

BOROUGH OF GREENCASTLE COUNCIL MEETING MINUTES

January 3, 2023

7:00 P.M.

MEMBERS PRESENT: Mayor Ben Thomas, 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 and Chief of Police John Phillippy. Councilman Joel Amsley participated via phone.

President Albert W. Miller called the meeting to order at 7 p.m.
An invocation was provided by the Councilman Duane Kinzer.
President Albert W. Miller led the Pledge of Allegiance.
President Albert W. Miller noted the meeting was being recorded for accuracy of the minutes.

On a Burkholder/Reagan motion, Council unanimously approved the proposed agenda for the January 3, 2023, regular council meeting.

Opportunity to be Heard

Tim Fetterhoff of 180 Baumgardner Drive wished everyone a Happy New Year and noted that resident's safety should be a high priority for budgeting and policies.

Steve Miller of 232 Moss Spring Avenue noted maintenance and safety hazards at the Industrial Pallet facility on N. Carlisle Street, discussed the effectiveness of the speed table on Vivian Avenue and requested that the speed tables proposed for Moss Spring be more substantial.

CONSENT AGENDA

On a Shafer/Reagan motion, Council voted 6-1, with Kinzer opposed, to approve the Consent Agenda.

Minutes of Previous Meeting:

Borough Council Meeting of December 5, 2022

Borough Council Meeting of December 15, 2022

Borough Council Workshop Meeting of December 27, 2022

Kinzer posed the following questions regarding the December 5th meeting minutes:

Kinzer stated that Amsley questioned if Kinzer's son's pool was to regulation but questioned why no concern was given to a pool on Baltimore Street.

Amsley said he had asked during the December 5th meeting if the pool in question had a fence around another fence. Amsley asked what Kinzer's question had to do with the minutes as related to the motion on the table. Kinzer stated he was trying to be transparent.

Kinzer noted Shafer stated Christmas lights were Chamber business, Kinzer expressed that he disagreed with this statement.

President Miller stated Council was not debating but rather reviewing meeting minutes.

Kinzer made a motion that his comments regarding pools and lighting be added to the minutes.

Amsley responded that the minutes are a record of the meeting and that if comments were not made in the meeting they cannot be added to the minutes.

Little reiterated that the minutes are a record of the meeting and that Kinzer's comments would be recorded during this meeting but do not change what was said during a prior meeting.

Council made no changes to the minutes prior to approval.

REGULAR AGENDA

Personnel – Employee Award (moved from Consent Agenda)

On a Kinzer/Burkholder motion, Council unanimously vote to award full-time employees one additional 8-hr personal day and part-time employees a 4-hr personal day as appreciation for a Zero Lost Time Days Award received for no time lost due to workplace injury claims in 2021.

Little noted that Borough Council has awarded this additional paid time off to staff in 2017, 2018, 2019, 2020 and 2021 for no time lost due to employee workers compensation claims. Little added this was not awarded in 2022 due to a workplace injury resulting in an employee needing time off work. Little advised that Borough staff emphasizes safety and this reward is related to staff's efforts.

Shafer questioned if this was a one-time award. Little stated that staff is required to use the paid time off prior to the end of November 2023 and the awarded hours would not carry over or be paid out.

Payment of Bills

On a Reagan/Shafer motion, Council unanimously voted to approve the disbursements listed on the December 2022 Disbursement Report in the amount of \$147,457.15.

Reports from Elected Officials

President's Report

Vice President Shafer reviewed 2022 accomplishments and President Miller provided goals for 2023.

Mayor's Report

Mayor Thomas noted the 2022 holiday season, welcomed Senator Mastriano, and reviewed recent correspondence regarding the Norfolk Southern training idling issue. The Mayor's submitted report is available at [www.greencastlepa.gov/Document Collections/Mayor Reports](http://www.greencastlepa.gov/Document%20Collections/Mayor%20Reports).

Chief's Report

Chief Phillippy presented the December Report for the police department. Phillippy reviewed recent catalytic converter thefts, calls for service over the holidays, and participation in the Shop with a Cop event. 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).

Manager's Report

Little gave an overview of activities and projects in progress including the Borough newsletter, upcoming annual reporting and audits, as well as current and upcoming projects and grants. For the complete report, go to [www.greencastlepa.gov/Document Collections/Manager Report](http://www.greencastlepa.gov/Document%20Collections/Manager%20Report).

Committee Action

Budget and Finance

On a Kinzer/Reagan motion, Council unanimously voted to authorize the advertisement of Ordinance 2023-01 amending Chapter 43 of the Code of the Borough of Greencastle to amend the established salaries and compensation of the Mayor of the Borough and all Borough Councilmembers upon beginning a new term of office.

