

BOROUGH OF GREENCASTLE COUNCIL MEETING MINUTES

September 6, 2022

7:00 P.M.

MEMBERS PRESENT: Mayor Ben Thomas, Jr., President Albert W. Miller, Vice President Jan Shafer, Councilmen Wade Burkholder, H. Duane Kinzer, Jeremy Layman, and Scott Reagan. Also present were Borough Manager Emilee Little, Public Works Manager Bob Manahan, Chief of Police John Phillippy. Councilman Joel Amsley was absent.

President Albert W. Miller called the meeting to order at 7 p.m.

An invocation was provided by Pastor David Rawley.

President Albert W. Miller led the Pledge of Allegiance.

President Albert W. Miller said the meeting was being recorded for accuracy of the minutes.

On a Kinzer/Burkholder motion, Council unanimously voted to approve the proposed agenda for the September 6, 2022 regular Council meeting.

Opportunity to be Heard

Jeff Smith, 366 Moss Spring Avenue, gave his comments on the proposed development Buchanan Flats noting traffic and safety concerns during and after construction.

Kinzer asked Smith if he realized that most of Buchanan Flats was in Antrim Township and if he'd spoken to them about his concerns. Smith said the traffic issues would be in the Borough.

Steve Miller, 232 Moss Spring Avenue, congratulated Scott Reagan for his Council position and asked Council to consider the utility conflicts involved with installing sidewalks in Moss Spring. Miller noted that sidewalks should be required prior to the road being connected through Moss Springs to Route 16 for the Buchanan Flats development.

CONSENT AGENDA

On a Burkholder/Shافر motion, Council unanimously voted to approve the Consent Agenda.

Kinzer asked President Albert W. Miller if his revisions regarding 2013-04 were approved. President Albert W. Miller said it was a presentation suggesting revisions. Kinzer then stated to President Albert W. Miller that he (President Albert W. Miller) told attendees to show up at a township meeting.

Minutes of Previous Meeting:

Borough Council Meeting of August 1, 2022

Borough Council Workshop Meeting of August 22, 2022

Accept the year end December 31, 2021 Audited Financial Statements as prepared by Boyer & Ritter LLC.

Accept the Police and Non-Uniform 2023 Minimum Municipal Obligation Memorandum as prepared by the Chief Administrative Officer.

Approve the Chamber of Commerce's Heritage Christmas request as follows:

Authorize free parking downtown from November 5th through December 31st

Placement of the Holiday House onto the NW corner of the Square by November 15th

Road closure from 6pm to 8pm on November 18th

No parking covers distributed around the square on November 18th, December 2th, and December 9th

Usage of square electricity and lights throughout Heritage Christmas

Approve the Greencastle Christmas Parade to be held at 9:21 a.m. on November 19th to follow the traditional route and authorize no parking and road closures as outlined in the correspondence received August 15th from VerStandig Media.

Appoint Glenda Failla to serve on the Borough's MS4 Workgroup.

REGULAR AGENDA

Payment of bills

On a Burkholder/Shافر motion, Council unanimously voted to approve disbursements listed on the August 2022 Disbursement Report in the amount of \$107,761.69.

Kinzer asked about weed spraying and then a discussion followed on the various charges and whether or not they were budgeted. It was agreed that invoices for legal services would be shared with Council.

Reports from Elected Officials

President's Report

President Albert W. Miller said he attended the Planning Commission Meeting and those in attendance learned about the complexities involved with the proposed Buchanan Flats development. He thanked everyone who attended.

Mayor's Report

Mayor Thomas spoke on the various events he attended, upcoming 9/11 observances, a train update, and MS4 information. Mayor Thomas and President Albert W. Miller presented a joint proclamation to Vice President Jan Shafer for her work on the Norfolk Southern railroad bridge on W. Baltimore Street. For the complete report go to [www.greencastlepa.gov/Document Collections/Mayor Reports](http://www.greencastlepa.gov/Document%20Collections/Mayor%20Reports).

Chief's Report

Chief Phillippy presented his report for August including incident reports and key events within the Department. For the complete report go to [www.greencastlepa.gov/Document Collections/Chief of Police Reports](http://www.greencastlepa.gov/Document%20Collections/Chief%20of%20Police%20Reports).

Kinzer asked if a letter of thanks could be sent to Rescue Hose Company for their assistance during Old Home Week and Little said yes. Kinzer asked who generated the Comprehensive Plan that includes the Buchanan Flats access road and Mayor said it was created for and jointly approved by the Borough, Township, and school district.

Manager's Report

Little spoke on specific areas of her monthly report including the Keystone Community Grant application, introduction of new councilman Reagan, and lights on the Square. For the complete report go to [www.greencastlepa.gov/Document Collections/Borough Manager Reports](http://www.greencastlepa.gov/Document%20Collections/Borough%20Manager%20Reports).

Discussion followed on the Square lighting, Vivian Avenue, GIS mapping, and Jefferson Street. Kinzer thanked Little for her work on the CDBG grant funds and improvement for the Train Station.

Committee Action

Administration

On a Kinzer/Layman motion, Council unanimously voted to ratify Resolution 2022-06 appointing Scott Reagan as a member of the Borough Council of the Borough of Greencastle for a term to expire on December 31, 2023.

Budget & Finance

On a Burkholder/Reagan motion, Council unanimously voted to authorize a budgeted donation of \$1,800 payable to the Chamber of Commerce to fund the deployment and removal of the town Christmas tree.

