

BOROUGH OF GREENCASTLE COUNCIL MEETING MINUTES

December 4, 2023

7:00 P.M.

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

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

An invocation was provided by Pastor Mike Carey.

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 December 4, 2023, regular council meeting.

Recognition for H. Duane Kinzer

Borough Council members and staff recognized the many years of public service by Councilman Kinzer. President Albert Miller provided Kinzer artwork of a railway and spoke to his appreciation of Councilman Kinzer's service, guidance, and support.

Opportunity to be Heard

Larry Faight of 137 N. Ridge Avenue thanked Councilman Kinzer for his years of service and expressed appreciation for Chief John Phillippy for his years of dedication and service as a protector of the Greencastle community.

CONSENT AGENDA

On a Reagan/Layman motion, Council unanimously voted to approve the Consent Agenda as presented.

Minutes of Previous Meetings

Borough Council Meeting of November 6, 2023

Borough Council Workshop Meeting of November 27, 2023

Employment

Accept the employment of Jonathan Goshorn to fulfill the full-time Public Works Laborer position.

Accept the employment of Joseph Degrange to fulfill the part-time WWTP operator trainee position.

REGULAR AGENDA

Payment of Bills

On a Reagan/Layman motion, Council unanimously voted to affirm the disbursements listed on the November 2023 Disbursement Report in the amount of \$168,123.77.

Reports from Elected Officials

President's Report

President Miller reviewed notable accomplishments in 2023 including the purchase of the E. Baltimore Street lot, increased volunteerism with the Beautification Committee, finalization of the police union contract, settlement with the N. Carlisle Street project contractor, a balanced budget with no tax increase, and preparation for the North Washington Streetscape Project.

Mayor's Report

Mayor Thomas noted the American Legion's \$1,400 donation for the police department's purchase of two tactical level III ballistics shields. Thomas reviewed the LSA grant application submittal for three replacement police vehicles. Community related updates were provided including the GPD annual food drive, Shop Small Greencastle, and Heritage Christmas. 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 reviewed his written report providing updates on recent activities of the Police Department including the Police Department's food drive and Toys for Tots donations. 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 provided an update and overview of activities and projects in progress including the LSA grant submittal for the E. Baltimore Street property development, the 2024 budget, and current development under review. Little noted recent items finalized including the N. Carlisle Street contractor settlement and agreement for the police union collective bargaining agreement. Information from workgroups and operational departments was provided. For the complete report, go to [www.greencastlepa.gov/Document Collections/Manager Report](http://www.greencastlepa.gov/Document%20Collections/Manager%20Report).

Committee Action

Administration

On a Reagan/Kinzer motion, Council unanimously voted to approve the 2024 holiday schedule.

On a Burkholder/Amsley motion, Council voted 5-1 with Miller opposed to approve the 2024 meeting schedule without the inclusion of workshop meetings.

Burkholder suggested approving only the regular monthly meeting and Planning Commission meeting schedules noting that the workshops were poorly attended causing the same information to be reviewed twice.

Miller noted that several deadlines were met this year because action was taken at scheduled workshop meetings.

On a Burkholder/Reagan motion, Council unanimously voted to accept the resignation of Jan Shafer from Borough Council effective December 31, 2023, with regret.

Kinzer expressed that he had worked with Jan for her to become a member of Council and she did an excellent job prior to health concerns.

On an Amsley/Reagan motion, Council unanimously voted to authorize staff to accept applications for candidates to fill (2) Council member vacancies on the Borough Council of the Borough of Greencastle.

Budget and Finance

On a Layman/Reagan motion, Council unanimously voted to adopt the 2024 Municipal Budgets as advertised.

On a Layman/Kinzer motion, Council unanimously voted to adopt Resolution 2023-10 maintaining the tax rate for the year 2024 at 16.0 mills.

On a Reagan/Layman motion, Council unanimously voted to approve the disbursement of the annual staff Christmas bonuses in the amount of \$100.00 to full time employees and \$50.00 to part time employees.

Personnel

On a Reagan/Kinzer motion, Council unanimously voted to approve the collective bargaining agreement to be executed between the Borough of Greencastle and the Greencastle Patrolmen's Association for a contract term of January 1, 2024 thru December 31, 2026.

Public Facilities

On a Reagan/Kinzer motion, Council unanimously voted to ratify approval of a final settlement agreement to be formalized between the Borough of Greencastle and DOLI Construction and authorize the execution of Change Order #11 for a full a final payment in the amount of \$31,067.17 for the N. Carlisle Street Roadway Improvement Project.

Miller reviewed a timeline of milestones including previous settlement offers during the Borough's negotiations to finalize the N. Carlisle Street contract.

Kinzer thanked Miller for his time and efforts involved with the N. Carlisle Street project.

On a Reagan/Layman motion, Council unanimously voted 5-0 (Kinzer recused) to authorize staff to execute an easement agreement between the Borough of Greencastle and the impacted property owners related to the W. Franklin Street sewer infrastructure repairs.

Kinzer recused himself as an owner of one of the impacted properties. Kinzer abstained from any discussion or deliberation, as well as the vote itself.

Correspondence

None.

Final Comments

Amsley – Thanked Kinzer, noting that he has learned a lot from him. Thanked all of Council for efforts in 2023.

Kinzer – Thanked Council, stating that he has enjoyed working together on many accomplishments. Thanked the residents for their involvement.

Reagan – Thanked Kinzer for making him feel welcome on Council and expressed gratitude to Chief Phillippy for his many years of service. Wished everyone a Merry Christmas.

Layman – Stated it has been an honor to serve on Council and a privilege to represent the community.

Burkholder – Thanked Kinzer and Layman, noted he is looking forward to Council in 2024, and thanked those in the audience for attending.

Mayor Thomas – Noted Kinzer's service to the Borough starting on the Planning Commission in the 1970s. Thanked Layman and Kinzer. Stated that we can learn from the past while looking forward.

Miller – Stated it has been a pleasure to serve with Kinzer and Layman, thanked the citizens for attending, and wished everyone a Merry Christmas.

Adjourn

On a Kinzer/Reagan motion, the meeting adjourned at 8:06 p.m.

Respectfully submitted,

Emilee Little

Borough Secretary