

BOROUGH OF GREENCASTLE COUNCIL MEETING MINUTES

August 1, 2022

7:00 P.M.

MEMBERS PRESENT: Mayor Ben Thomas, Jr., President Albert W. Miller, Vice President Jan Shafer, Councilmen Joel Amsley, Wade Burkholder, H. Duane Kinzer, Jeremy Layman. Also present were Borough Manager Emilee Little and Public Works Manager Bob Manahan. Chief of Police John Phillippy was absent.

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 said the meeting was being recorded for accuracy of the minutes.

On a Burkholder/Amsley motion, Council voted unanimously to approve the proposed agenda for the August 1, 2022 regular Council meeting.

President's Report

President Albert W. Miller provided comments regarding the *Opportunity to be Heard* portion of meetings. Miller noted that the PA Code requires municipalities to offer residents and tax payers an opportunity to be heard, however the guidelines are specific to each governing body and the Borough of Greencastle enacted Resolution 2013-04 on August 5, 2013 to create policy and procedures for public comments. Miller suggested revisions to Resolution 2013-04 as follows:

- Time Limits: minimum of three minutes to a maximum of five minutes to be set at the discretion of Council;
- Large Groups: a written request made in advance of a Council meeting, designates one or two representatives to provide comments
- Public comment should be reserved for the good of the community and not to discuss a personal issue which can be dealt with by the Borough Manager during business hours.
- All comments made during the public comment period should be addressed to the body of Council as a whole. No public comments should be directed to one individual Council person or a member of staff without permission of the President.
- At Council's discretion it can move to close the public comment period and/or defer all remaining comments to a subsequent meeting.
- The person making public comment(s) should do so in an orderly manner and shall not make personal, impertinent, boisterous, slanderous, threatening, combative, badgering, joking, or profane remarks to any member of Council, staff, or general public in attendance.
- Any person making inappropriate comments or engages in other disorderly conduct which disrupts or otherwise impedes the orderly conduct of any Council meeting shall, at the discretion of Council, be barred from the remainder of that Council meeting.
- The President of Council shall be the moderator of the meeting and shall enforce the rules of decorum. However, if at any time a Council member feels that the President of Council is not enforcing the guidelines of decorum, then any member of Council may address the President directly and request a consensus of Council on enforcement of decorum.

Opportunity to be Heard:

Joshua Hooper, 508 E. Baltimore Street, stated his concerns with traffic flow, the bypass road, told of his son being hit on Spring Grove by a distracted driver, and Moss Spring Avenue being more likely to have issues due to the condensed area.

Jeff Smith, 366 Moss Spring Avenue, said his concern is with traffic flow from Antrim Township into the Borough, over the 25 mph speed limit, and asked if speed controls could be put in to slow people down.

Katie Koble, 523 Brookview Drive, said there is a lot of children using the road to get to ball fields and the pool. Koble noted the bypass was designed in the 1960s and the neighborhood was constructed in 1990. She said you can't put a bypass in the middle of a community. She said the community is family, including those at The Villas.

Madison Shanholtz, 508 Brookview, said she spoke for the younger generation of Moss Spring many whom she babysits. She said there is a special needs family that walks in the community and that Council needs to consider the kids viewpoint.

Jessica Fairchild, 515 Brookview Drive, said that in creating a bypass off Route 16 into Moss Spring it would create a shortcut to Route 11 which people will speed through and the road won't handle it. She said she's concerned about the children who play in Moss Spring.

Nancy Dunn, 339 Moss Spring Avenue, said she presented a letter on July 21 regarding a traffic calming measure study at the last meeting and it was not on this meetings agenda so she felt it wasn't important (to Council). She said that Inch and Company assured her that it wasn't necessary to open Moss Spring to the apartments and therefore could just have a cul de sac and that Antrim Township is requiring the access road. She asked what can be done about this and if it's to go in, Moss Spring residents want to be a part of calming the traffic. She wants the Borough to act like a business and respond to citizen questions. She said there is a conflict among Council members regarding voting for Buchanan Flats. She suggested Council create a Code of Conduct.

Kathy Shanholtz, 508 Brookview Drive, stated that people moved to Moss Spring to be part of a small town. She said she is worried about safety, impacts to children, the elderly, and the school district.

