

**BOROUGH OF GREENCASTLE
COUNCIL WORKSHOP MEETING MINUTES**

January 24, 2022

7:00 P.M.

60 N. Washington Street

MEMBERS PRESENT: Mayor Ben Thomas, Jr., President Albert W. Miller, Vice President Jan Shafer, Councilmen Wade Burkholder, H. Duane Kinzer, Jeremy Layman, and Allen Mairose. Councilman Joel Amsley participated via telephone. Also present was Borough Manager Emilee Little.

The workshop was preceded by an Executive Session at 6 p.m.
President Albert W. Miller stated the meeting was being recorded.
President Albert W. Miller called the meeting to order at 7:00 p.m.
Councilman H. Duane Kinzer gave the invocation.
President Albert W. Miller led the Pledge of Allegiance.

President Albert W. Miller stated the purpose of the workshop was to discuss agenda items with no votes taken and items needing Council action will be forwarded to the February 7, 2022 Council meeting.

Opportunity to be Heard:

President Albert W. Miller presented guidelines for public comments. There was no public comment.

Presentations:

Charles Eckstine of Mockingbirdhil, Inc., rescheduled his vacation request presentation to the February workshop.

Joe Gurney, Capital Engineering, (Steve Lyncha, Sheetz was also present) presented the latest subdivision plans to consolidate lots for the Sheetz project, with copies for each Council member. Little presented a timeline of the project to date.

Council Leadership Assignments:

President Albert W. Miller said he would provide goals to each member.

Council leadership assignments are as follows:

- A. Administration—Vice President Shafer
- B. Budget and Finance—Wade Burkholder
- C. Community Outreach—Jeremy Layman
- D. Economic Development—H. Duane Kinzer
- E. Personnel—Joel Amsley (with President Albert W. Miller and Vice President Shafer assisting as necessary)
- F. Public Facilities and Stormwater—President Albert W. Miller (with Amsley and Layman as necessary)
- G. Public Safety—Allen Mairose

Review Minutes of Previous Meetings:

Little presented the changes made to the December 6 minutes, pages two and ten.

Kinzer requested that the minutes reflect President Steve Miller arrived fifteen minutes after the meeting began.

Council discussed the style of minutes requested and Council decided that motions would be recorded exactly as presented and all other information should capture the general summary of discussions with the actual recording used for any questions.

The December 6, 2021 and January 3, 2022 minutes will be taken to Council for approval at their February 7 meeting.

Sections of Government Updates

Administration

1. Sign-in sheet will be modified to include "optional" on the phone number and email columns.
2. Website will be revised to include one group photo with email addresses.
3. Little will get pricing for a Borough Seal and other items requested by Council, including new tables. It was also suggested that guest chairs be moved forward and that artwork presented by Jeff Shank be rehung.
4. Council discussed instituting annual fiduciary reviews of professional services providers in the future, for auditing, legal and engineering.

Budget & Finance

1. Concrete culvert pipe remaining from the N. Carlisle Street project will be submitted to PennBid for the 126 feet of 18-inch and 60 feet of 12-inch pipe once value estimates can be obtained by Bob Manahan. A resolution will be prepared for the February meeting for the liquidation of Borough property.
2. Little said the FY 2021 audit field work is scheduled to begin February 21 and she presented President Albert W. Miller with an arrangement letter with Boyer & Ritter for his signature.

Community Outreach

Nothing discussed.

Economic Development

1. Little stated there was a meeting with Inch & Co. and PennDOT January 6 that included Borough representatives, Nate Merkel of ARRO, and Antrim Township staff. At this meeting the Borough stated the need to be kept informed. January 18 there was an introductory meeting with the Inch & Co. developer. Plans are expected to be submitted in late January.

Personnel

1. A Public Participation Form has been posted to the website as a News Item and in the Forms folder. Currently there are three vacancies on the Curb and Sidewalk Appeals Board, and one on the Zoning Hearing Board.
2. Little presented Council with Steve Miller's application to fill the Zoning Hearing Board vacancy.
3. Notification was received from Officer Keith Russell, President, Greencastle Patrolman's Association requesting to negotiate the Police Collective Bargaining Agreement will begin with an Executive Session before the February 7 meeting. Steve Coccorece, Salzmann Hughes, will be present. Mayor Thomas will discuss his participation with the Personnel Committee and President Albert W. Miller.

Public Facilities & Stormwater

1. N. Carlisle Street
 - a. Little said that two change orders were received from Doli for the N. Carlisle Street project. Change Order #3 is for base repair work approved by Council on October 14, 2021 as not to exceed \$185,000. Base repairs were primarily focused between Mifflin Lane and Walter Avenue then spot base repairs were done from Mifflin Lane to the square and at alleyways bringing the total Change Order costs to \$216,964 (an overage of \$31,964). Little suggested Public Facilities review the charge documents and Little said the costs would be covered by Liquid Fuels.

