

BOROUGH OF GREENCASTLE COUNCIL MEETING MINUTES

January 2, 2024

7:00 P.M.

MEMBERS PRESENT: Mayor Ben Thomas, Councilmen Wade Burkholder, Larry Faight, Albert Miller, and Scott Reagan. Also present were Officer in Charge Keith Russell and Borough Manager Emilee Little. Councilman Joel Amsley participated via phone.

BIENNIAL ORGANIZATION MEETING

Mayor Thomas called the meeting to order at 7 p.m.

An invocation was provided by Pastor Jeff Ecko.

Mayor Thomas led the Pledge of Allegiance.

Mayor Thomas noted the meeting was being recorded for accuracy of the minutes.

Mayor Thomas swore in the newly elected and re-elected officials for the Borough of Greencastle including Joel Amsley, Larry Faight, and Scott Reagan.

On a Reagan/Amsley motion, Council unanimously voted to adopt the latest edition of *Robert's Rules of Order*.

Nomination and Election of Officers

- A. Mayor Thomas accepted nominations for Council President.

Nominees:

Larry Faight – nominated by Wade Burkholder

Albert Miller – nominated by Joel Amsley

Voting:

Votes Received for Larry Faight – Burkholder, Faight, Reagan

Votes Received for Albert Miller – Amsley, Miller

Based on the votes received, Larry Faight was elected as Council President.

- B. Mayor Thomas accepted nominations for Council Vice President.

Nominees:

Scott Reagan – nominated by Larry Faight

Voting:

Votes Received for Scott Reagan – Burkholder, Faight, Reagan

Amsley and Miller voted no for Scott Reagan to be elected as Council Vice President.

Based on the votes received, Scott Reagan was elected as Council Vice President.

Reaffirmation of Staff Appointments

On a Reagan/Burkholder motion, Council unanimously voted to appoint Emilee Little as Borough Manager, Zoning Officer, Human Resources Manager, Finance Manager, Treasurer, Borough Secretary, and Right to Know Officer.

Sections of Government Assignments

President Faight noted committee appointments would be made at the February Council meeting but did confirm Councilman Amsley's appointment as chairman of the Personnel Committee.

The organizational meeting adjourned at 7:20pm.

REGULAR COUNCIL MEETING

On a Reagan/Burkholder motion, Council unanimously approved the proposed agenda for the January 2, 2024, regular council meeting.

Opportunity to be Heard

Eddie Baxter of 117 Carowinds Drive expressed appreciation for Chief John Phillippy for his years of dedicated service. Baxter questioned Resolution 2022-07 regarding rules and procedures for public meetings and stated that the verbiage be changed to require questions to be answered. Baxter thanked Albert Miller for his work as President.

CONSENT AGENDA

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

Minutes of Previous Meetings

Borough Council Meeting of December 4, 2023

Employment

Accept a notice of resignation from Police Officer James Bradley effective December 31, 2023.

Accept a notice of resignation from Water Treatment Plant Operator Alec Cordell effective January 4, 2024.

REGULAR AGENDA

Payment of Bills

On a Reagan/Burkholder motion, Council unanimously voted to affirm the disbursements listed on the December 2023 Disbursement Report in the amount of \$242,109.19.

Reports from Elected Officials

President's Report

President Faight reiterated the need for transparency and commitment to serving the community.

Recognition for Chief of Police John Phillippy

Mayor Thomas shared memories of Chief Phillippy during his 16 years as Chief of Police for the Greencastle Police Department and 41 total years in police service. Officers Russell, Kamoie, Knopp, Brennan, Knetchel, McGarity, and Petrunak spoke to Chief Phillippy noting their gratitude for his commitment to their department.

Mayor's Report

Mayor Thomas noted recent police department retirements and strategic planning efforts. Mayor Thomas advised of a new Norfolk Southern representative for continued communication efforts regarding train idling locations. 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 a New Year's Eve crash on S. Carlisle Street involving seven damaged vehicles. 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 as well as a listing of projects to be completed in 2024. Little noted the Borough is accepting applications for two Council vacancies, the Chief of Police position, and a full-time position in a Water Treatment Plant. Little advised of the 3% sewer rate increase effective January 1, 2024. Information from operational departments was provided. For the complete report, go to

Committee Action

Administration

On a Burkholder/Reagan motion, Council unanimously voted to table the appointment of a representative and alternate to the Franklin County Area Tax Board for calendar year 2024, the appointment of a representative and alternate to the Franklin County Emergency Services Alliance for calendar year 2024, and the nomination of a Borough representative to the Greencastle-Antrim Chamber of Commerce Board.

On a Reagan/Burkholder motion, Council unanimously voted to authorize the advertisement of a Special Council meeting on Monday, January 22, 2024 at 7pm to appoint Councilmembers to the (2) two-year term vacancies.

