

Borough of Greencastle
July 2026 Council Meeting
Manager's Report

Administration & Finance

Task	Report	Timeline
FY 2025 Financial Audit	<ul style="list-style-type: none"> • Boyer & Ritter completed their fieldwork related to the financial audit for fiscal year ending December 31, 2025 • Staff submitted various reports and supporting documentation for auditor review • Boyer & Ritter is completing remaining review items, reports to be provided to Council in the coming months 	<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"> • Staff worked with GASD coordinator Meagan Brockway to participate in the annual G-A High School Gives Back Day • GAHS students and teachers, Borough staff, and volunteers from F&M Trust worked together on June 10th, completing various projects throughout the Borough • Activities included cleaning the Rt. 16 underpass mural, weeding along Borough roads, sidewalks, and tree wells, picking up trash, and cleaning vehicles 	<p>Jun 10 – GAHS Gives Back Day</p>
LSA Grant – Police Vehicle Upfitting	<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 - Council approved the purchase of a 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 upfitting of the recently purchased vehicle <ul style="list-style-type: none"> - Increases both the vehicle purchase expenditure account and the corresponding grant revenue account by \$22,987, resulting in no net impact to the overall General Fund budget balance • Following the upfitting, Borough staff will submit for reimbursement of the vehicle and upfitting cost through the approved LSA grant program 	<p>Nov 2024 – grant application submitted</p> <p>Dec 2025 – approval for funding</p> <p>Jun 2026 – Council approved the cruiser purchase</p> <p>Jul 2026 – Council to consider upfitting cost & related budget modification</p>

Sewer Truck Purchase	<ul style="list-style-type: none"> • In May, Council approved the purchase of a 2026 truck, which is no longer available • Staff worked with Keystone Ford to get a revised quote for a 2027 model including the upfitting for a total cost of \$71,455.00, which is under the \$75,000.00 budgeted amount 	<p>May – Council approved 2026 truck purchase</p> <p>Jul – Council to consider replacement quote for 2027 model</p>
Solar Power at Borough Facilities (No Change)	<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 • Current utility usage information was 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>Jul – 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
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 - 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 advertised the ordinance and made the necessary notification to the Franklin County Planning Department 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: \$591,900.00 <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 - Albert Miller Family - \$10,000.00 • 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 completed by GRC, contract price \$117,653.00 • Final Plaza Design & Completion – Tentative Schedule <ul style="list-style-type: none"> - Jun & Jul – project advertised, bid specifications sent to contractors, non-mandatory pre-bid meeting - Aug – Council’s review of bids & award project - Sep 2026 to Spring 2027 – construction - Spring 2027 – final project completion 	<p>Jun 2023 – purchased property</p> <p>2025 – Shockey & Patriot donations received & recognized, Giving Meter installed, LSA grant approval</p> <p>Mar to May – Phase 3 Improvements</p> <p>Aug – final phase awarded</p> <p>Sep to Spring 2027 – final phase construction</p> <p>Spring 2027 – Plaza project complete</p>
<p>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 & sponsoring a new Civil War Trails sign • Staff removed deteriorated sign, provided historical verbiage, and confirmed the location for new sign • 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 – July 13th at 6pm

Name of Development	Zoning District	Proposed Use & Improvement	Status
<p>Greencastle-Antrim School District: New Field House and School Additions</p>	<p>INS</p>	<ul style="list-style-type: none"> • Proposed construction of the following: <ul style="list-style-type: none"> - 39,143 ft² new field house - 13,076 ft² addition to the high school building - 617 ft² addition to the primary school building • Improved internal school campus traffic circulation • 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 • 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 • Jun 1 – Council conditional approval of LD plans pending resolution of outstanding comments, PennDOT & GAFCWA approvals

Personnel

Task	Report	Timeline
Greencastle Police Association Collective Bargaining (No Change)	<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>
Job Opening: Chief Water Operator	<ul style="list-style-type: none"> • 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>2026 – hiring of new employee</p>