Layman asked whose error it was, saying there is a 17% increase. Little said the original agenda item was to approve base repair work and did not include costs; the not to exceed numbers were

added by Council. Amsley asked where the foul was and President Albert W. Miller said his initial review showed the Borough did not get the best unit price for the extra work on items not normally allowed in a Change Order. President Albert W. Miller asked that this item be backtracked for further review.

Change Order #4 was for downspout drainage piping to go underneath the sidewalk. The Borough (at the request of Admin/Finance in October 2021) had Doli install a cleanout pipe allowing access to the drain pipe without disturbing their sidewalk. The housing is in place, but the front vent is not on. The Change Order is for \$12,705. There were no bid items for the vent piping.

President Albert W. Miller reiterated that when the N. Carlisle project winds down review will be required to avoid this in future projects.

- b. Little said the vandalism claim for N. Carlisle Street (damage estimated at \$50,000) was denied a second time by the Borough's insurer on the position that the Borough doesn't own the property. Ardex has been applied as a temporarily remedy.

Amsley asked if fines were an option and Mayor Thomas said that Juvenile Probation must be provided with information so that restitution could be paid. Little said stated she has been in contact with probation and that no court date has been set yet.

Layman said the Ardex is flaking off and there is considerable damage. Previous Council's Admin/Finance chose in December to use Ardex temporarily and look at more permanent fix and payment options in the spring.

Mayor Thomas suggested the Borough have court representation at the hearing.

President Albert W. Miller said the concrete work is subpar and the Borough will have to decide when it wants to pursue litigation against Doli which entails costs and that the vandalism issue is one piece of the puzzle.

2. Shentel

- a. Little shared the draft Internet Access Agreement with Shentel who will provide 1GB of free broadband internet to the Borough and Water Treatment Plant. Fees are comparable to Comcast service, internet only, with the same franchise fees.
- b. Little provided the draft Franchise Agreement with Shentel and a summary review of the document. Council will provide comments to Little as soon as possible for discussion at the February 7 Council meeting.

3. CDBG Projects

- a. Bids are due January 26 for the installation of ADA Ramps from Ridge Avenue to Leitersburg Street. This is a re-bid with options to meet the \$49,204.73 budget and will be available for review and potential vote at the February 7 meeting.
- b. Little noted the S. Jefferson Street project will install sidewalks, curb, and driveway aprons as needed from Baltimore Street to Dahlgren Street. This also includes ADA ramps at the Jefferson/Franklin intersection and new sidewalks at the Train Station. Current funding is \$249,207.36 and work must be completed by June 30, 2022. Little is awaiting Franklin County approval to bid the project.

President Albert W. Miller said that contingencies need to be in place given the parameters of this project. President Albert W. Miller asked that he, Amsley and Layman do an evaluation of the project in early February.

Public Safety

1. E. Madison Street and S. Jefferson Street: Residents were notified via letter dated January 12 that signage would be installed. Public Works will be installing signage this week and the police department was informed they could begin enforcement patrols.
2. Rescue Hose Report: Little presented the Q4/2021 RHC report of expenditures. Kinzer and Vice President

Shafer stated that Rescue Hose needed to pursue more grants and fundraisers and that the Borough should not act quickly on funding requests until they prove they've exhausted every effort elsewhere. Mairose said there are grants available for EMS.

Correspondence

Little presented a thank you from the Greencastle-Antrim Chamber of Commerce and their request for 2022 Sidewalk Days street closures on July 8, 9 a.m. to 8 p.m., and July 9, 7 a.m. to 4 p.m. for Baltimore Street from Washington to Jefferson and Carlisle Street from the Square to Franklin. The Borough would also provide electric. Kinzer stated his concerns with the current Chamber structure.

Little presented the 2022 *Black Balloon Day* request. Amsley said President Albert W. Miller should look at how we address requests to display things in the Borough. Burkholder said that the Borough has allowed this previously. Layman said this was discussed with former Council President Steve Miller.

Little presented a letter from David Swain requesting sewer relief at 381 Bluebird Trail due to COVID. Little said the sewer was treated by the Borough. Amsley said the water came into and went out the system and the Borough paid for it; this is a subjective issue. Layman asked if the \$513 is just sewer and Little said yes.

Little presented a request by i360 Property Management for sewer relief of \$177.20 (based on a four-quarter average) at 138 S. Carlisle Street due to a water leak. This property has a master meter and Little will reach out to determine if a specific meter was impacted.

These four items will be voted upon at the February 7 Council meeting.

Upcoming Meetings

January 27th at 6:00 p.m. – Joint Meeting with Antrim Township & Greencastle-Antrim School District

February 7th at 7:00 p.m. – February Borough Council Regular Meeting

February 28th at 7:00 p.m. – February Borough Council Workshop Meeting

The meeting adjourned at 9:31p.m.

Respectfully submitted,
Donna E. Irons-Zimmerman
Borough Secretary