On a Burkholder/Reagan motion, Council unanimously voted to ratify payment to the John Allison Public House in the amount of \$356.78 for the annual employee Christmas lunch.

Economic Development

On a Kinzer/Reagan motion, Council unanimously approved a waiver request from the provisions of §180-32.T.4, which establishes a required 20' curb radii specification at intersections, regarding the connection of Grant Street Extended to the proposed private Westwood Lane roadway related to the preliminary land development plan as submitted by Frederick, Seibert & Associates, Inc. on behalf of Inch & Co for the construction of a residential development entitled Buchanan Flats.

Little presented the plans displaying the location for this waiver request on the NE corner of the Grant Street and Westwood Lane intersection. Little noted this entrance would be in only from Grant Street into the Buchanan Flats development. Little advised that this waiver was recommended for approval by ARRO Consulting as well as the Borough's Planning Commission.

Conditions of Approval:

- a. No Right Turn signage added at the intersection of Grant St Extended and Westwood Ln

On a Burkholder/Reagan motion, Council unanimously voted to consider a waiver request from the provisions of §180-32.T.3, which defines the maximum grade within any intersection shall not exceed 5% in any direction, regarding the intersection of Grant Street Extended to the proposed private Westwood Lane roadway related to the preliminary land development plan as submitted by Frederick, Seibert & Associates, Inc. on behalf of Inch & Co for the construction of a residential development entitled Buchanan Flats.

Little noted that Grant Street is currently at an 8% grade in this location so the developer is asking to not change the existing conditions of this roadway. Little advised that this waiver was recommended for approval by ARRO Consulting as well as the Borough's Planning Commission.

Layman asked what work would need to be completed to meet the 5% requirement and if sidewalks were going to be installed on Grant Street into the development and on Westwood Lane.

Justin Doty of Frederick, Seibert & Associates answered that this would require a steeper grade elsewhere on Grant Street and that maintaining the existing grade would have less of a negative impact.

Joe Eisenhower of Inch & Co. stated the right of way for Grant Street would be 50 feet and that if sidewalks in this area were important to the Borough they would be willing to install them.

Jon Andrews attorney for Inch & Co. stated that Grant Street is an existing street; therefore, Inch & Co is not required to make this off site improvement but if it was important to the Borough Inch & Co would consider the request.

Justin Doty stated that the intent was to minimize potential impact on the neighboring property owners; therefore, sidewalks had not been planned. Doty suggested the installation of sidewalks only on the south side of Grant Street and noted possible ADA issues with the sidewalk given the grade.

Kinzer made a motion, as seconded by Layman and unanimously approved by Council, to amend the initial motion to add a condition for the installation of sidewalks on the south side of Grant Street and west side of Westwood Lane.

On a Reagan/Kinzer motion, Council unanimously approved a waiver request from the provisions of §180-32.T.3, which defines the maximum grade within any intersection shall not exceed 5% in any direction, regarding the intersection of Grant Street Extended to the proposed private Westwood Lane roadway related to the preliminary land development plan as submitted by Frederick, Seibert & Associates, Inc. on behalf of Inch & Co for the construction of a residential development entitled Buchanan Flats.

Conditions of Approval:

- a. Installation of sidewalks on the south side of Grant St Extended and west side of Westwood Lane

On a Reagan/Burkholder motion, Council unanimously voted to consider a waiver request from the provisions of §180-32.T.2, which requires a minimum separation distance of 800' between two intersecting streets on the same side of the intersected roadway, regarding the intersection of Moss Spring Avenue to E. Baltimore Street related to the preliminary land development plan as submitted by Frederick, Seibert & Associates, Inc. on behalf of Inch & Co for the construction of a residential development entitled Buchanan Flats.

Little reviewed that at the November workshop meeting, Council had tabled this waiver back to the Planning Commission for further review. Little displayed the Borough Code and a mapping of the proposed intersection noting that this intersection would be located between Spring Grove and the Exit 5 intersection. Little reviewed the results of the traffic calming measures survey as provided to the residents of the Moss Spring Community. Little advised that this waiver was recommended for approval by ARRO Consulting as well as the

Borough's Planning Commission with the provided conditions.

Layman asked why the traffic signal could not be installed now. Little advised that the traffic counts do not meet PennDOT's warrants and the signals could not be installed until PennDOT's requirements are met and they approve the light.

Layman asked what is going to happen right now with traffic and what impacts this development could have on the stormwater piping. Andrews answered that turn lanes would be installed on Route 16 to enter the development and any impacted stormwater infrastructure would be replaced if disturbed.