Steve Miller, 232 Moss Spring Avenue, said the people in attendance have a love affair with their neighborhood and Greencastle. He said that Council is seeing the support of the neighborhood to have full and open discussions and debate and see the plans with Antrim Township and the Borough. He said they want to be heard and involved. He said he wants to see a joint meeting with Antrim Township and that the 1960s plan did not take into consideration the growth of the area.

Eddie Baxter, 117 Carowinds Drive, asked about pay raises for Council and that it be tied to meeting attendance. He suggested that some ARPA money be used for hardship cases. He asked if the improvements at Walter Avenue and Route 11 are tied to Buchanan Flats, and stated that if the proposed changes to the Resolution are to be enforced, he suggested residents submit Right to Know requests.

Jennifer Turner Robertson, 495 Brookview Drive, stated her concerns about communication between the Borough and Antrim Township, safety in areas where there are no sidewalks, and truck traffic on Walter and Moss Spring Avenues and Allison Street.

Brad Ciucci, 405 W. Walter Avenue, stated his issues with safety in the area of Heritage Estates West if the bypass connects to Route 16, as there is a lot of pedestrian activity and use in that area.

Sara Carothers, 512 Brookview Drive, stated that she wants Council to think of children and future generations when they act on Buchanan Flats.

President Albert W. Miller thanked everyone for their comments. Miller noted that the majority of Buchanan Flats and the road being discussed would be in Antrim Township, with a small part in the Borough. He noted the traffic calming concerns would be evaluated for the roadway in the Borough. He said there is communication with Antrim Township regarding the plans for Buchanan Flats. He suggested that the residents who expressed their concerns also take their concerns to Antrim Township.

A brief recess was held and the meeting resumed at 7:58 p.m.

CONSENT AGENDA

On an Amsley/Burkholder motion, Council voted 5-1, Kinzer opposed, to approve the Consent Agenda.

Minutes of Previous Meeting:

Borough Council Meeting of July 5, 2022

Borough Council Workshop Meeting of July 25, 2022

Kinzer asked if the July 5, 2022 meeting minutes could be revised, under Mayor's Report, to add the word "signs" to help people find parking. He also expressed his safety concerns with the crosswalk at Besore Library and asked the Borough to go on record to oppose it.

On an Amsley/Burkholder motion, Council voted unanimously to approve the amended wording on the July 5, 2022 minutes to add the word "signs."

Community Events:

Approve Trick or Treat to be held on Thursday, October 27, 2022 from 6:00pm to 8:00pm with a rain date of Friday, October 28, 2022 from 6:00pm to 8:00pm.

Authorize the Mental Health Association of Franklin and Fulton Counties to deploy blue and teal ribbons on parking meters during the month of September for suicide prevention month.

Authorize the deployment of purple lights on Center Square trees to recognize September as National Recovery Month as requested by the Franklin-Fulton County Drug and Alcohol Commission.

Approve the annual Homecoming Parade to take place on Friday, October 7, 2022 beginning at 6:00pm to follow the submitted route as requested by the Greencastle-Antrim School District High School.

Zoning Hearing Board Dismissal and Appointments:

Dismiss Benson Mwaipaja from the Zoning Hearing Board.

Appoint William O'Mara to the Zoning Hearing Board to a term expiring on December 31, 2024.

Appoint Kelsey Marshall to the Zoning Hearing Board to a term expiring on December 31, 2023.

President Albert W. Miller thanked Marshall, who was in attendance at the meeting, for bringing her expertise to the Zoning Hearing Board.

REGULAR AGENDA

Payment of bills

On a Burkholder/Amsley motion, Council voted unanimously to approve disbursements listed on the July 2022 Disbursement Report in the amount of \$78,437.47.

Reports from Elected Officials

Mayor's Report

Mayor Thomas spoke about the revised PA Fireworks Law effective September 9, 2022, his attendance at the Mayor's Association Conference, his best wishes for the 41st Old Home Week, and his attendance at a grant writing session hosted by Senator Mastriano. He then offered his comments, as Mayor, on the issue of the northern access road from E. Baltimore Street. Thomas thanked Little and staff for signing up with the Pennsylvania Department of Human Services Low Income Household Water and Wastewater Assistance Program, hopefully this will assist our low income citizens who are having difficulty paying our utility bills. For the complete report go to [www.greencastlepa.gov/Document Collections/Mayor's Report](http://www.greencastlepa.gov/Document%20Collections/Mayor's%20Report).

