

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

**Administration & Finance**

Task	Report	Timeline
<p>FY 2025 Financial Audit (No Change)</p>	<ul style="list-style-type: none"> <li>• Boyer &amp; Ritter will conduct the financial audit for the fiscal year ending December 31, 2025, with fieldwork planned for May</li> <li>• Staff is submitting various end-of-year reports and supporting documentation for audit review</li> <li>• Preliminary review of internal financial records and reconciliations is underway to ensure a smooth audit process</li> </ul>	<p>Apr – staff compiling reports for audit</p> <p>May – financial audit fieldwork complete &amp; DCED-CLGS-30</p> <p>August - DCED-CLGS-04 report submittal</p>
<p>Solar Power at Borough Facilities (No Change)</p>	<ul style="list-style-type: none"> <li>• Staff met with a solar panel company to review the feasibility of installing solar panels at several Borough properties</li> <li>• Discussion included potential installation locations, system sizing, and preliminary cost considerations</li> <li>• Staff is evaluating operational impacts, including maintenance requirements, estimated return on investment, and long-term energy savings</li> <li>• Additional information is being gathered to determine next steps and whether to advance the concept for Council consideration</li> </ul>	<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>
<p>Res. 2026-05 – Surplus Equipment to be Sold</p>	<ul style="list-style-type: none"> <li>• Council deemed surplus equipment was advertised for sale in accordance with Borough requirements</li> <li>• The online auction conducted via Municibid from April 13<sup>th</sup> through 27<sup>th</sup>, with items sold as-is to the highest responsible bidder as follows: <ul style="list-style-type: none"> <li>- F-150 pickup truck – \$9,300.00</li> <li>- 1988 Chevy dump truck – \$6,100.00</li> <li>- Vibrastat II roller – \$1,965.00</li> <li>- Flink salt spreader – \$301.00</li> <li>- Fisher snow plow – \$1,276.00</li> <li>- 1998 tar buggy – \$1,625.00</li> </ul> </li> <li>• Bidders are required to submit payment immediately upon acceptance and complete pickup within 15 days</li> <li>• Council to consider resolution at the May 4<sup>th</sup> meeting</li> </ul>	<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

Task	Report	Timeline
Current Tasks & Topics Under Review	<ul style="list-style-type: none"> <li>• Portable Storage Container &amp; RV Parking Ordinance</li> <li>• Rental Inspection Program</li> <li>• Blighted Properties Program</li> </ul>	Next meeting – TBD
Beautification Committee	<ul style="list-style-type: none"> <li>• Tulip removal &amp; seasonal planting will be occurring May 4<sup>th</sup> &amp; 5<sup>th</sup> in Center Square, the plaza, Borough Hall, and the N. Carlisle Street bumpouts</li> <li>• The color scheme is red, white, and blue for America250</li> </ul>	<p>Apr 14 – committee meeting</p> <p>May – planting efforts &amp; watering begins</p>
Portable Storage Container (PSC) & Recreational Vehicle (RV) Parking Ordinance	<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>• Recreational 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>• Committee review of the draft ordinance completed, recommended for Council review at the May meeting               <ul style="list-style-type: none"> <li>- Pending Council approval, staff will advertise the ordinance for anticipated enactment in June</li> </ul> </li> </ul>	<p>2025 – ordinance drafted</p> <p>Feb &amp; Apr 2026 – committee review</p> <p>May 2026 – Council review &amp; authorization to advertise</p> <p>Jun 2026 – enact ordinance</p>
Corporal Rihl Marker (No Change)	<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>

<p style="text-align: center;">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 Schedule <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 – review of submittals to confirm materials and all color options, permit approval from PMCA, communication with neighboring property owner</li> <li>- April to May 31<sup>st</sup> – construction underway</li> </ul> </li> <li>• Final Plaza Design &amp; Completion – Tentative Timeline <ul style="list-style-type: none"> <li>- Apr – engineering design work completed, HOP submitted for curbing, ADA ramps, and utility work in S. Washington Street</li> <li>- May – Council review of design &amp; approval to bid project</li> <li>- Jun – advertise</li> <li>- Jul – Council’s review of bids &amp; award project</li> <li>- Aug to Dec 2026 and Spring 2027 – construction</li> <li>- Spring 2027 – final project completion</li> </ul> </li> <li>• Staff continues to work with FSA to finalize the last phase of the overall plaza design and bid specifications</li> <li>• FSA has provided a revised estimated construction cost as well as proposals for all remaining engineering costs for Council review</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>Aug to Dec – final phase construction</p> <p>Spring 2027 – Plaza complete</p>
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**Current Development Under Review – NEXT COMMISSION MEETING – April 13<sup>th</sup> at 6pm**

