

**Borough of Greencastle
June 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 scheduled for the week of June 8th • Staff has submitted various end-of-year reports and supporting documentation for audit review • Preliminary review of internal financial records and reconciliations has been completed 	<p>Apr & May – staff compiled audit reports</p> <p>Jun – financial audit fieldwork complete & DCED-CLGS-30</p> <p>August - DCED-CLGS-04 report submittal</p>
G-A High School Gives Back Day	<ul style="list-style-type: none"> • GASD coordinator Meagan Brockway has reached out for the Borough to again participate in the G-A High School Gives Back Day • Borough staff, members of the Beautification Committee, volunteers from F&M Trust, and GAHS students and teachers will work together on June 10th, completing various improvement projects throughout the Borough • Planned activities include cleaning the Baltimore Street underpass mural and weeding tree wells throughout downtown 	<p>Jun 10 – GAHS Gives Back Day</p>
LSA Grant – Police Vehicle Purchase	<ul style="list-style-type: none"> • The Borough was awarded a Local Share Account (LSA) grant in the amount of \$149,216.00 for the replacement of three police vehicles. <ul style="list-style-type: none"> - Current replacement schedule anticipates purchasing one vehicle per year over the next three years, with the 2026 Ford Police Interceptor Utility representing the first vehicle to be acquired under the grant. • Council to consider a budget amendment to appropriate funds for the purchase of the vehicle in 2026. <ul style="list-style-type: none"> - The amendment is necessary because the LSA grant awards were not announced until late December 2025, after the 2026 budget had already been adopted. - Increases both the vehicle purchase expenditure account and the corresponding grant revenue account by \$46,700.00, resulting in no net impact to the overall General Fund budget balance. 	<p>Nov 2024 – grant application submitted</p> <p>Dec 2025 – approval for funding</p> <p>Jun 2026 – Council to consider purchase</p> <p>2026 – vehicle purchased & in service</p>

LSA Grant – Police Vehicle Purchase (Continued)	<ul style="list-style-type: none"> • Council will also consider approval of the purchase of a 2026 Ford Police Interceptor Utility through COSTARS pricing from Keystone Ford in the amount of \$46,700.00. • Following the purchase, the Borough staff will submit for reimbursement through the approved LSA grant program. 	
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 • Current utility usage information has been provided to the solar company representative, staff is awaiting a response 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>Jun – committee review of options</p>

Community & Economic Development

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 – TBD
Beautification Committee	<ul style="list-style-type: none"> • Seasonal planting occurred in early May for Center Square, the plaza, Borough Hall, and the N. Carlisle Street bumpouts • The color scheme is red, white, and blue for America250 • Volunteers focus on daily watering, weeding, and fertilizing plants through the summer months 	Next meeting – June 9 th
Corporal Rihl Marker (No Change)	<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>

<p>Portable Storage Container (PSC) & Recreational Vehicle (RV) Parking Ordinance</p>	<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 • Committee review of the draft ordinance completed, recommended for Council review at the May meeting • Staff will advertise the ordinance and make the necessary notification for anticipated enactment in July 	<p>2025 – ordinance drafted</p> <p>Feb & Apr 2026 – committee review</p> <p>May 2026 – Council review & authorization to advertise</p> <p>Jul 2026 – enact ordinance</p>
<p>Town Hall Plaza Project</p>	<ul style="list-style-type: none"> • Total funding to date: \$581,900.00 <ul style="list-style-type: none"> - Shockey Family Foundation - \$300,000.00 - Patriot Federal Credit Union - \$30,000.00 - LSA grant funding awarded - \$250,000.00 • Long term lease agreement under review for the public use of the front portion of the Brightspeed property for the extended entrance design • Phase 3 – Vertical Wall Improvements Updates <ul style="list-style-type: none"> - Project awarded to GRC, contract price of \$117,653.00 - April to May 31st – construction underway & finalized - Final payment application received & under review • Final Plaza Design & Completion – Tentative Schedule <ul style="list-style-type: none"> - Apr – engineering work underway, HOP submitted - May – Council review of design & approval to bid project - Jun – finalize design, bid package, advertise - Aug – Council's review of bids & award project - Sep to Dec 2026 and Spring 2027 – construction - Spring 2027 – final project completion • Staff continues to work with FSA to finalize the last phase of the overall plaza design and bid specifications 	<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 – Final Phase awarded</p> <p>Sep 2026 to Apr 2027 – final phase construction</p> <p>Spring 2027 – Plaza project complete</p>

Current Development Under Review – NEXT COMMISSION MEETING – June 8th at 6pm

Name of Development	Zoning District	Proposed Use & Improvement	Status
Antrim Way Honda Collision Center Addition	HC	<ul style="list-style-type: none"> • Proposed construction of a 2,380 ft² addition to existing building to be used for storage • No additional impervious or utilities • 3 parcels consolidated into one parcel via deed 	<ul style="list-style-type: none"> • Feb 13 – initial submission • Apr 13 – PC conditional recommendation to approve • May 4 – Council conditional approval • May 28 – engineering approval • Jun 1 – land use permit issued
Greencastle-Antrim School District: New Field House and School Additions	INS	<ul style="list-style-type: none"> • Proposed construction of the following: <ul style="list-style-type: none"> - 39,143 ft² new field house building - 13,076 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"> • Jan 22 – initial submission • Feb 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 • Mar 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 – PC conditional recommendation to approve • Jul 10 – current review period expiration date <ul style="list-style-type: none"> - Including the approved 60-day extension request

