

Borough of Greencastle
August 2026 Council Meeting
Manager's Report

Administration & Finance

Task	Report	Timeline
Current Administrative Tasks	- Boyer & Ritter is completing the remaining tasks, with reports to be provided to Council in the coming months - Staff met with a solar panel company to review the feasibility of installing solar panels at several Borough properties - Waiting on a response to determine next steps and whether to advance the concept for Council consideration	Mar – initial meeting with solar company Jul – financial audit fieldwork complete Aug – DCED-CLGS-04 audit report submittal & committee review of solar options
FY 2026 Budget Overview & FY 2027 Budget Prep	- At the midpoint of the fiscal year, the Borough's General Fund financial position remains stable - Revenue collections are generally meeting or exceeding budgetary expectations, with total revenues at 53.6% of the annual budget through June - 90% of real estate and fire taxes have been collected - Earned income tax is at 59.3% of budget - Several significant revenue sources, including grant reimbursements, State Pension Aid, and Foreign Fire Insurance Tax, are typically received later in the year - Real estate transfer tax revenues are currently lower than anticipated at 39.8% of the budgeted amount - Total expenditures are 56.9% of the annual budget - Several departments are operating below budget including Administration and Public Works accounts - Grant funded projects including the Green Light Go Traffic Signal Improvements and the 2022 CDBG Walter Avenue & Rt. 11 ADA Improvements, have been completed, with grant reimbursements anticipated - Police department expenditures are currently at 58.6% of their annual budget with capital expenditure overages related to grant funded purchases and budget amendments previously approved by Council 2027 budget preparations to begin with operational staff meetings to review FY 2026 budget balances and FY 2027 capital expenditure requests - Budget meeting schedule to be confirmed and advertised	Aug – internal staff meetings to begin FY 2027 budget preparations Sep – budget committee meetings Oct – Council budget workshop meeting Nov – preliminarily adopt budget Dec – adopt budget

Community & Economic Development

Task	Report	Timeline
Current Tasks & Topics Under Review	• Portable Storage Container & RV Parking Ordinance • Rental Inspection Program • Blighted Properties Program	Next meeting – TBD
Portable Storage Container (PSC) & Recreational Vehicle (RV) Parking Ordinance	• Regulates placement, duration, and conditions for PSCs and RVs to protect public health, safety, and welfare • Portable Storage Containers - 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 - 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 • Council reviewed the draft ordinance at its July meeting - Tabled the matter back to committee for consideration of incorporating an improvement provision - Would allow portable storage containers to remain on a property indefinitely if they are improved to specific standards to be established by the committee	2025 – ordinance drafted Feb & Apr 2026 – committee review May 2026 – Council review & authorized advertisement Jul 2026 – Council tabled ordinance back to committee
Town Hall Plaza Project	• Total funding to date: \$591,900.00 - 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 • Staff negotiated with representatives of Brightspeed to purchase the front portion of the Brightspeed property for a purchase price of \$5,000.00 - The Borough plans to purchase approximately 750 square feet of the Brightspeed parcel, with approximate dimensions of 30 feet along East Baltimore Street by 25 feet deep, exact dimensions to be established through a survey of property	Jun 2023 – purchased property 2025 – Shockey & Patriot donations received & recognized, Giving Meter installed, LSA grant approval Mar to May – Phase 3 Improvements Aug – Council review of Phase 4 bid & direction provided

Town Hall Plaza Project (Continued)	- In addition to the purchase price, the Borough can anticipate related costs including survey and subdivision expenses, legal fees, deed preparation and recording fees, title work, and other settlement-related fees. - Acquiring the property will provide the Borough with permanent ownership of the land needed for the project, simplifying future maintenance, improvements, and long-term management of the Town Hall Plaza. • Final Plaza Design & Completion - GRC General Contractor, Inc. was the only bidder for the final phase of the plaza project, submitting a base bid of \$1,140,976.00 to be reviewed by Council in August • As the bid exceeds the anticipated cost, staff is recommending rejection of the bid and evaluation of phased construction, value engineering opportunities, and completion of select project components by Borough staff to reduce overall project cost	
Corporal Rihl Marker (No Change)	• 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	Feb 2025 – Council approved prior sign removal & new sign sponsorship 2026 – new sign installed

