

**BOROUGH OF GREENCASTLE
COUNCIL WORKSHOP MEETING MINUTES**

June 27, 2022

7:00 P.M.

MEMBERS PRESENT: Mayor Ben Thomas, Jr., President Albert W. Miller, Vice President Jan Shafer, Councilmen Joel Amsley, Wade Burkholder, and Allen Mairose. Councilmen H. Duane Kinzer and Jeremy Layman, and Chief Phillippy were not in attendance. Also in attendance were Borough Manager Emilee Little, Public Works Manager Bob Manahan, and Nate Merkel of ARRO Consulting.

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

Mayor Ben Thomas, Jr. provided the invocation.

President Albert W. Miller led the Pledge of Allegiance.

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

Opportunity to be Heard:

Bob Luger, 78 Homestead Drive, thanked Little for her outreach on Vivian Drive and stated his concerns for traffic safety.

Michael Kuhaneck, 85 Homestead Drive, said he also wanted to slow traffic down on Vivian Avenue.

Harold Duffey, 54 Homestead Drive, stated appreciation of the signage in Chadwick and said what the Borough did is fantastic.

Steve Miller, 232 Moss Spring Avenue, thanked Little and Merkel for meeting with him to review the Buchanan Flats plans. Miller asked if Buchanan Flats moves forward that the speed calming devices have maximum height and minimum distance. He thanked Little for her assistance.

President Albert W. Miller stated that Greencastle Greens residents originally wanted speed bumps and within a year they asked to have them removed.

Presentations

NOTE: The agenda was modified to allow the Keystone Community Program presentation to be moved up.

KEYSTONE COMMUNITY PROGRAM

Little reviewed the Keystone Community Program (KCP) noting that it was a state funded grant to loan program with a maximum funding amount of \$500,000. Little also noted that the money would stay in Greencastle with Council being able to fund other approved projects.

Laura Wallace of the Aura Building introduced herself to Council and said she own the previous Carl's Drug Store building where she hopes to create an entrepreneurial incubator and pop-up space in Greencastle. She stated the KCP would be invested and reinvesting in the borough for years to come.

Mayor Thomas said anything that doesn't impact tax payers is a huge benefit and asked what the interest rate was. Little said the borough would set the interest rate and all terms of the loan. Little note there would be legal and administrative costs but that those could be reimbursed through the interest charged.

President Albert W. Miller asked to confirm the maximum grant amount and if that money stays in the borough. Little said the maximum funding is \$500,000 and the borough could apply for additional grants if needed. She said the only risk is if a loan isn't repaid, that non-taxpayer money is lost.

Mayor Thomas asked if legal documents were included in package templates and Little said Salzman Hughes could draft those but that she request a template from the KCP coordinator. Little said the deadline to apply is August 31. Wallace said that she is asking for \$300,000 and that the borough becoming a KCP would open up to more grant opportunities.

STORMWATER UPDATE: MAYOR THOMAS, MS4 WORKGROUP, AND ARRO CONSULTING

Mayor Thomas gave a presentation on the MS4 program to date and his goals moving forward. He noted the current waiver expires in May 2025 and that the borough must apply in a timely basis to renew. Thomas said he looks to the MS4 Workgroup to do research on what best meets the waiver requirements with the PADEP. He said the borough needs to make sure Council has passed the most current Resolution regarding ARPA funds and the Workgroup should be enlisted early on for research.

President Albert W. Miller said that the borough cannot prepare in advance and that the waiver could make it vulnerable. He asked Merkel what criteria got the borough their waiver and said the borough is not an agricultural entity, but nitrogen and phosphorous would continue to be a problem for reduction.

Merkel said that mapping of BMPs, outlets, and outfalls, coupled with parameters like location and ownership for base loading and delineating MS3s is a good start. He recommended that the MS4 Resolution be reviewed to make sure it addresses current governance.

Mayor Thomas said that inventory listing and regular documented inspections would not be difficult.

President Albert W. Miller asked Merkel how much baseline building could be done without knowing the PADEP criteria. Merkel said the basic information on stormwater inlets (depth, type, size, and condition) are good baseline attributes.

Steve Miller, 232 Moss Spring Avenue, said that previous Council went to Paddy Run and noted that the borough is held to an ag-based standard and that there needs to be a more logical standard for identified communities.

Tim Fetterhoff, 180 Baumgardner Drive, suggested the borough reach out to Contech Engineered Solutions.

Brian Harbaugh, MS4 Workgroup, said that he doesn't see anything changing in the MS4 program and there is no reason the borough shouldn't get a waiver each cycle. Merkel said that the borough could use real-time monitoring of outfalls and sampling after rainfalls, coupled with drainage area modeling that captures area land use and factors in stormwater runoff. Mayor Thomas said that if a letter was received today, the borough should get a waiver unless the rules change.

Representative Paul Schemel, 152 S. Washington Street, gave a history of his involvement with MS4. He stated that legislation has been proposed regarding projects that could be done in neighboring communities which would help the borough since it's limited by impervious area. He also mentioned proposed legislation allowing municipalities to regulate fertilizer usage. He said that there is no modeling to show how much Pennsylvania put into the Bay and that the state's number one market is agriculture, more than any other Bay state.