Personnel

Task	Report	Timeline
Greencastle Police Association Collective Bargaining	<ul style="list-style-type: none"> • Formal notice received from the Greencastle Police Association to commence collective bargaining under Act 111 for contract period beginning January 1, 2027 • The police union submitted a listing of the initial requests reviewed by the Personnel Committee and solicitor • The personnel committee met to review the initial proposal as received from the union • Meetings to be held with the police union representatives 	<p>Feb – initial notice from union to begin negotiations</p> <p>2026 – negotiation meetings with union</p> <p>EOY – new contract to be considered by Council</p>

<p>Hiring Updates</p>	<ul style="list-style-type: none"> • Interviews have been conducted for the Part-Time Administrative Receptionist position as well as the Public Works Laborer <ul style="list-style-type: none"> - Final hiring decisions being made - Job offers to be extended - New employees to start in June • Current Job Opening: 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 	<p>May – interviews Jun – Admin & PW new hires start</p>
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Public Facilities – NEXT COMMITTEE MEETING – June 18th 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 • Zoning ordinance update • Industrial Pallet stormwater concerns • Wastewater Collection System Replacement Ph 1 Project • Colonial Drive Wastewater Pumping Station replacement • Tyrone Street Stormwater project 	<p>Next meeting date – Jun 18th at 9am</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 • Update: <ul style="list-style-type: none"> - Ganoë Paving, completed all work by May 20th deadline - Final inspections by ARRO & PennDOT complete - Staff to submit for reimbursement 	<p>Apr – pole relocation completed Apr to May – construction May 20, 2026 – funding deadline</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 • Ordinance 2026-03, modifying Chapter 190 of the Borough Code, has been advertised as approved by Council and once enacted will establish the additional stop intersections and speed limit reduction • Phase 1 Improvements Update: <ul style="list-style-type: none"> - Letters sent to Moss Spring community - Ganoë Paving was awarded the Phase 1 exterior speed tables for a contract price of \$18,724.00 - Speed tables have been installed and striped - Signage to be installed once ordinance enacted for speed limit and stop intersections - Lighting being coordinated with West Penn Power • Feedback from initial improvements, data collected from police enforcement, and information from radar signs will help determine the Phase 2 improvements scope such as: <ul style="list-style-type: none"> - Additional speed tables - Crosswalks with flashing beacons & signage - Sidewalks connecting the sidewalk on N. Allison Street to the existing sidewalks on Brookview Drive along the south side of Moss Spring Avenue 	<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>
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<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>Jun – approval of PennDOT permit</p> <p>Jul – advertise project for bidding</p> <p>Aug – award project</p> <p>Sep – construction</p> <p>Jul 2027 – funding deadline</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>

Public Works Department Operational Updates

- Installed American flag and America 250 flag at the plaza
- Supported Beautification Ladies with supply gathering, logistics, and flower planting activities
- Executed surplus item sale and coordinated title transfers
- Completed tree work including trimming for camera visibility on Baltimore Street, selecting and planting trees at Moss Spring Swim Club, and ongoing watering of new trees and flowers
- Installed Hometown Hero banners and arranged manlift for installation
- Coordinated with G.W. Electric on Center Square light repairs and with Ganoë Paving on speed tables for Brookview Drive and Moss Spring Avenue
- Performed storm cleanup and maintenance, including removal of a large limb at 505 East Baltimore Street and clearing the West Baltimore Street railroad underpass gutter

- Completed general grounds maintenance including mowing and watering duties
- Completed minor repairs, including fixing the water spigot for Beautification Committee efforts
- Attended plaza project meetings, researched pavers options and obtained samples for consideration
- Conducted animal rescues, including a deer from a sewer tank and baby ducks from Baltimore Street storm drain

Wastewater 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 Grant	<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 • PA Small Water & Sewer Program grant application <ul style="list-style-type: none"> - Replace 6,000 feet of 8” clay sewer pipe • Grant approval for \$337,500 in funding • Grant agreement executed, confirmation to use COSTARS <ul style="list-style-type: none"> - Council approved a COSTARS quote from Mr. Rehab - Project to be scheduled for construction in 2026 	<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 approval of Mr. Rehab COSTARS proposal</p> <p>Jul to EOY – construction work</p> <p>EOY 2026 – grant reimbursement</p>

Wastewater Department Operational Updates

- Resolved operational and maintenance issues at the wastewater plant, including troubleshooting the side two scum pump, coordinating dissolved oxygen programming updates, and completing annual control system calibrations with Control Systems 21
- Ordered protective coatings for tank walls and planned summer maintenance improvements
- Conducted process testing to evaluate nitrogen removal enhancements; results did not support implementation due to operational impacts
- Assisted the police department in a mock trial exercise/training
- Retired and sold Dump Truck
- Coordinated with Keller Engineering to evaluate stream bank rehabilitation needs
- Transitioned to a new commercial laboratory following service-related concerns with the current provider
- Received and reviewed the draft NPDES permit, which includes minimal changes from the current permit and one additional quarterly testing requirement