

**BOROUGH OF GREENCASTLE  
COUNCIL MEETING MINUTES  
December 3, 2018  
7:00 P.M.**

MEMBERS PRESENT: Mayor Ben Thomas, Council President Steven Miller, Councilmembers: H. Duane Kinzer, Frank Webster Jr., Larry Faight, Joel Amsley, and Matthew Smith. Also present were Borough Manager Eden Ratliff, Chief of Police John Phillippy, and Finance/HR Manager Lorraine Hohl. ABSNET MEMBERS: Craig Myers.

President Miller called the meeting to order at 7:00p.m.

Councilmember Webster gave the invocation.

President Miller led the Council, staff and audience in reciting the pledge of allegiance.

President Miller noted that the meeting was being recorded by staff for the purposes of recording the meeting.

**Presentations:**

Duane Kinzer- Parking Meter

Mr. Kinzer gave a brief presentation where he explained that he received a parking ticket at a down town meter. Mr. Kinzer explained that he was unable to insert a coin into the meter and did report that to the Borough Office. According to Mr. Kinzer the Borough Office had the meter inspected and determined that the meter was not deficient. Mr. Kinzer noted that this did not explain why he (Mr. Kinzer) was unable to insert the coin into the meter.

**Opportunity to be Heard:**

Council President Miller invited citizens to address Council on issues of concern and reminded the audience of the public comment policy.

Robert Wertime of 207 Leitersburg Street noted his concern about the Penndot plow trucks removing snow on Leitersburg Street. He noted that the plow pushed snow onto the sidewalks causing children to walk on the street in their route to school.

Tim Foley of 181 Baumgardner Drive noted that there are storm water issues in Baumgardner and that sidewalk implementation should be reconsidered. He also noted that other areas of the Borough who have been required to install sidewalk have not all been completed.

Terry Witmer of 177 Baumgardner Drive explained that she believes there to be significant storm water issues In Baumgardner and therefore sidewalks and curbs should not be required.

Joe Krause of 41 Edward Drive explained that he installed sidewalks 4 years ago and received a letter regarding implementation in 2019. He required a staff review.

Lester Summers of 87 W. Walter asked for further information in letter form. Lester asked if Baumgardner was one not designated for curb and sidewalks.

Louise Mueller of 126 Baumgardner Drive asked for information on workmanship explaining that some sidewalks in the Borough are of higher quality than others.

John Henson of 680 Osborne Avenue explained that there are many utilities in the areas where sidewalks would be installed. He requested staff review and a reconsideration of the mandate.

Charles Myers of 38 Williamson Avenue indicated that undeveloped lots should not be required to put in sidewalks.

Darrell Miller of 38 Baumgardner Drive explained that his property is on a slant which would make it difficult to install curb and sidewalks as it would require major excavation. He asked that Baumgardner not be required to install curb and sidewalks.

Mr. Henson inquired about sidewalks on the school property.

Kendra Phiel of 30 Baumgardner Drive explained that there are older people and children in Baumgardner and that due to this they should not be required to install sidewalks. She also stated that sidewalks are a waste of money.

Tim Foley asked that if sidewalks will be required that it be done with one contractor for quality control purposes.

### **CONSENT AGENDA**

*The following is a list of routine items which do not appear to be controversial in nature and which likely do not require additional discussion. They can be acted on by one motion in their current form. If discussion is desired on any particular item, any member of Council, or the public, may request the item be removed from the Consent Agenda and that item will be considered separately.*

#### **Minutes of Previous Meeting:**

Borough Council Special Meeting of November 1, 2018.

Borough Council Meeting November 5, 2018

On a Webster/Faigh motion the Council voted unanimously to approve the consent agenda.

### **REGULAR AGENDA**

#### **Payment of bills**

On a Webster/Smith motion the Council voted unanimously to approve disbursements listed on the November 2018 Disbursement Report in the amount of \$300,292.12

#### **Reports from Elected Officials**

##### **President's Report**

President Miller welcomed the audience and provided a brief report highlighting 2018 and the positive direction the Borough is headed.

##### **Mayor's Report**

Mayor Thomas gave an informative report of the month's activities that is attached.

##### **Chief's Report**

Chief Phillippy gave a thorough report of the activities for the month that is attached.

##### **Manager's Report**

Ratliff gave an interesting report of the activities for the month that is attached.

## **1. Administration & Finance:**

Amsley asked if there was a strategic management analysis for all increases in the budget.

Mayor Thomas noted he was pleased with the pro-activeness of the Administration and Finance Committee.

Amsley asked if there was a tracking of expenditures throughout the year, if there was strategic planning in the budget development process, and an evaluation of resource utilization.

Kinzer noted the addition of two new police officers.

Ratliff gave an overview of the budget development process.

Kinzer asked if it was a conflict of interest for Faight to vote on the budget.

Ratliff explained that it wasn't a conflict of interest.

On a Webster/Faight motion the Council voted 5-1 to adopt all 2019 municipal budgets with the proposed minor changes. Kinzer opposed.

On a Webster/Faight motion the Council voted unanimously to approve the 2019 tax ordinance setting the millage rate at 15 mills.