Mayor Thomas said if the borough can show they meet the second criteria with the Besore Library bioswale, and can show that minimum control measure number three has been met, the waiver should be granted

Steve Miller, 232 Moss Spring Avenue, asked if sampling would benefit a waiver application and Merkel said it would help establish the borough's baseline.

Mayor Thomas and Merkel discussed other MS4 activities such as partnering with Franklin County Conservation or hosting a meeting with area farmers. Mayor Thomas asked that an action plan be created.

President Albert W. Miller said that the borough had previously approved ARRO digitizing utilities and setting up a GIS mapping system and the borough will need to begin the process of obtaining information.

Review Minutes of Previous Meetings

Albert W. Miller asked members if there were any questions or comments on the draft minutes of the June 6, 2022 meeting and there were none.

Sections of Government Updates

Administration

Little said the borough newsletter was ready to go to the printer having been reviewed by Council, and that the lowest quote received for printing and mailing was from Mercersburg Printing. Little anticipated the newsletter would be to residents by mid-July.

Little discussed the draft *Application for Utility Forgiveness Form*. A discussion followed among President Albert W. Miller, Vice President Shafer, Amsley and Burkholder on reasons for denial being added and keeping the form to one page. Little said the form would be updated and put into use with the next billing cycle. Miller stated forgiveness approvals would be authorized by the Borough Manager.

Budget & Finance

Little stated a request had been received to sponsor parking meter covers. A discussion followed on monitoring, recouping meter fees, and what meters would be included. Debby Cunningham said the Chamber solicits sponsorships for Heritage Christmas. The request was denied.

Vice President Shafer questioned the reinstallation of the N. Carlisle Street meters and asked how much money would be lost if the N. Carlisle Street meters stayed out and Manahan said the impact would be negligible.

Community Outreach

Little presented lighting options for the Square and a discussion followed on pole height, the addition of flowers, light panel material and shape, plug in light options, LED lighting options, warranties, and banners. Council agreed they preferred the panel-style lights. Little said she would get more information on warranty options.

Cunningham said garden-sized banners could be an option for the new lights.

Representative Schemel said that Waynesboro installed shields on their lights based on resident complaints.

Steve Miller, 232 Moss Spring Avenue, said to make sure lights are sealed and do not have a ledge for birds.

Vice President Shafer said that only lights with a warranty should be considered and asked why sponsors had not been solicited. Cunningham said she doesn't want to ask for sponsors until it is determined what the actual costs will be. Vice President Shafer asked if the Borough was installing the lights and Manahan said the contractor would be installing.

Mayor Thomas said not to make the lights and accessories more than the volunteers can handle.

Economic Development

Little gave an update on the Buchanan Flats development stating that 48 units will be in the borough, access routes are currently from Route 16 and Grant Street with Moss Springs expected to connect on the updated plan. Little noted a meeting was held June 23 with Inch & Company to discuss borough requirements. Little said plan resubmittal is anticipated by mid-July and that Buchanan Flats is expected to be on the August Planning Commission agenda.

Mayor Thomas asked how he should submit his PennDOT comments and was told to provide them to Little. Little said that the borough is requesting signalization on Route 16 and that Inch & Company has agreed to establishing an agreement with the Borough to reimburse all maintenance cost of the light.

President Albert W. Miller said that Inch & Company has asked for the borough's help getting a signal approved through PennDOT.

Steve Miller, 232 Moss Spring Avenue, said that his community is very concerned about traffic impacts.

Harold Duffey, 54 Homestead Drive, asked if the light would come with all options and President Albert W. Miller said all options were discussed. Thomas said there should be actuators and a light at Eastern Avenue as well.

Public Facilities & Stormwater

Little noted three quotes had been requested for the Vivian Avenue speed table. She said that Craig Paving, Inc. would be installing the topcoat the week of June 27. A discussion followed on the Seminole speed table and Watts speed hump and which the borough would prefer. Council's direction was to install the Seminole speed table. Little said staff would contact the contractor with approval to install the Seminole speed table.

Vice President Shafer asked if the Seminole speed table was not wanted by Luger and Manahan said there are not a lot of options from PennDOT. He also noted that if the wrong speed calming measure is used it could affect Liquid Fuels monies.

Amsley said there has to be a relation between the posted rate of speed and what PennDOT will approve.

Manahan noted that vehicles will also have to stop within one hundred feet of the speed table in either direction.

Little reviewed the 2016 CDBG project for ADA ramps stating issues with the contractor and that the work completed did not meet contract standards. Little reviewed the 2017 CDBG project on S. Jefferson Street and stated that the milling work has been completed. Little noted that the base material was in poor condition.

President Albert W. Miller asked if there was a small space contingency and Merkel said there was.

Upcoming Meetings

July 5, 7:00 p.m.: Borough Council Regular Meeting

July 25, 7:00 p.m.: Borough Council Workshop Meeting

Respectfully submitted,
Donna Irons-Zimmerman
Borough Secretary