Current Development Under Review – NEXT COMMISSION MEETING – August 10th at 6pm

Name of Development	Zoning District	Proposed Use & Improvement	Status
Greencastle-Antrim School District: New Field House and School Additions	INS	• Proposed construction of the following: - 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	• Jan 22 – initial plan submission • 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 • Jul 30 – plans & agreements submitted for signature

Moss Spring Swim Club Subdivision Plan	R-1	• Subdivision of the Moss Spring Swim Club property to convey a portion of the lot as lot additions to two adjacent properties along Brookview Drive • No construction or development proposed	• Jul 20 – initial plan submission • Jul 30 – ARRO provided initial review letter • Aug 10 – to be reviewed by the Planning Commission
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Personnel

Task	Report	Timeline
Greencastle Police Association Collective Bargaining (No Change)	• 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	Feb – initial notice from union to begin negotiations 2026 – negotiation meetings with union EOY – new contract to be considered by Council
Current Job Openings	• Part-Time Administrative Receptionist - 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: ▪ High school diploma or GED ▪ Strong communication and customer service skills ▪ Proficiency with computers and Microsoft Office • Chief Water Operator - 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: ▪ High school diploma or GED ▪ Mechanical/electrical aptitude, supervisory ability ▪ Current Pennsylvania Class B (E subclass 1, 7–11) Water Treatment Plant Operator license	EOY – hiring of new employees

Public Facilities – NEXT COMMITTEE MEETING – August 20th at 9am

Task	Report	Timeline
Current Topics Under Review	• Traffic calming measures – Moss Spring neighborhood • 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	Next meeting date – Aug 20 th at 9am
2023 CDBG Flashing Beacon: E. Baltimore St & S. Ridge Ave	• 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 - To date, \$14,215.00 paid to FSA for engineering • Update: - PennDOT approved the traffic signal permit - Staff is reviewing the final project specification and bidding documents to be presented for committee & Council review and authorization to advertise the project for formal public bidding	Sep 2025 – PennDOT submittal & review Aug – approval of PennDOT permit Sep – advertise project for bidding Oct – award project Nov – construction Jul 2027 – funding deadline
2026 CDBG Application: W. Walter & Williamson Avenue ADA Improvements	• Staff submitted an application requesting \$200,000.00 in Community Development Block Grant (CDBG) funding for ADA accessibility improvements at the intersection of W. Walter Avenue and Williamson Avenue • Improvements would include ADA-compliant curb ramps, sidewalks, and flashing beacons to be installed around the intersection traffic island to improve accessibility and pedestrian safety • This project scope was resubmitted from the Borough's 2025 CDBG application that was not selected for funding - Based on the support this project received from Council and residents, staff worked with Franklin County representatives to strengthen the application for resubmission during the 2026 funding cycle	Aug – grant application submitted for review Oct – potential funding determination

Buchanan Flats – Moss Spring Traffic Calming Measures (No Change)	• 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 - 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: - 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 - Mayor vetoed the ordinance due to enforceability concerns with the speed limit reduction - Staff revised the ordinance removing the speed limit regulation and Council authorized advertising the ordinance to establish the stop intersections • Phase 1 Improvements Updates: - 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: - 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	Jun 2023 – Council conditional approval Feb 2025 – phasing plans submitted Sep 2025 – plans recorded Oct 2025 – construction began, inspection by Keller Engineering Dec 2025 – community meeting Apr – revised traffic calming plan & approval to request quotes May – speed tables installed Aug – phase 1 improvements completed
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Tyrone Street Stormwater & Paving Project	• Borough's scope of work includes improved stormwater infrastructure and associated roadway restoration • Water Authority's scope of work includes water main and service line replacement and associated water system improvements, including valves, hydrants, and related appurtenances - The Authority be responsible for the pavement restoration associated with their replacement work • Council approved GFT's engineering proposal for an amount not to exceed \$7,400.00 for design and engineering services related to the Borough's scope • Borough staff completed cleaning of stormwater inlets and piping along Tyrone Street to assist GFT's survey work • Preliminary design plans are anticipated to be provided for committee review in October with Council consideration for project advertisement in December, allowing for construction in spring of 2027	Jul – Council & Authority review of engineering proposal Aug to Nov – design & bid specifications Dec – advertise project Jan 2027 – bids due Feb 2027 – project awarded Jun 2027 – construction begins
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Public Safety