President Miller noted that with the additional turn lane and change in striping that improvements could be made to striping at the Exit 5 intersection to allow for better flow into the impacted area. The traffic engineer for Inch & Co noted that this area would be reviewed in the traffic analysis.

President Miller stated that the signal agreement has been drafted and is being reviewed but the developer's agreement including agree upon offsite improvements has not be discussed. Miller requested all improvements to the Moss Spring community be completed prior to establishing a connection to the new roadway.

Andrews stated that the developer's agreement and the requested offsite improvements can now be drafted as the survey results and Borough's request for traffic calming measures can be finalized.

Eisenhauer stated that other than a roundabout, Inch & Co would be agreeable to participate in all of the traffic calming measures reviewed in the survey. Eisenhauer agree to complete all traffic calming measures as agreed upon in the developer's agreement prior to establishing the connection of Moss Spring Avenue to E. Baltimore Street.

President Miller asked Mayor Thomas for his guidance. Mayor Thomas provided that the Council could table the waiver or make a separate motion regarding the traffic calming measures.

Andrews stated they are partnering with the Borough on these items including the undefined traffic calming measures which the developer has consistently agreed to construct. Andrews noted the Planning Commission's recommendation for approval and advised that making the traffic calming measures a condition of the waiver approval protects the Borough and allows Inch & Co to proceed with the current plan as designed.

Layman made a motion, as seconded by Reagan and unanimously approved by Council, to amend the conditions of the waiver approval to include, "any and all traffic calming measures to be agreed upon in writing in the developer's agreement executed between the Borough and the developer; such measures must be installed prior to the connection of Moss Spring Avenue to E. Baltimore Street."

On a Reagan/Burkholder motion, Council unanimously voted to consider a waiver request from the provisions of §180-32.T.2, which requires a minimum separation distance of 800' between two intersecting streets on the same side of the intersected roadway, regarding the intersection of Moss Spring Avenue to E. Baltimore Street related to the preliminary land development plan as submitted by Frederick, Seibert & Associates, Inc. on behalf of Inch & Co for the construction of a residential development entitled Buchanan Flats.

Conditions of Approval:

- a. Written justification from the developer providing how the waiver is specifically warranted under the Pennsylvania Municipalities Planning Code.
- b. Execution of an approved Traffic Signal Agreement with a duration of no less than ten (10) years from full completion of the Buchanan Flats development.
- c. Any and all offsite traffic calming measures to be agreed upon in writing in the developer's agreement executed between the Borough and the developer; such measures must be installed prior to the connection of Moss Spring Avenue to E. Baltimore Street.

Personnel

On a Reagan/Kinzer motion, Council unanimously approved the following board/commission reappointments with terms effective immediately which shall expire as indicated below:

<u>Name</u>	<u>Board/Commission</u>	<u>Term</u>	<u>Term Expires</u>
Zach Burt	Water & Sewer Authorities	5 years	December 31, 2027
James Thomas	Planning Commission	4 years	December 31, 2026
Lori Facchina	Zoning Hearing Board	3 years	December 31, 2025

On a Reagan/Shafer motion, Council unanimously approved the adoption of the updated employee handbook effective January 3, 2023.

On a Reagan/Shafer motion, Council unanimously authorized the adoption of Resolution 2023-01 eliminating member contributions to the police pension plan for 2023.

Public Facilities & Stormwater

On a Reagan/Amsley motion, Council unanimously approved change order #1 adjusting estimated quantities to actual measured final quantities for a cost of \$4,048.95 for the 2016 CDBG funded S. Ridge Avenue ADA Ramps Project.

On a Reagan/Kinzer motion, Council unanimously approved payment application #1 as submitted by Ganoë Paving and approved by ARRO Consulting in the amount of \$46,156.25 for the 2016 CDBG funded S. Ridge Avenue ADA Ramps Project.

Correspondence

Thank you card from the Greencastle-Antrim Chamber of Commerce for sponsoring the Heritage Christmas Tree.

Final Comments

Amsley: No further comments.

Kinzer: Noted the swimming pool requirements and emphasized the need for enforcement.

Shafer: Thanked everyone for attending.

Reagan: Wished everyone Happy New Year and noted he looks forward to making strives with Council to serve the citizens.

Layman: Happy New Year to everyone and noted he is looking forward to progress in 2023.

Burkholder: Noted that he would like to see more involvement with decorations downtown and suggested an agenda item for review of this topic with the Chamber.

Mayor: Happy New Year to everyone.

Miller: Happy New Year, we are headed in the right direction.

Adjourn

On a Burkholder/Reagan motion, the meeting adjourned at 9:10 p.m.

Respectfully submitted,

Emilee Little
Borough Secretary