

**BOROUGH OF GREENCASTLE
COUNCIL WORKSHOP MEETING MINUTES**

May 23, 2022

7:00 P.M.

MEMBERS PRESENT: President Albert W. Miller, Vice President Jan Shafer, Councilmen Joel Amsley and Wade Burkholder. Mayor Ben Thomas, Jr. and Councilmen H. Duane Kinzer, Jeremy Layman, Allen Mairose were absent. Also in attendance were Borough Manager Emilee Little, Public Works Manager Bob Manahan, and ARRO Consulting representative Nate Merkel.

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

President Albert W. Miller led the Pledge of Allegiance.

President Albert W. Miller said that the meeting was being recorded.

President Albert W. Miller said that an Executive Session had been held prior to the Workshop Meeting to discuss a legal matter.

Opportunity to be Heard: Borough citizens may address Council at this time on specific issues of concern.

Steve Miller, 232 Moss Spring Avenue, said a prayer.

Eddie Baxter, 117 Carowinds Drive, thanked Council for the updated report on the website, asked about the proposed access road to Buchanan Flats, thanked Mayor Thomas for his work on the license plate reader and asked if a No Trucks sign could be placed on Grant Street.

Presentations

Joe Gurney, First Capital Engineering, and Steve Lynch, Sheetz, provided an update on the Sheetz project to date and the HOP request including PennDOT modification requests for ingress and egress and stormwater management facilities which will be approved by the Borough and maintained by Sheetz.

Eddie Baxter asked about the entrance off of Route 11 and Gurney replied it would be right in and right out.

Shannon Blanchard, 158 N. Carlisle Street, stated her concerns with the added traffic on Madison Street and Gurney said access was moved away from the train tunnel and widened to minimize stacking.

President Albert W. Miller asked for clarity on the PennDOT approval process and Gurney said he could not speak for PennDOT. Lynch said that Sheetz wanted all traffic coming from Madison and meetings were held with PennDOT to accommodate them and the Borough's concerns. President Albert W. Miller expressed his concerns about traffic crossing Route 11 over the median and potential Borough responsibility for any resulting accidents.

Vice President Shafer asked if residents on Carl Avenue had been notified that their entrance was to change and Little replied that as Council has not reviewed or approved the final plans, residents had not been notified.

President Albert W. Miller asked Gurney for clarification on the date of the final plans and it was decided that First Capital Engineering would note that the plans were revised and provide the revision date on the plans.

Nate Merkel, ARRO Consulting, gave a summary of the proposed GIS mapping services that were budgeted for in 2022.

President Albert W. Miller asked what ARRO would initially map. Merkel replied ARRO would input as much as possible through their onsite mapping and using existing maps which would be digitized and that the program could be customized per the Borough's needs. Little said the program would continually be updated with ARRO providing the initial framework and training.

President Albert W. Miller asked if 3D modules could be added and Merkel said they could.

Vice President Shafer asked how residents would be educated about the GIS program and Merkel said there were several options for outreach, with Little adding that most of the mapping would be on public property.

Open Discussion Items

President Albert W. Miller asked Council and audience members for comment on the meeting format.

Burkholder said the meetings worked well and that he liked the format.

Blanchard said the school board has a similar meeting style.

President Albert W. Miller said Kinzer wants and *Old Business* topic added.

Amsley stated that he likes the format but cautioned against too many 2-3 hour meetings resulting from Councilmen not attending the workshop meetings.

Baxter said the meetings provide information not offered at Council meetings and that Council members need to attend the workshop meetings.

Steve Miller said the workshop meeting style was a great initiative.

President Albert W. Miller presented his goals for sections of Borough government as provided to Council.

Baxter asked how to get more public participation at Borough meetings and ideas were offered by Council and other audience members.

Review Minutes of Previous Meetings

Council reviewed draft minutes of the May 2, 2022 Borough Council Meeting.

Little stated that a correction would be made to the January 24, 2022 Workshop Meeting minutes, page 2, item 4 under Administration, changing biannual fiduciary reviews to annual fiduciary reviews.