Task	Report	Timeline
Active Topics Under Review	• Traffic, speeding, & parking concerns: - Traffic signal timing at Rt. 11 & 16 intersection • General public safety concerns: - Industrial Pallet Corporation facility - Pedestrian signals at Rt. 16 & Washington St	Next meeting date – TBD
Industrial Pallet Corp. & West Penn Power Coordination	• Staff met on-site with representatives from West Penn Power and Industrial Pallet to discuss ongoing public safety concerns related to materials stored in close proximity to utility poles and overhead electrical lines • West Penn Power identified its requirement to maintain a 50-foot clearance around each utility pole to reduce the risk of electrical fire as well as ensuring safe access for maintenance and emergency response • Industrial Pallet agreed to relocate materials outside of the required clearance area, with work anticipated to be completed within approximately one week • West Penn Power is evaluating the feasibility and cost of relocating the overhead utility lines underground • Staff will continue coordinating with Industrial Pallet and West Penn Power to monitor progress and ensure the identified public safety concerns are addressed	Jul – meeting with IPC & West Penn Power Aug – 50' clearance confirmation Oct – feasibility of underground electrical service

Pedestrian Signal Operations – E. Baltimore Street & Washington Street Intersection	• Following completion of the Green Light-Go traffic signal improvements, staff received concerns regarding the revised pedestrian signal operation at the intersection of E. Baltimore Street and Washington Street • Under current PennDOT standards, pedestrians receive a WALK signal while parallel vehicular traffic receives a green light, allowing turning movements through the crosswalk - The previous signal operation provided an exclusive all-pedestrian phase that stopped all vehicular traffic during pedestrian crossings • The Greencastle Police Department has monitored the intersection and documented traffic violations involving vehicles failing to yield to pedestrians in the crosswalk • Staff coordinated with the Borough's traffic engineer (TRG) to evaluate reinstating the exclusive all-pedestrian phase - The engineering analysis determined that the all-pedestrian phase can be restored while maintaining acceptable traffic operations, pending PennDOT review and approval • TRG is preparing revisions to the traffic signal permit for submission to PennDOT, with the application anticipated to be submitted by the end of August • Staff will continue coordinating with TRG and PennDOT and will provide updates as the permit review progresses	Mar – GLG project completed Apr – complaints regarding the pedestrian signals Jul – PS committee review & engineering study completed Aug – PennDOT signal permit submitted for review Oct – anticipated approval of traffic signal permit & adjusted pedestrian controls
Traffic Control Change - S. Washington Street & Leitersburg Street Intersection	• PennDOT completed a traffic engineering study at the intersection of S. Washington Street and Leitersburg Street and determined that a multi-way stop is warranted • PennDOT has approved the installation of a four-way stop and expects to complete the necessary signage, temporary flashers, and public notification within 60 days • Staff notified the Greencastle-Antrim School District of the upcoming traffic control change and shared the information with the public through the Borough's website and Facebook page • To implement the traffic control change, Council must adopt an ordinance establishing the intersection as a four-way stop • Staff will continue coordinating with PennDOT through project completion	Apr – Borough's initial request to PennDOT May – PennDOT response, to perform traffic study Jul – results of study warranted multi-way stop intersection Sep – new traffic controls installed by PennDOT

