

BOROUGH OF GREENCASTLE COUNCIL MEETING MINUTES

March 6, 2023

7:00 P.M.

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

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

An invocation was provided by Reverend Bob Cook.

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 Reagan/Burkholder motion, Council unanimously approved the proposed agenda for the March 6, 2023, regular council meeting.

Opportunity to be Heard

Larry Pittman of 35 W. Madison Street stated Councilman Kinzer has a conflict of interest regarding the request from the Lutheran Church to eliminate parking on E. Madison Street as Kinzer is a member of the church.

Tim Fetterhoff of 180 Baumgardner Drive thanked Chief Phillippy for the police department's continuous efforts and visibility in the community.

CONSENT AGENDA

On a Burkholder/Reagan motion, Council unanimously approved the Consent Agenda as presented.

Minutes of Previous Meeting:

Borough Council Meeting of February 6, 2023

Borough Council Workshop Meeting of February 27, 2023

Community Events:

Mental Health Awareness Month - Mental Health Association of Franklin & Fulton Counties

May 2023 – allow green ribbons to be placed on parking meters

Little played a voicemail as received from Kinzer regarding requested changes to the minutes. Council took no action to change the minutes as presented prior to approval.

REGULAR AGENDA

Payment of Bills

On a Reagan/Burkholder motion, Council unanimously voted to approve the disbursements listed on the February 2023 Disbursement Report in the amount of \$129,911.68.

Reports from Elected Officials

President's Report

President Miller made comments regarding recently completed and ongoing projects noting he would like Council to be more proactive and less reactive. Miller requested Councilmembers be more involved and timely in their responses.

Mayor's Report

Mayor Thomas noted the girls' varsity basketball team's upcoming playoff game, outlined updates from the recent

MS4 workgroup meeting, and expressed appreciation to the Hidden Key Brewery owners for their proactive approach to existing parking concerns. The Mayor's submitted report is available at www.greencastlepa.gov/Document Collections/Mayor Reports.

Chief's Report

Chief Phillippy presented the February Report for the police department. Phillippy reviewed a recent criminal trial involving an overdose death in the Borough, thanked Officer Knopp for his involvement with a check fraud investigation, and welcomed Mary Miller as the new co-responder for the Greencastle Police Department. For the complete report, go to www.greencastlepa.gov/Document Collections/Chief of Police Reports.

Manager's Report

Little provided an update and overview of activities and projects in progress including the FY 2022 financial audit, the Center Square lights, the upcoming initial Beautification Committee meeting and current developments under review. Little also reviewed recent hiring and remaining open positions and provided several updates to action requested and questioned posed at the February 27th workshop. For the complete report, go to www.greencastlepa.gov/Document Collections/Manager Report.

Committee Action

Budget and Finance

On a Shafer/Burkholder motion, Council unanimously voted to authorize the execution of an estimate from G W Electric Co., Inc. in the amount of \$3,800 for the installation of two additional LED light fixtures directing light east and west on the existing pole in the Center Square.

On a Burkholder/Reagan motion, Council voted 3-3 with Mayor Thomas breaking the tie and voting to approve a request as submitted by the Greencastle-Antrim School District to waive the \$150 land development review application fee for the school district's recently submitted land development project to construct a permanent Academy for Character Education (A.C.E.) building.

Burkholder, Layman and Reagan voted to approve the request to waive the \$150 application fee. Miller, Amsley and Shafer voted opposed to the school district's request.

Mayor Thomas broke the tie vote and voted to approve the school district's request to waive the land development review fee. Council noted the only fee waived would be the \$150 application fee and that all other cost incurred for the school district's land development plan review including but not limited to engineering and legal review fees would be rebilled as appropriate.

On a Reagan/Burkholder motion, Council unanimously voted to approve the annual \$5,000 contribution to the Lilian S. Besore Memorial Library as budgeted.

Economic Development

On a Reagan/Layman motion, Council unanimously voted to conditionally approve 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 as recommended by the Borough's Planning Commission.

Council granted conditional preliminary plan approval of the Buchanan Flats land development plan based on the following required conditions:

1. Completion of all outstanding comments from review letters issued by the Borough Engineer (ARRO Consulting, Inc) and Keller Engineers;
2. Receive all necessary approvals from the Greencastle Area, Franklin County, Water Authority and complete all outstanding comments from the Authority's Engineer, Gannett Fleming;
3. Enter into the Traffic Signal Agreement for a term no shorter than 10 years in a form acceptable to the Borough Staff and Solicitor;
4. Enter into the Developer's Agreement, which will include Developer's commitment to contribute the funds necessary to implement the traffic calming measures identified by ARRO Consulting, Inc., as set forth in ARRO's January 27th, 2023 letter;

5. Entry into an Easement Agreement with the Moss Spring Graveyard Association and/or the Greencastle Presbyterian Church to ensure continued legal right-of-way for those groups to access the cemetery located on the adjoining GAFOWA property;
6. Obtain all necessary third party approvals and permits, including but not limited to Antrim Township approval of the land development plan governing improvements within the Township, and the Highway Occupancy Permit from PennDOT;
7. Work with Borough staff and solicitor to effectuate a deed of conveyance to the Borough of the portion of Developer's parcel upon which Grant Street Extended is located; and
8. Enter into an agreement to be reached between the Borough of Greencastle, Inch & Co., and Antrim Township regarding the timing to establish and open the connection of the existing Moss Spring Avenue roadway in the Borough and the proposed Moss Spring Avenue Extended roadway in the Township.

Personnel

On a Burkholder/Reagan motion, Council unanimously voted to accept the employment of Holly Kendall to fulfill the part-time Administrative Receptionist position and the employment of Cory Kerr to fulfill the full-time Public Works Laborer position.

Public Safety

On an Amsley/Reagan motion, Council voted 3-3 with Mayor Thomas breaking the tie and voting to table discussion to draft an ordinance eliminating parking on E. Madison Street between N. Washington Street and the Lutheran Church parking lot access.

Amsley, Miller and Reagan voted to table the discussion regarding E. Madison Street parking restrictions. Burkholder, Layman and Shafer voted to proceed with drafting an ordinance to eliminate parking on E. Madison Street.

Mayor Thomas broke the tie vote and voted to table the discussion regarding E. Madison Street parking regulations noting that further review is needed.

On a Shafer/Burkholder motion, Council unanimously voted to authorize staff to initiate the process of installing an additional street light on Parkwood Drive.

Correspondence

None.

Final Comments

Shafer: Reminded everyone of the upcoming day light savings time.

Reagan: Thanked residents for attending.

Layman: Thanked the public for attending and noted the upcoming election and Council position openings.

Burkholder: Thanked those in attendance and noted the good discussion at the meeting.

Mayor: Identified future workshop items including truck traffic and parking as reviewed in the Borough's current Comprehensive Plan. Thomas also noted the passing of prior Fire Chiefs Dick Mellott and Gary Hawbaker.

Miller: Thank you to everyone.

Adjourn

On a Burkholder/Layman motion, the meeting adjourned at 8:53 p.m.

Respectfully submitted,

Emilee Little
Borough Secretary