

# **BOROUGH OF GREENCASTLE COUNCIL MEETING MINUTES**

**April 3, 2023**

**7:00 P.M.**

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

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

An invocation was provided by Pastor David Rawley.

President Albert W. Miller led the Pledge of Allegiance.

President Albert W. Miller noted the meeting was being recorded for accuracy of the minutes and that an executive session of Council was held immediately prior to this meeting to discuss legal matters.

On an Amsley/Burkholder motion, Council unanimously approved the proposed agenda for the April 3, 2023, regular council meeting.

## **Opportunity to be Heard**

No public comments were provided at this time.

## **CONSENT AGENDA**

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

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

Borough Council Meeting of March 6, 2023

Borough Council Workshop Meeting of March 27, 2023

### **Community Events:**

VFW Post 6319 & American Legion Post 373 – Memorial Day parade request

Approve streets closures and recognize the Memorial Day parade to take place on May 29, 2023 as outlined in the correspondence from the VFW Post 6319

## **REGULAR AGENDA**

### **Payment of Bills**

On a Reagan/Burkholder motion, Council voted 6-1 with Layman opposed to approve the disbursements listed on the March 2023 Disbursement Report in the amount of \$132,560.86.

### **Reports from Elected Officials**

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

President Miller advised that new topics and projects are upcoming noting a proactive approach and faster pace.

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

Mayor Thomas congratulated the GASD High School bocce team on their second place championship accomplishment and noted his attendance at the National Vietnam War Commemoration. Thomas requested Council send a letter to PennDOT proposing a traffic study be conducted to designate Baltimore Street as local truck traffic only. Thomas discussed downtown parking concerns. The Mayor's submitted report is available at [www.greencastlepa.gov/Document Collections/Mayor Reports](http://www.greencastlepa.gov/Document%20Collections/Mayor%20Reports).

## **Chief's Report**

Chief Phillippy presented the March Report for the police department. Phillippy reviewed a recent sentencing in a criminal trial involving an overdose death in the Borough. Thanked Officers Kamoie and Brennan for their assistance in removing a downed tree on S. Carlisle Street. Phillippy noted an \$115,000 grant awarded to the Greencastle Police Department to be used for radios, cameras, and plate readers. 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 finalizing the unclaimed stormwater refund disbursement to the State Treasury, progress on Center Square street lights, updates on the N. Carlisle Street project, and reviewed current proposed developments. For the complete report, go to [www.greencastlepa.gov/Document Collections/Manager Report](http://www.greencastlepa.gov/Document%20Collections/Manager%20Report).

## **Committee Action**

### **Budget and Finance**

On an Amsley/Burkholder motion, Council unanimously voted to approve a COSTARS quote from Mr. Rehab, LLC to complete sewer pipeline maintenance and rehabilitation services in the amount of \$116,061.92 as budgeted.

### **Economic Development**

On an Amsley/Reagan motion, Council unanimously voted to approve land development plans as submitted for development on parcel 08-2B20.-055.-000000 located at 38 W. Baltimore Street for the construction of a 1216 square foot garage as recommended by the Borough's Planning Commission.

Little noted setbacks and impervious area coverage was reviewed and explained that no Borough utilities are being requested for this development. Little provided the ARRO review letter and noted that ARRO and the Planning Commission have recommended this plan for approval as there are no outstanding comments to be addressed.

On a Kinzer/Reagan motion, Council unanimously voted to accept the offer as submitted by Unger Surveying & Construction on behalf of Outdoor Contractors Inc. to extend the Dollar General preliminary land development plan review period until May 13, 2023.

Little briefly reviewed the current subdivision and land development plan as submitted noting that the Planning Commission has requested a lighting plan be submitted for their review and upon the Commission's recommendation the plans should be before Council for review at the April workshop meeting.

### **Personnel**

On a Layman/Kinzer motion, Council unanimously voted to appoint Cameron Schroy to the Water & Sewer Authorities to fill a vacancy to expire on December 31, 2024.

### **Public Facilities & Stormwater**

On an Amsley/Reagan motion, Council voted 6-1 with Layman opposed to approve a proposal from ARRO Consulting for professional engineering services including survey, design, and bidding assistance related to the N. Washington Street Streetscape Improvements Project for a cost not to exceed \$41,500.00.

Little reviewed the N. Washington Street project and the anticipated budget. Little noted \$42,000 was budgeted in 2023 related to the N. Washington Street project for sidewalk and engineering expenses that would have been needed if the Borough did not receive a grant to fund the project. Little advised that the Borough received a \$259,079.00 DCED grant to fund the project and the budgeted funds should be spent to complete all survey and design work to bid the project in late 2023.

Layman questioned the total project cost and timeline. Little advised the Opinion of Probable Cost as submitted with the grant application estimated a total construction cost of approximately \$400,000 and reaffirmed that the project will be bid in late 2023 and construction will occur in 2024.

On an Amsley/Burkholder motion, Council voted 6-1 with Layman opposed to approve a proposal from ARRO Consulting for professional engineering services including survey, design, and subsequent PADEP permit submittal related to the Mifflin Lane Stormwater Improvements Project for a cost not to exceed \$38,500.00.

Little reviewed the Mifflin Lane stormwater project and noted that \$40,000 was budgeted in 2023 for this engineering work to be completed prior to submitting for grants to fund the project.

Mayor Thomas questioned what projects were envisioned for stormwater improvements along Mifflin Lane. Merkel noted capacity and conveyance would be improved by addressing elevation changes and installing larger piping between N. Carlisle Street and E. Madison Street. Merkel noted treatment could be incorporated through the installation of a BMP if space allows within the Borough's right-of-way.

On a Reagan/Amsley motion, Council voted 6-1 with Layman opposed to approve a proposal from ARRO Consulting for professional engineering services related to the preparation of a Flood Prone Area Investigation Report for a cost not to exceed \$11,400.00.

Little advised this project and the associated report would identify areas of concentration for future stormwater improvement projects. Little noted \$4,000 was budgeted for general stormwater engineering in 2023 but that ARPA funds could be used to offset this cost.

Kinzer questioned how this proposed work is different than the GIS mapping that ARRO has already completed. Merkel reviewed the Borough's current GIS mapping and explained how this Flood Prone Area Investigation Report is modeling that builds on the initial GIS mapping to further investigate topography, drainage areas, and flow paths then define sources for each flood prone areas and provide suggestions for potential projects.

Layman stated that the County has this information available. Merkel advised that FEMA provides flood mapping but does not have localized, topography specific information related to stormwater networks within the Borough.

### **Correspondence**

Senator Mastriano – Congratulations on the Multimodal Transportation Grant in the amount of \$259,079.00 awarded for the N. Washington Street Streetscape Improvements Project

### **Final Comments**

Amsley: No further comments.

Kinzer: Requested reflective rectangular material be installed around traffic signals in the Borough.

Shafer: Requested the flag be replaced at the clock tower.

Reagan: Thanked residents for attending.

Layman: Thanked Cameron Schroy for volunteering on the Water Authority.

Burkholder: Thanked those in attendance.

Mayor: Thanked everyone for attending and wished all a Happy Easter.

Miller: No further comments.

### **Adjourn**

On a Kinzer/Amsley motion, the meeting adjourned at 8:14 p.m.

Respectfully submitted,

Emilee Little  
Borough Secretary