Committee has reviewed the potential participation of the Greencastle Police Department in the Franklin County Task Force FALCON <ul style="list-style-type: none"> - FALCON is a voluntary, part-time, multi-jurisdictional law enforcement partnership focused on coordinated fugitive apprehension - Participation would allow the Borough to collaborate with other agencies while retaining full control over its officers, schedules, and level of involvement - The program supports targeted enforcement efforts and information sharing across jurisdictions • The proposed MOU would formalize the Borough’s participation in the task force <ul style="list-style-type: none"> - It clarifies that participation is voluntary and outlines responsibilities, liability, and indemnification - Execution of the MOU ensures compliance with legal and operational requirements before the department engages with the task force 	<p>Mar – committee review of FALCON task force</p> <p>Apr – Council review</p>

Public Works Department Operational Updates

- Completed routine maintenance and repairs, including fixing traffic signs, checking sidewalks, and addressing downed street lights after storms.
- Communicated with contractors for Green Light Go signal work and other utility projects, including coordinating with school district and emergency services personnel to provide traffic impacts and updates
- Scheduled tree removal with West Penn Power, posted no parking signage, and cleaned up wood after removals
- Coordinated and prepared for Bulk Day, including scheduling dumpsters
- Performed facility and equipment upkeep, such as adjusting the town clock, replacing clock tower lights, and servicing the shop heaters
- Removed winter banners from the downtown Center Square area
- Scheduled shade tree stump grinding and submitted required PA-One calls to complete the work
- Cleaned off ADA ramps at the intersection of Chambers Lane and N. Carlisle Street

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"> • 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"> - 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 • Grant approval has 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 has executed all necessary agreements and is waiting on confirmation prior to any expenditure of funds <ul style="list-style-type: none"> - Pending the formal grant agreement, Council can award the project for construction in 2026 	<p>Apr 2025 – submittal of grant application</p> <p>Jan 2026 – grant application approved for funding</p> <p>Apr 2026 – grant agreements finalized</p> <p>May 2026 – Council to consider a COSTARS quote for the project</p> <p>Jun to Aug 2026 – construction work</p> <p>Sep 2026 – grant documentation & reporting submitted for reimbursement</p>