Chief's Report

In Chief Phillippy absence the Mayor gave a brief review of the Chief's report and said that anyone with questions could reach out to him. For the complete report go to [www.greencastlepa.gov/Document Collections/Chief's Report](http://www.greencastlepa.gov/Document%20Collections/Chief's%20Report).

Amsley asked what the total amount of fines were for 43 W. Madison Street and Mayor said he would find out. He asked about Walter Avenue and Mayor said there were no citations issued.

Manager's Report

Little provided a brief overview of her monthly Manager's Report, including the Intermodal Transportation Grant application for the reconstruction of N. Washington Street, 2022 CDBG project to improve walkability at Walter Avenue and Route 11, updates on the S. Jefferson Street project. Little noted the open Council position, openings on various boards and committees, and the 2023 budget preparations. For the complete report go to [www.greencastlepa.gov/Document Collections/Manager's Report](http://www.greencastlepa.gov/Document%20Collections/Manager's%20Report).

Layman asked if the application for Walter Avenue was for that intersection only. Little answered that the project would include ten new ADA ramps, identified sidewalks, and new crosswalk signals. Little noted the project would be fully grant funded.

Kinzer asked about the status of the new lights on the Square and Little said she had met with Debby Cunningham who is reviewing the suggestions. Kinzer asked if the light pole will be higher and if LED lights would be used and Little said yes to both. Little said she hoped to have information for donations to be collected during Old Home Week.

President Albert W. Miller asked about the status of his request for budget comparisons and Little said she was preparing it. Miller asked about the status of the Personnel Handbook and Little said it was out of the Borough's hands at the moment, and that she would request an updated timeline from the Solicitor.

President Albert W. Miller recognized Vice President Jan Shafer's work on repainting the mural on the railroad bridge along Baltimore Street.

Committee Action

Administration

On a Layman/Burkholder motion, Council voted unanimously to establish an intergovernmental agreement with Franklin County adopting the Franklin County Road Naming and Addressing Policy as prepared by the Franklin County Planning Commission.

Kinzer asked what brought this matter to Council and Little said this came from Franklin County and that this presents no procedural change or cost for their services.

On an Amsley/Layman motion, Council unanimously voted to authorize staff to work with the Borough Solicitor to draft updated ordinances as reviewed at the July 25, 2022 Council Workshop.

Vice President Shafer asked if Council would continue to look at ordinances at workshops and President Albert W. Miller said this is a process and this allows staff to physically start drafting the updates and revisions. Little said that five chapters were reviewed at the recent Workshop and that Council can continue to look at ordinances on an annual basis.

Kinzer asked if there was an estimate of what costs would be from the Solicitor. Little said she did not have a cost. He asked if the recommendations from Code Enforcement Officer Faight would be implemented and Little said they would.

President Albert W. Miller said Faight had submitted preliminary wording that might be modified before finalizing. Kinzer suggested the word "nuisance" be used more. President Albert W. Miller said nuisance could stay in but other language may be used for more enforceability. President Albert W. Miller said that it would also be language that addresses encroachment on alleys, streets, stop signs, etc.

Vice President Shafer asked if an annual review could be done every July and Little said that ordinance reviews could be started in January and be budgeted for.

Layman said that there will be costs associated, but with the time savings and additional enforceability for staff, we need to move forward on this.

Budget & Finance

On a Layman/Amsley motion, Council voted unanimously to ratify Resolution 2022-04 authorizing the submission of an application to PA DCED for a Multimodal Transportation Fund grant in the amount of \$300,386.38 towards the funding of the North Washington Street Reconstruction Project.

Kinzer asked what the amount of the project was and Little said the cost was \$440,566.70. She said \$120,000 will come from Liquid Fuels for construction and \$20,000 from the General Fund for engineering. President Albert W. Miller said that they would have to budget the project for 2023 and Little said it would be offset by Liquid Fuels.

On an Amsley/Layman motion, Council voted unanimously to authorize the submission of an application to the Franklin County Planning Commission for a CDBG grant in the amount of \$224,153.00 for the Walter Avenue and Route 11 Intersection Improvements Project.

Kinzer asked how Council would get money from Franklin County and Little said this was a CDBG grant.

On an Amsley/Burkholder motion, Council voted unanimously to approve the submitted request for payment in the amount of \$7,308.60 from the Rescue Hose Company No. 1 for the Borough's portion of the RHC personnel cost incurred from 4/1/2022 to 6/30/2022.

