

**MINUTES
BOROUGH OF GREENCASTLE
COUNCIL MEETING AGENDA
APRIL 2, 2018
7:00 P.M.**

MEMBERS PRESENT: Mayor Ben Thomas, Council President Frank Webster Jr., Council Members, James Farley, Duane Kinzer, Steve Miller, Craig Myers, and Matthew Smith. Also present were Borough Manager Eden Ratliff and Administrative Secretary Kalli Yoder.

President Webster called the meeting to order.
Pastor Harry Miller gave the invocation.
President Webster led the pledge of allegiance.

Opportunity to be Heard:

Wade Burkholder of 235 East Baltimore Street thanked Council for getting the light on Walter Avenue fixed.

Bernie Washabaugh, II of 500 Brumbaugh Ave, Chambersburg, PA, announced that he is running for congress, and handed out a letter of introduction to council, which is attached.

Edward F. Baxter of 117 Carowinds Drive requested that the new water and sewer bills also reflect the number of days in a cycle, and commented that the minutes on the website have not been updated since September 2017.

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 meeting of March 5, 2018.

President Webster commented that Scout Troop 95 led the pledge last month and that needed to be reflected in the minutes. On a Kinzer/ Smith motion the Council voted to unanimously approve the March 2018 Meeting Minutes.

Attendance Approvals:

Eden Ratliff to attend 2018 Pennsylvania State Association of Borough's Conference.

Eden Ratliff to be the voting delegate at the 2018 Pennsylvania Association of Boroughs Conference.

Lorraine Hohl to attend the Benecon Health Insurance Conference.

**MINUTES
BOROUGH OF GREENCASTLE
COUNCIL MEETING AGENDA
APRIL 2, 2018
7:00 P.M.**

On a Kinzer/Smith motion the Council voted to approve the above attendances.

REGULAR AGENDA

Payment of bills

On a Miller/Farley motion, the Council voted to approve disbursements listed on the March 2018 Disbursement Report in the amount of \$85,447.37.

Reports from Elected Officials

President's Report

President Webster expressed appreciation to the Public Works Department for their work during the recent winter weather event.

Mayor's Report

Mayor Thomas recognized that April is National Child Abuse Month, and acknowledged the tragic death of 3 year old Logan Starliper in January of this year. The rest of his report is outlined in an attached document.

Chief's Report

Mayor Thomas reviewed the Chief's Report as a result of his absence due to a family emergency. The report is outlined in an attached document.

Manager's Report

Manager Ratliff thanked the Mayor and Chief for attending the Chamber Meetings regarding Sidewalk Days, and encouraged the public to pick up a copy of the Echo Pilot and read the Borough Bulletin. Ratliff also thanked Council for allowing Finance and HR Manager Lorraine Hohl and He to attend the PELRAS conference in March, as well as outlined his attached report.

1. Administration & Finance:

Ratliff outlined that the Administration and Finance Committee will meet monthly and publically, and encouraged the public to attend these meetings as well.

2. Personnel:

President Webster commented that there is nothing to review for the Personnel Committee.

3. Public Safety:

**MINUTES
BOROUGH OF GREENCASTLE
COUNCIL MEETING AGENDA
APRIL 2, 2018
7:00 P.M.**

On a Miller/ Farley motion the Council voted to unanimously approve the Greencastle-Antrim Chamber of Commerce's request for road closures from 9 am- 8 pm on Friday July 13th and 7 am to 5 pm on Saturday July 14th on Baltimore from the intersection of Washington Street to the intersection of Jefferson Street from and South Carlisle Street from the center of town (Baltimore Street to the intersection of E. Franklin Street). They also requested no parking be allowed in the first five parking spaces on South Washington Street and that the Borough lot be available for public parking on July 13th and 14th. Ratliff clarified that this is to eliminate truck traffic and allow local traffic only. Mayor Thomas affirmed that this is approved with all police and fire departments.

4. Public Facilities:

Ratliff stated that the 2018 Paving Program was reviewed and approved by the Finance Committee, and clarified that the estimate for the project is \$144,000 and from two funding sources; the General Fund and the Liquid Fuels Fund. Ratliff announced that bids will be opened at a public bid opening. Miller recommended that the Borough have strong communication with the public when it is time to pave. On a Myers/Farley motion, the Council voted to unanimously approve the 2018 Paving Program. Below are the listed streets for bid.

- E. Walter Ave. N. Allison St. to N. Carlisle St.
- N. Elm Ln. W. Franklin St to Dahlgren St.
- N. Elm Ln from Mifflin Ln. to W. Madison St.
- Lutz Ln from S. Allison to S. Church Ln.
- Fox Ln from S. Carlisle St. west to S. Elm Ln.
- S. Elm Ln. W. Baltimore St. to W. Spruce Ln.
- S. Elm Ln. W. Franklin St, to W. Dahlgren St.

Ratliff explained that in 2017 the Borough Council approved a Land Development plan for the Besore Memorial Library who is expanding their parking lot and adding a children's play area. In the approval of the plan the Borough Council committed to implementing the necessary storm water controls for the project. The reason for doing this is because the Borough would utilize this opportunity to implement Best Management Practices in accordance with the MS4 requirements. On a Smith/Farley motion Council unanimously voted to authorize the Council President to sign a Memorandum of Understanding with the Besore Memorial Library committing the Borough of Greencastle to implementing storm water controls for their Land Development Plan approved October 2, 2017.

5. Community Development:

On a Kinzer/Smith motion Council voted to unanimously approve Bob and Michelle Spessard's request to place blue bows on the parking meters within one block of the square from April 1, 2018 to April 30, 2018 in honor of National Child Abuse Prevention Month.

**MINUTES
BOROUGH OF GREENCASTLE
COUNCIL MEETING AGENDA
APRIL 2, 2018
7:00 P.M.**

6. Correspondence:

Ratliff stated that Mr. Ronald Rowe of 10 Baumgardner Drive requested an account adjustment of \$9.37 assessed in delinquent charges. Rowe says that he never received his bill in the mail. Ratliff faults USPS for Rowe not receiving the bill and in order to be consistent in fair in how other situations with customers have been handled, Ratliff suggested against Council approving the request. There was discussion between the public and council about how bills are mailed and different situations with lost bills that have come up in the past. Miller suggested the Administration and Finance committee review this problem at their next meeting and Farley agreed to put it on the agenda. On a Miller/Farley motion Council voted to unanimously deny Mr. Rowe's request for an account adjustment.

Myers brought to the Council's attention that there is no policy for Borough essential and nonessential personnel regarding weather emergencies and that due to the recent snow emergency he advised that Council review the topic at Public Safety and Personnel Committee Meetings. Ratliff stated that he and Faight had already discussed Public Safety and that he will do the same with Personnel.

Kinzer commented that he is concerned about legal bills and suggested an executive session after Council adjourned. President Webster agreed.

On a Myers/Kinzer motion the Council unanimously voted to adjourn at 8:07 p.m.

Adjourn

Respectfully submitted,

Eden R. Ratliff,
Borough Manager