Kinzer said Antrim Township should pay more and Cunningham said the fee is split 50/50.

On a Layman/Burkholder motion, Council unanimously voted to approve a COSTARS quote from Mr. Rehab to complete sewer pipeline maintenance and rehabilitation services in the amount of \$70,545.26.

Kinzer asked if the costs were budgeted and Little said the sewer budget contains \$170,000 for this work.

On a Kinzer/Layman motion, Council unanimously voted to authorize T. Byers Contracting to complete the identified sewer main repairs and restoration on S. Carlisle Street for the total proposed cost of \$12,750.00.

On a Reagan/Layman motion, Council unanimously voted to approve the completion of budgeted driveway repairs, sealing, and paving at the Waste Water Treatment Plant for a cost of \$9,855.00 payable to Ganoë Paving and \$8,215.83 for materials supplied by the Borough.

Community Outreach

On a Shafer/Kinzer motion, Council voted 5-1 (Layman opposed) to authorize staff to procure quotes for the installation of gutters to be installed on both sides of the Norfolk Southern underpass at W. Baltimore Street.

A discussion followed among Vice President Shafer, Layman, Manahan, President Albert W. Miller, and Kinzer as to ownership, funding, and community support. Kinzer said he'd pay for the repair and Layman said he would have like the discussion off-record. Kinzer asked Layman about his concerns regarding bridge repairs and he said he had wanted to take the item off the agenda.

Economic Development

On a Kinzer/Layman motion, Council unanimously voted to accept the Inch & Co. offer to extend the Buchanan Flats Land Development Plan review period for an additional ninety (90) days until November 30, 2022.

Mayor Thomas and Little said the plans submitted are preliminary.

On a Burkholder/Kinzer motion, Council unanimously voted to approve a subdivision plan as submitted by CES Engineering, LLC on behalf of JAG Management Group, LLC for the subdivision of parcel 08-2A00.-089.-000000 lots 9A and 9B in Chadwick Estates as recommended by the Planning Commission.

Layman asked Little what the square footage of the parcel was and if it met lot size requirements and she said it did. Kinzer asked if this would go to the Zoning Hearing Board and Little said it would not as there is no variance or special exception being requested. Little noted the Planning Commission reviewed these plans and recommended approval to Council.

Public Facilities & Stormwater

On a Kinzer/Layman motion, Council unanimously voted to approve Change Order 6 increasing the square footage quantity of 2' wide detectable warning surface at sidewalk ramps from 45 SF to 51 SF for a cost of \$330.00 for the 2017 CDBG funded S. Jefferson Street Improvements Project.

Layman said the contractor did a phenomenal job.

On a Layman/Burkholder motion, Council unanimously voted to approve Payment Application 1 as submitted by Ganoë Paving and approved by ARRO Consulting in the amount of \$256,767.27 for the 2017 CDBG funded S. Jefferson Street Improvements Project.

Public Safety

On a Kinzer/Layman motion, Council unanimously voted to authorize Borough Manager to communication with PennDOT regarding the Borough's displeasure with the crosswalk at E. Baltimore Street and S. Ridge.

Little began the discussion stating that the Borough was required to install the crosswalk landings by PennDOT during the Baltimore Street repaving project. Little noted the Borough voiced concerns and requested to not have the crosswalk installed, but PennDOT required it.

Council discussed the safety concerns at the crosswalk at Route 16 and S. Ridge Avenue. Kinzer said he sent an

email to Representative Schemel and spoke to Dr. Hanks at GASD and Commissioner John Flannery. Little said she had spoken with Dr. Hanks and they considered a flashing beacon, if PennDOT won't remove the crosswalk.

Mayor Thomas said a motion could be made to submit correspondence to Schemel and the PennDOT District 8 Executive which could generate a study. Kinzer said he wants the Borough to go on record that they don't want the crosswalk and they want it removed as it is a safety hazard.

Council discussed the traffic issues at Dunkin Donuts at 705 E. Baltimore Street. President Albert W. Miller said issues have existed at this location for a long time. Little said that the owner had submitted a plan September 6 that included signage and striping. Further discussion included the matters of employee training, customer information on traffic flow, the need for traffic controls, and enforcement. Mayor Thomas said the owner must act on his plans.

Correspondence

On a Burkholder/Kinzer motion, Council unanimously voted to approve the 2022 Exchange Club Halloween Parade Saturday, October 29 at noon, to avoid any conflicts with the Borough's Trick-or-Treat event.

Final Comments

Kinzer thanked Little and staff for a good meeting and said he liked how Steve Miller addressed Council. Kinzer said he wanted to address Layman's concerns regarding the gutter installation discussion. Layman said his concern was that it should not be part of the record. Kinzer offered to pay for the gutter installation through the train station.

Vice President Shafer welcomed Reagan and thanked everyone for attending.

President Albert W. Miller welcomed Reagan.

Mayor Thomas welcomed Reagan and thanked everyone for attending.

Burkholder welcomed Reagan to the group. He said he wanted the Shafer proclamation sent to the Echo Pilot.

Layman welcomed Reagan and asked if Steve Miller or anyone in Moss Spring had installed sidewalks.

Reagan said he looked forward to working with everyone and thanked everyone for welcoming him.

Adjourn

On a Kinzer/Layman motion, the meeting adjourned at 9:20 p.m.

Respectfully submitted,

Donna Irons-Zimmerman
Borough Secretary