Traffic Signal Timing – S. Antrim Way & Rt. 16	• Following completion of the Green Light-Go traffic signal improvements, staff received complaints regarding the reduced left turn signal timing at the intersection of S. Antrim Way and Rt 16 • Staff coordinated with the Borough's traffic engineer to evaluate the concerns and reviewed the findings with PennDOT • Based on the engineering review, a revised traffic signal permit was submitted to PennDOT requesting an increase in the protected left turn green phase from 7 seconds to 15 seconds • As of June 10th, the revised signal permit is currently under review by PennDOT, staff will continue coordinating with PennDOT and provide updates as they become available	Mar – GLG project completed Apr – complaints regarding left turn signal timing & engineering study completed Jun – new traffic signal permit submitted to PennDOT Aug – anticipated approval of traffic signal permit & adjusted timing
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Public Works Department Operational Updates

- Completed seasonal maintenance activities, including watering trees at Moss Spring Pool and flowers at the Borough Office, downtown sweeping, maintenance of tree wells, removal of dead vegetation, and Borough-wide storm drain cleaning.
- Responded to various maintenance needs, including storm debris cleanup, roadkill removal, repair of a sinkhole on Catherine Street, repairs to the Borough Office restroom, shop garage door repairs, backhoe maintenance, and installation of a new air conditioning unit in the Public Works garage.
- Supported Borough projects and events, including preparation and setup for Sidewalk Sales, assisting with the installation of the Franklin County Bell at the Town Hall Plaza entrance, leading the plaza project pre-bid meeting, and attending the Phase 4 bid opening.
- Coordinated with contractors and utility providers on ongoing maintenance and improvement projects, including the replacement of the damaged park plate with Ganoe Paving, lighting improvements at the Borough Office and Council Chambers, and the on-site meeting with FirstEnergy and Industrial Pallet regarding utility pole safety concerns.
- Continued property and right-of-way maintenance efforts, including removal of additional unauthorized Ryan Homes signs, installation of a temporary speed display sign on Moss Spring Avenue, and stormwater improvements at the Orchard swale, including cutting and reseeding.

Wastewater Administrative Updates

Task	Report	Timeline
Antrim Township Inter-Municipal Agreement (No Change)	• 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 - Normal daily flow received from Antrim Township customers is approximately 20,000 gallons per day • Final agreement being drafted for both bodies to consider	Jul 2024 – staff's initial contact with Township regarding agreement 2026 – Council to authorize execution of new inter-municipal agreement

PA Small Water & Sewer Grant (No Change)	• In the fall of 2024, ARPA funds were used to clean and televise over 37,000 feet of the sewer collection system - Significant infiltration was discovered, the most critical areas were identified for inclusion in this project • PA Small Water & Sewer Program grant application - Replace 6,000 feet of 8" clay sewer pipe • Grant approval for \$337,500 in funding • Grant agreement executed, confirmation to use COSTARS - Council approved a COSTARS quote from Mr. Rehab - Project to be scheduled for construction in 2026	Apr 2025 – submittal of grant application Jan 2026 – grant approved Apr 2026 – grant agreements finalized May 2026 – Council approval of Mr. Rehab COSTARS proposal Jul to EOY – construction work EOY 2026 – grant reimbursement
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Wastewater Department Operational Updates

- Following the retirement of Chief Operator Kevin Hunsberger, staff completed additional training and knowledge transfer to ensure continued operational coverage and a smooth transition. The department also continued onboarding and training new full-time and part-time employees.
- Completed the annual biosolids testing required for the wastewater treatment facility.
- Performed significant infrastructure maintenance, including replacement of approximately 80 feet of force main at the Colonial Drive Pump Station and installation of an air relief valve on the Colonial Drive force main.
- Completed treatment facility maintenance, including replacement of scraper blade rubbers on Clarifier No. 2.
- Responded to system repairs, including excavation and replacement of two sections of broken sewer pipe near 195 and 232 Apple Drive.