Public Facilities

Task	Report	Timeline
Current Topics Under Review	<ul style="list-style-type: none"> • Traffic calming measures – Moss Spring neighborhood • Shade tree maintenance • Tyrone Street Stormwater project • 2026 CDBG grant application & project planning • Walter Avenue Bridge Maintenance – Phase 2 • Sidewalk Board of Appeals • Stormwater ordinance update • Zoning ordinance update & mapping correction review • Industrial Pallet stormwater concerns • Wastewater Collection System Replacement Ph 1 Project • Colonial Drive Wastewater Pumping Station replacement • Sidewalk & paving specification update 	<p>Next meeting date – TBD</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"> - 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 - Four exterior speed tables - Signage & pavement markings • Ordinance 2026-03, modifying Chapter 190 of the Borough Code, was approved by Council to establish the additional stop intersections and speed limit reduction <ul style="list-style-type: none"> - Mayor vetoed the ordinance due to enforceability concerns with the speed limit reduction - Staff revised the ordinance removing the speed limit regulation and Council will reconsider advertising the ordinance to establish the stop intersections • Phase 1 Improvements Updates: <ul style="list-style-type: none"> - Ganoë Paving installed the exterior speed tables for a contract price of \$18,724.00 - Signage to be installed once ordinance enacted for 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>Apr – revised traffic calming plan & approval to request quotes</p> <p>May – speed tables installed</p> <p>Aug – phase 1 improvements completed</p>
--	---	---

<p>Tyrone Street Stormwater & Paving Project</p>	<ul style="list-style-type: none"> • Borough’s scope of work includes improved stormwater infrastructure and related roadway restoration • Water Authority scope of work includes water main and service line replacement and associated water system improvements, including valves, hydrants, and related appurtenances <ul style="list-style-type: none"> - The Authority will also pay for the pavement restoration work associated with their replacement project • GFT's engineering proposal for the joint Borough and Greencastle Water Authority utility and roadway improvement project <ul style="list-style-type: none"> - Separate proposals clearly define each entity's scope of work, responsibilities, and associated costs - Allows the Borough and Authority to coordinate & share cost savings for the design of this collaborative project 	<p>Jul – Council & Authority review of engineering proposal</p> <p>Aug to Nov – design & bid specifications</p> <p>Dec – advertise project</p> <p>Jan 2027 – bids due</p> <p>Feb 2027 – project awarded</p> <p>Jun 2027 – construction begins</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>Jul – approval of PennDOT permit</p> <p>Aug – advertise project for bidding</p> <p>Sep – award project</p> <p>Oct – construction</p> <p>Jul 2027 – funding deadline</p>

Public Safety

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"> - S. Washington Street & Leitersburg Street intersection - Traffic signal timing at Rt. 11 & 16 intersection • 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 – TBD</p>

Public Works Department Operational Updates

- Continued seasonal maintenance, including mowing, watering landscaping and newly planted trees, and maintaining Borough flowerbeds
- Completed storm cleanup activities, including removal of fallen tree debris
- Requested Sycamore pruning estimates, coordinated shade tree stump removal
- Coordinated Borough-wide curb spraying operations
- Coordination with the property owner regarding safety repairs to basement access doors within sidewalk
- Turned off school zone flashing lights for the summer
- Assisted with Sidewalk Days preparations including installing signs
- Posted and removed notices for the Zoning Hearing Board meeting
- Installed America 250 banners and flags
- Replaced traffic signs at S. Antrim Way and E. Baltimore Street.
- Coordinated with Columbia Gas and Ganoe Paving regarding the North Linden Avenue paving project
- Repainted white pavement markings used for police speed enforcement
- Scheduled the annual fire extinguisher inspection for all departments

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 (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 • 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

- Coordinated preparation for annual biosolids testing scheduled for July 13, including arranging lab coordination, identifying sampling locations, setting up safety walking boards on the pile, and cleaning/hosing the concrete area
- Cleaned and epoxy-coated Clarifier 1 wall and portions of the aeration tank walls; remaining sections of the aeration and Clarifier 2 walls will be completed later this summer
- Anytime Electric installed new conduit for Aerzen Blower #2 due to deterioration and separation of existing conduit preventing wire replacement
- Reviewed and prioritized sewer rehabilitation projects for future planning and continuity
- Performed CCTV inspection on Apple Drive to assess line conditions beyond areas inaccessible to Mr. Rehab equipment
- Switched plant operation from Train 2 to Train 1 to allow maintenance on Train 2
- Began training David Keener for weekend operational duties
- Conducted jetter flushing on select sewer lines in the Borough
- Completed digester maintenance including pump down, cleaning, diffuser replacement, header flushing, and returning the unit to service