Name of Development	Zoning District	Proposed Use & Improvement	Status
Antrim Way Honda Collision Center Addition	HC	<ul style="list-style-type: none"> <li>• Proposed construction of a 2,380 ft<sup>2</sup> addition to existing building to be used for storage</li> <li>• 3 parcels consolidated into one parcel via deed</li> </ul>	<ul style="list-style-type: none"> <li>• Feb 13 – initial submission</li> <li>• Apr 13 – PC conditional recommendation to approve</li> <li>• Apr to May – various submittals, request for combined plan</li> <li>• May 4 – engineering review pending</li> </ul>

<p>Greencastle-Antrim School District: New Field House and School Additions</p>	<p>INS</p>	<ul style="list-style-type: none"> <li>Proposing the construction of the following: <ul style="list-style-type: none"> <li>40,000 ft<sup>2</sup> new field house building</li> <li>13,000 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 approved a \$180-10 waiver request to allow for a combined preliminary/final plan submittal and a request to waive the \$150 application fee</li> <li>Apr 21 – second submittal</li> <li>May 11 – current 90-day review period expiration date <ul style="list-style-type: none"> <li>60-day extension letter received for Council action</li> </ul> </li> </ul>
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**Personnel**

Task	Report	Timeline
<p>Greencastle Police Association Collective Bargaining (No Change)</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>The personnel committee has met to review the initial proposal as received from the union</li> <li>Meetings will begin shortly with the police union representatives</li> </ul>	<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>Res. 2026-06 CSC Rules &amp; Regs Update &amp; Lieutenant Position Creation</p>	<ul style="list-style-type: none"> <li>At the request of the Personnel Committee, the Civil Service Commission met to consider updates to the Rules &amp; Regulations</li> <li>If approved, Resolution 2026-06 would: <ul style="list-style-type: none"> <li>Amend the Rules &amp; Regulations for police promotional positions including Corporal, Sergeant, and Lieutenant</li> <li>Establish qualifications &amp; examination requirements</li> <li>Formalize the Lieutenant position as a management, non-union role with supervisory &amp; disciplinary authority</li> </ul> </li> </ul>	<p>Mar – Personnel committee meeting</p> <p>Apr – CSC meeting</p> <p>May – Council to consider resolution</p>

<p style="text-align: center;">Now Hiring: Open Positions</p>	<ul style="list-style-type: none"> <li>• Administrative Receptionist (Part-Time) <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</li> <li>- Requirements: <ul style="list-style-type: none"> <li>▪ High school diploma or GED</li> <li>▪ Strong communication and customer service skills</li> <li>▪ Proficiency with computers and Microsoft Office</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> <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> </ul>	<p>Interviews being scheduled for mid-May</p> <p>Admin &amp; PW positions to be filled by June</p>
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**Public Facilities – NEXT COMMITTEE MEETING – April 16<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 neighborhood</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> <li>• Tyrone Street Stormwater project</li> </ul>	<p>Next meeting date – April 21<sup>st</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> <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 may 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>• Keller provided a quote package reviewed by the Public Facilities Committee and staff requested contractor quotes for Phase 1 for Council’s consideration</li> <li>• An ordinance modifying Chapter 190 of the Borough Code has been drafted and initially reviewed by the committee <ul style="list-style-type: none"> <li>- Ordinance 2026-03 if adopted will establish the additional stop intersections and speed limit reduction</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>Mar – Committee review of draft ordinance</p> <p>Apr – 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</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>• Budgeted construction = \$217,743.00 <ul style="list-style-type: none"> <li>- Council awarded the project to Ganoë Paving</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 to Ganoë Paving</p>