On a Reagan/Burkholder motion, Council unanimously voted to approve the following board/commission reappointments. Pending Council action, terms shall become effective immediately and shall expire as indicated below:

<u>Name</u>	<u>Board/Commission</u>	<u>Term</u>	<u>Term Expires</u>
Douglas Bitner	Civil Service Commission	6 years	December 31, 2029
Mike Stenger	Water & Sewer Authorities	5 years	December 31, 2028
Joseph Degrange	Planning Commission	4 years	December 31, 2027
Kelsey Marshall	Zoning Hearing Board	3 years	December 31, 2026

On a Reagan/Burkholder motion, Council unanimously voted to table discussion of possible workshop meeting formats and dates until the February Council meeting.

Budget & Finance

On a Miller/Reagan motion, Council unanimously voted to ratify the payment to 104 B Street in the amount of \$500.00 for the annual employee Christmas lunch.

On a Reagan/Miller motion, Council unanimously voted to authorize the enactment of Ordinance 2024-01 as advertised amending Chapter 155 of the Borough Code to provide for a 3% increase in quarterly sewer rates and minimum quarterly sewer charges effective with the first billing period after January 1, 2024 as approved in the 2024 budget.

Economic Development

On a Miller/Reagan motion, Council unanimously voted to approve a final plat subdivision for Lot 32 on Carowinds Drive in the Chadwick Estates development for Ronald and Jan Shafer as prepared by Frederick, Seibert & Associates, Inc. and as recommended for approval by the Planning Commission.

On a Reagan/Miller motion, Council unanimously voted to approve a preliminary/final plan for the subdivision of the lands of L. Merritt Hammond for addition to the lands of Lynx Partnership as prepared by Shelly, Witter & Fox and as recommended for approval by the Planning Commission.

On a Burkholder/Reagan motion, Council unanimously voted to authorize the bond release for the Greencastle Sheetz land development plan in the full required bonding amount of \$735,030.73 as reviewed and recommended by ARRO Consulting.

Personnel

On an Amsley/Reagan motion, Council unanimously voted to award full-time employees one additional 8-hour personal day and part-time employees a 4-hour personal day as appreciation for a Zero Lost Time Days Award received for no time lost due to workplace injury claims in 2022.

On a Burkholder/Reagan motion, Council unanimously voted to appoint Officer Keith Russell as the temporary Police Officer in Charge of the Greencastle Police Department effective January 7, 2024.

On a Reagan/Miller motion, Council unanimously voted to adopt Resolution 2024-01 eliminating member contributions to the police pension plan for 2024.

Public Facilities

Council approved the following action related to the North Washington Street Roadway Improvements Project:

- a. On a Miller/Amsley motion, Council unanimously voted to award the contract to Ganoë Paving, Inc., the lowest responsible bidder, for the base bid price of \$499,809.60, contingency price of \$12,000.00, and including Alternate A for a cost of \$5,640.00.
- b. On a Reagan/Miller motion, Council unanimously voted to authorize ARRO Consulting to issue a Notice of Intent to Award letter to Ganoë Paving, Inc.
- c. On a Reagan/Burkholder motion, Council unanimously voted to authorize the Council President to sign a contract with Ganoë Paving, Inc. pending review by ARRO Consulting, Borough staff, and Salzmänn Hughes.
- d. On a Reagan/Miller motion, Council unanimously voted to authorize ARRO Consulting to issue a Notice to Proceed letter to Ganoë Paving, Inc. after contract documents are executed and provided the documents meet all necessary requirements.

Public Safety

On a Reagan/Burkholder motion, Council unanimously voted to authorize the enactment of Ordinance 2024-02 as advertised amending Chapter 190 of the Borough Code designating a handicap parking space on S. Carlisle Street and eliminating a handicap parking space on N. Carlisle Street.

On a Reagan/Burkholder motion, Council unanimously voted 4-1 with Amsley opposed to authorize the Council President, Public Safety Chair, and Borough Secretary to sign the revised box alarm card for the Rescue Hose Company No. 1 as submitted by Chief Kevin Barnes signifying that all emergency responses on the box cards for fire and rescue incidents have been found to be satisfactory.

Correspondence

Pennsylvania Emergency Management Agency – John Alleman EMC Endorsement

Governor Josh Shapiro – John Alleman EMC Appointment

Final Comments

Faight – Noted he is glad to be back on Council and that this Council needs to support the Borough staff as well as continue to do the right thing for the community.

Amsley – Thanked Councilman Miller, noting that he did a fantastic job as President.

Miller – Advised that being president is not ceremonial and that he spend significant time and energy on Borough related issue while in the position.

Reagan – Thanked the community for their attendance, offered his appreciate to the police officers in attendance and their continued dedication while being short staffed. Reagan thanked Chief Phillippy and wished him an enjoyable retirement.

Burkholder – Thanked those in attendance, thanked Albert for his efforts as President, and welcomed Larry back on Council.

Mayor Thomas – Noted the upcoming Law Enforcement Appreciation Day, thanked Albert for his service as President, and offered his assistance and support to President Faight and Vice President Reagan.

Adjourn

On a Reagan/Burkholder motion, the meeting adjourned at 8:32 p.m.

Respectfully submitted,

Emilee Little

Borough Secretary