Vice President Shafer asked if this amount comes out of the \$90,000 requested and Little said \$89,500 was budgeted from ARPA funds. She noted their Q1 request was \$10,883.79 and, if approved, would leave the budgeted amount at \$71,000. President Albert W. Miller said there will probably be a balance on their account and Little said the money would be left in the ARPA account until requested.

Kinzer said he was aware of another fire company having a fund raiser and he doesn't see RHC doing that. Little said that RHC has prepared their 2023 budget and they will present it at the August workshop.

Public Safety

Little presented Council with possible options to address remaining safety and walkability concerns, especially with school reopening, at the S. Ridge Avenue ADA Ramps Project construction site. The ramp on the southeast corner of S. Ridge and Rowe Avenue, if completed, would allow access completely to GASD via a walkable concrete surface. A contractor has provided an estimate of \$5,800 to construct the only remaining ramp on the east side. Little noted the other ramps on the east side are not acceptable based on ADA and Borough standards and will need to be removed once the situation with the contractor is resolved.

Amsley asked if the contractor would do the project correctly and Little said Gano Paving would be doing the work on this ramp if approved.

Kinzer asked if the quote was for one ramp or all of them and Little said the quote is for one ramp, that the remaining three on the east side would need to be replaced and those on the western side would need to be installed as well.

Kinzer asked if the contractor walked and Little said they didn't walk; they were not able to meet the contract specifications. Kinzer asked if the Borough had that money and Little responded that no payment was made to the contractor.

Layman asked how many ramps are not completed and Little said five. Manahan explained there were two at Addison, two at Rowe and the one ramp being discussed. Layman asked if a bid for the remaining five ramps was being solicited and Little said discussions are ongoing with the contractor. President Albert W. Miller said Council

is looking at one corner that would complete walkability on the east side as an emergency situation. Layman said he agrees with doing the one ramp, but it's only a quick fix.

Kinzer asked if there was a litigation date and Little said at this point only letters had been exchanged.

Mayor Thomas said that the Solicitor would have advice on the use of Emergency Powers as it is extremely difficult. He said he felt Council needed to move forward with the one ramp to give the east side full clearance and then properly post the west side to the extent possible. Mayor Thomas said the issue could end up in Executive Session.

Kinzer asked if Council could make a motion for the one ramp and President Albert W. Miller said he could make that motion pending Council Solicitor's opinion.

On a Kinzer/Amsley motion, Council voted unanimously to proceed with the installation of one ADA ramp at the southeast corner of S. Ridge and Rowe Avenues by Ganoe Paving at the cost of \$5,800 pending review by the Solicitor.

Correspondence

None

Final Comments

Amsley: Asked President Albert W. Miller how he wants to proceed with his proposed changes to Resolution 2013-04 and he recommended Council review what he put in writing and look at the Resolution because it would be discussed at the August workshop.

Kinzer: Asked if the Borough is still baiting pigeons. Little said the Borough does the clock tower and the Borough building. Kinzer said previously properties in the Borough were baited. Little said no changes were made with the contractor responsible. Kinzer said the feed mill needs baiting, along with B Street. Vice President Shafer said there were pigeons under the railroad bridge. President Albert W. Miller asked staff to review the scope under current contract. Kinzer asked about the Borough's liability is if the AURA building developers leave and Little said the money comes directly to the Borough and formal loan documents will be executed but the Borough is not responsible to pay the money back if the developer does not. President Albert W. Miller said he recommended a draw-schedule, distributed monthly. Kinzer asked that Council take a position on record regarding the crosswalk at Besore Library and that a meeting be scheduled with officials to remove it. Little suggested a joint letter with the school district could be drafted if Council so directed.

Shafer: Invited people to help paint the mural.

President Albert W. Miller: No comment.

Mayor Thomas: Congratulated Greencastle Little League on getting to the championship game, thanked the municipal staff for their work for Old Home Week, and wished all the best to everyone for a safe Old Home Week.

Burkholder: No comment.

Layman: Thanked everyone for attending the meeting and said with school starting and the end of the year coming, he feels the safety of students is important and whatever Council can do to move things forward (with the ADA ramps project) should be done.

Adjourn

On an Amsley/Kinzer motion, the meeting adjourned at 9:15 p.m.

Respectfully submitted,
Donna Irons-Zimmerman
Borough Secretary