<p>2022 CDBG: Walter Ave &amp; Rt. 11 Intersection (Continued)</p>	<ul style="list-style-type: none"> <li>• Update: <ul style="list-style-type: none"> <li>- Utility pole relocation completed April 9<sup>th</sup></li> <li>- Ganoe Paving mobilized immediately following pole removal and work was completed within 3 weeks</li> <li>- Grant analyst completed on-site interviews &amp; site visits</li> <li>- Pedestrian push buttons have not yet been installed due to backorder, expected delivery and install in within 2 weeks</li> <li>- PennDOT inspection completed, all work approved</li> <li>- Payment applications submitted for Council review</li> </ul> </li> </ul>	<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 &amp; S. Ridge Ave (No Change)</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> <li>• Update: <ul style="list-style-type: none"> <li>- Permits have been resubmitted by FSA to PennDOT for review (5<sup>th</sup> submission)</li> <li>- Pending PennDOT approval, FSA has drafted project specification and bidding documents</li> <li>- Updated reports have been provided to the CDBG grant coordinator with Franklin County, regarding PennDOT review and anticipated project schedule</li> <li>- Once permits approved, Council to review and authorize staff to advertise the project for formal public bidding</li> </ul> </li> </ul>	<p>Sep 2025 – PennDOT submittal &amp; review</p> <p>May – approval of PennDOT permit</p> <p>Jun – advertise project for bidding</p> <p>Jul – award project</p> <p>Aug – construction</p> <p>Jul 2027 – funding deadline</p>

**Public Safety – NEXT COMMITTEE MEETING – June 18<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> <li>- Traffic signal timing at Rt. 11 &amp; 16 intersection</li> <li>- CVS access concerns related to Rt. 16 traffic</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> <li>- Pedestrian signals at Rt. 16 &amp; Washington St</li> </ul> </li> </ul>	<p>Next meeting date – June 18<sup>th</sup> at 11am</p>

## Public Works Department Operational Updates

- Completed routine maintenance and repairs, including fixing traffic signs, checking sidewalks, and addressing downed street lights after storms.
- De-winterized equipment, removing and storing salt spreader and snow plows
- Coordinated Municibid sales for surplus items; positing the equipment and answering questions
- Trimmed trees to allow for more clear visibility on Police Department cameras
- Completed routine public works and maintenance activities, including sidewalk repair, street work, mowing, sweeping, and facility upkeep
- Addressed vegetation and tree-related work, including trimming, removals, stump grinding coordination, and planning for tree replacements
- Installed signage and responded to resident concerns, including traffic signal complaints
- Coordinated with contractors, local organizations, and vendors on various projects and services
- Scheduled the rental of a manlift for the Hometown Hero banner deployment in mid-May
- Prepared for and conducted Bulk Day operations
  - 130 total residents; 4 full trash roll off dumpsters, 2 full metal roll off dumpsters
- Performed administrative tasks and attending training including webinars and regional meetings
- Completed 95 PA-One Call in April, YTD total = 300 with a 100% response rate

## Wastewater Administrative Updates

Task	Report	Timeline
Antrim Township Inter-Municipal Agreement (No Change)	<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>
PA Small Water & Sewer Grant	<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>• PA Small Water &amp; Sewer Program grant application                             <ul style="list-style-type: none"> <li>- Replace 6,000 feet of 8” clay sewer pipe</li> </ul> </li> <li>• Grant approval for \$337,500 in funding</li> <li>• All agreements executed, confirmation to use COSTARS                             <ul style="list-style-type: none"> <li>- Council to review COSTARS quote from Mr. Rehab to consider award the project for construction in 2026</li> </ul> </li> </ul>	<p>Apr 2025 – submittal of grant application</p> <p>Jan 2026 – grant approved</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>EOY 2026 – grant reimbursement</p>

## **Wastewater Department Operational Updates**

- Conducted onboarding and training for new staff member, including system operations, maintenance procedures, and plant processes
- Completed equipment maintenance, including replacement and wiring of Aerzen blower motor and exhaust fan motor
- Coordinated with vendors and consultants regarding electrical work, biosolids program, and facility improvements
- Met with engineering consultant to review operational items including the current dissolved oxygen control for the aeration basins and address streambank stability around the plant facility
- Evaluated facility maintenance needs, including wall coating options
- Local farmer began biosolids hauling operations