Sections of Government Updates

Public Safety

Referring to recommendations provided by Mayor Thomas, Little stated that Thomas suggested ordaining the areas of S. Washington and W. Baltimore streets as *no parking* as discussed at the May 2 Council meeting. Little said that other no parking areas could be reviewed for enforcement and an Ordinance would be drafted for Council review and approval.

Little stated that Public Works staff had located all property pins at 0 W. Franklin Street and parking is occurring on Borough property. She asked President Albert W. Miller what action he would like to take and he said to look at what the Borough wants to accomplish with this matter before proceeding.

Little informed Council that there are still stacking issues on Route 16 related to Dunkin Donuts patrons. Little reviewed that Mayor Thomas had spoken to Dunkin Donuts ownership who indicated they did not have enough personnel to improve traffic concerns. President Albert W. Miller suggested a meeting be scheduled with Dunkin Donuts, the Borough, PennDOT, PA State Police and Borough Police.

Administration

Little review that staff is working on an informational pamphlet-style newsletter to be distributed in June.

Budget & Finance

Little presented a compensation survey that indicated that the Borough of Greencastle Council was paid less than neighboring municipalities. A discussion followed among Council as to how to proceed with raising Council pay, noting that meeting attendance is required and that no pay is received for workshop meetings.

Burkholder said that any regulatory changes needed to start at the municipality, move to the County and then be approved by state via the senate.

Baxter said he supports no pay when members do not attend a meeting.

Steve Miller said Council could incentivize people to serve on committees.

Community Outreach

Little presented Council with 9 options for the updated lighting in Center Square. She reiterated that original sponsors would be solicited to fund the new lamps first and would also be offered the old lamps if interested. A discussion followed on whether to use plastic or glass shades, who would be paying for the poles, and what look was most desirable. Council made no decision on a style of street lights.

Economic Development

Little provided Council with updates on the Buchanan Flats development including the proposed access road through Moss Springs and expected requirements from Antrim Township on the cul-de-sac design. Little said GAFCWA is still reviewing the site development plan and that a 90-day extension was granted, moving the review deadline to August 2022.

Steve Miller stated that it appears Antrim Township is relying on the Franklin County Planning Commission for decisions regarding the cul-de-sac and access road.

Little stated that the Hidden Key Brewery site plan was going to be reviewed by the Planning Commission at a special meeting on May 31 at 6 p.m. Representatives Rick Houck, Steve Bandstra, and Nick Searfoss were in attendance to answer any questions.

Vice President Shafer asked about parking and a representative from Hidden Key Brewery said that the property is zoned Community Commercial in which no off street parking is required.

Baxter asked how many seats will be in the restaurant and a representative from Hidden Keys Brewery said 15, with additional outside seating under roof.

Personnel

Little said that due to a resignation, there is an opening on the Water & Sewer Authority boards and that Michael Stenger had applied to serve.

Burkholder asked who resigned and who the other members were. Little replied that Barry Kerr had offered his resignation and listed the other current members.

President Albert W. Miller asked when the resignation was submitted and Little replied May 13.

Public Facilities & Stormwater

Little stated that the Borough's work on Vivian Avenue embankment was completed by Public Works, Luger had signed the agreement, and that signage had been installed. President Albert W. Miller asked when the speed table would be installed and Little replied the speed table would be installed after Greenworth Land's final paving of the roadway.

Little said the 2016 CBDG grant project for ADA ramps was having issues based on the performance of the contractor (Canadochly Construction) which is being evaluated by staff and ARRO and that the project should still meet the deadline September deadline for completion.

Little said that letters would be sent to residents impacted by the 2017 CDBG project on S. Jefferson Street.

Little said that meetings had been scheduled with those residents of N. Carlisle Street who requested them to discuss their punch list items.

Correspondence

Little reviewed that the Old Home Week committee had invited Council to participate in the OHW parade.

The meeting adjourned at 9:10 p.m.

Respectfully submitted,
Donna Irons-Zimmerman
Borough Secretary