On a Webster/Faight motion the Council voted unanimously to approve a Managed Services Agreement from Global Data Consultant LLC to manage network and infrastructure support services at the annual costs of \$23,829.00

On a Webster/Smith motion the Council voted unanimously to approve Resolution 2018-06 Authorizing disposition of records.

On a Faight/Smith motion the Council voted unanimously to approve Resolution 2018-07 and 2018-08 authorizing the Borough Manager to sign and submit application for traffic signal at Baltimore Street and Linden Avenue and at Baltimore Street and Allison Street to the Pennsylvania Department of Transportation for the Green Light Go Program.

On a Smith/Faight motion the Council voted unanimously to approve the proposed 2019 meeting schedule.

On a Webster/Faight motion the Council voted unanimously to approve the proposed 2019 holiday schedule.

On a Webster/Faight motion the Council voted unanimously to approve the approval of the 2019 Franklin County Area Tax Board 2019 Operating Budget.

On a Webster/Faight motion the Council voted unanimously to approve a proposal from Global Data Consultants LLC for the remote backup in the amount of \$1,896.00 annually.

On a Webster/Faight motion the Council voted unanimously to approve a proposal from E. Lee Stinnentt II of Saltzman Hughes to draft an ordinance establishing a storm water utility for an amount not to exceed \$8,000.00.

## **2. Personnel:**

On a Webster/Faight motion the Council voted unanimously to approve the appointment of Douglas Bittner of 174 E. Walter Avenue to the Civil Service Commission for a term expiring 12/31/2023.

ON a Webster/Faight motion the Council voted unanimously to approve an employment agreement with Lorraine Hohl effective January 1, 2019 and expiring December 31, 2021 promoting her to the position of Assistant Borough Manager.

Hohl thanked the Council and Mayor and noted her excitement to work with them in her new role.

On a Kinzer/Smith motion the Council voted 5-0 to approve the disbursement of the annual Christmas bonus in the amount of \$100.00 to fulltime employees and \$50.00 to part time employees. Faight abstained due to a personal conflict of interest.

On a Kinzer/Smith motion the Council voted unanimously to authorize the Civil Service Commission advertise and begin testing procedures for full time police officer candidates.

### **3. Public Safety:**

On a Webster/Faight motion the Council voted unanimously to approve a proposal from Global Data Consultant LLC to setup cabling, network equipment, and network support in Council Chambers for the Office Security project in the amount of \$6,241.92.

Hohl explained that the server is being moved to the storage room and being put in a secure box and this is part of the office security upgrade project.

On a Webster/Faight motion the Council voted unanimously to approve a proposal from Global Data Consultant LLC to setup cabling in the Borough Office for the Office Security project in the amount of \$4,179.16.

On a Webster/Smith motion the Council voted unanimously to approve Resolution 2018-09 adopting the 2019 Franklin County Hazard Mitigation Plan.

Miller noted the need and plan to develop an emergency operations plan for the Borough of Greencastle.

### **4. Public Facilities:**

On a Webster/Faight motion the Council voted unanimously to authorize the advertising of an ordinance designating a handicap parking space on the south side of E. Baltimore Street.

### **5. Community Development:**

On a Webster/Smith motion the Council voted unanimously to approve a subdivision plan submitted by Shelly, Witter & Fox for 755 S. Allison Street as recommended by the Planning Commission.

On a Webster/Faight motion the Council voted unanimously to approve a subdivision plan submitted by Shelly, Witter & Fox for 48 S. Antrim Way as recommended by the Planning Commission.

Wertime recommended that the parking meters be audited. The tasks was assigned to the Public Facilities Committee.

### **6. Correspondence:**

Invitation to Heritage Christmas event at Allison Antrim Museum on December 7<sup>th</sup> and 14<sup>th</sup>.

On a Webster/Faight motion the Council voted unanimously to approve the support for Keystone Community Medical Services Consulting Grant for Franklin County in the amount of \$279.72.

Mayor Thomas recommended a press conference for the study and noted that in Adams County a similar study recommended consolidation.

President Miller offered the elected officials a chance to offer additional comments.

Amsley noted a lot of work ahead for the Public Facilities Committee.

Webster noted he had breakfast with former member of Council Jim Farley who sends his regards.

Smith made no comments.

Kinzer challenged President Webster about an earlier ruling where Kinzer was ruled out of order. Kinzer noted that he would be reviewing Robert's Rules of Order. Miller affirmed that it was a permissible ruling of the Chair.

Thomas reminded everyone to remember global and local servants in the holiday season.

Faight, with Chief Phillippy, drew attention to a memorial Christmas tree in the Police Department. The tree has 130 blue lights honoring police officers who died in the line of duty in 2018.

Miller thanked everyone for their participation in local government.

Miller adjourned the meeting to recess at 9:20p.m. and into Executive Session at 9:25p.m.

The Council reconvened at 9:39p.m

On a Faight/Webster motion the Council voted unanimously to approve a proposed settlement agreement with Keith Russell.

On a Webster/Faight motion the Council voted unanimously to adjourn at 9:50p.m.

## **Adjourn**

Respectfully submitted,  
Eden R. Ratliff,  
Borough Manager