

BOROUGH OF GREENCASTLE
COUNCIL WORKSHOP MEETING MINUTES
October 31, 2022
7:00 P.M.

MEMBERS PRESENT: President Albert W. Miller, Vice President Jan Shafer, Councilmen Wade Burkholder, H. Duane Kinzer and Scott Reagan. Also present were Borough Manager Emilee Little and Public Works Manager Bob Manahan. Mayor Ben Thomas, Jr. participated virtually and Councilman Joel Amsley participated via phone. Councilman Jeremy Layman was absent.

President Albert W. Miller called the meeting to order at 7:00 p.m.
An invocation was provided by Councilman Kinzer.
President Albert W. Miller led the Pledge of Allegiance.
President Albert W. Miller said the meeting was being recorded for accuracy.

Opportunity to be Heard: Borough citizens may address Council at this time on specific issues of concern.
No public comments.

Review Minutes of Previous Meetings

Little noted a correction as provided by Mayor Thomas noting a change in his report to correct Fire *Protection* Week to Fire *Prevention* Week. No other comments or revisions were provided.

Ordinance Review

2022-03 – Chapter 86 & 132 – Brush, Grass and Weeds & Property Maintenance

Little noted that Ordinance 2022-03 combines revisions requested for Chapter 86 and 132. Little reviewed that the provisions of this ordinance change allows for enforcement of accessibility and walkability as it provides no weed, dirt, or other items can obstruct a sidewalk. This ordinance also adds a definition for personal composting system and stipulates a 10 foot setback requirement as well as defines yard waste and adds yard waste to the list of enforceable nuisances.

Kinzer suggested a verbiage revision, Council did not advise any change to the ordinance.

2022-04 – Chapter 190-9 – Speed Limits & No Parking Regulations

Little outlined the incorporation of the requested changes establishing speed limits for all Borough streets, alleyways and the speed limit in the existing school zone. Little identified that the parking restriction on S. Washington was included in this ordinance. Little noted that the 15 mph restriction in alleyways was not enforceable without a traffic study.

Mayor Thomas agreed that the 15 mph signage would be advisory and not enforceable by the Police department. Council advised that the alleyway restriction of 15 mph remain in the ordinance for approval.

Kinzer requested more detail be added to initially define where on S. Washington Street parking was being prohibited. Little noted the regulated area was clearly defined in Section IV but agreed that the location could be identified on page 1 for clarity as well.

Reagan asked if Chambers Lane could be established with a 25 mph speed limit to ensure the Police department could enforce speeding as it is a concern along that alleyway. Council discussed and agree to add Chambers Lane to Section 1 Subsection A with a speed limit of 25 mph.

2022-05 – Chapter 205-22 – Private Outdoor Pools

Little identified the additional definition of a private outdoor swimming pool to include hot tubs and spas. As well as the additional fencing requirements for pools equal to or greater than 2 feet.

Reagan asked if this ordinance requires a fence surrounding the pool/property and another fence immediately along the pool. Little answered that only one fence is required to protect the general public from entering the property/pool area.

Kinzer discussed his concerns with a prior neighbor's fence on Baltimore Street.

Miller stated it is the Borough's responsibility to protect the general public.

Amsley added that homeowners need to be responsible for protecting themselves. Amsley advised that it is not the Borough's responsibility to be more involved with additional fencing requirements which would be met with considerable push back from residents.

No changes were requested to be made to the final ordinance for approval.

2022-06 – Chapter 185 – Act 57 Tax Waiver

Little reviewed that this ordinance is required per Act 57 which amends Section 7 of the Local Tax Collection Law to require a local taxing district's tax collector to waive additional charges if the taxpayer does not receive a notice of taxes due and specific criteria is met.

No revisions were requested for this ordinance.

Administration

On a Kinzer/Reagan motion, Council unanimously accepted the resignation of Donna Irons-Zimmerman from position of the Borough Secretary effective October 21, 2022.

On a Kinzer/Burkholder motion, Council unanimously appointed Emilee Little to the position of the Borough Secretary effective immediately.

Budget & Finance

Little provided a presentation of the proposed 2023 municipal budget. Budget highlights included the following: maintaining municipal services at the current levels, no additional staffing positions, no increase to sewer or stormwater rates, and a 1 mill real estate tax increase. Little noted that all the proposed budgets are balanced. Little provided an analysis of total municipal taxes for Franklin County Boroughs noting that Greencastle has the second lowest real estate tax rate, the second highest school tax rate, and is fourth in overall total taxes after Mercersburg, Chambersburg, and Waynesboro respectively.

Reagan questioned what had been removed from the 01.410.740 account for the change in expenses proposed from 2022 to 2023. Little replied that the 2022 requested amount included body cameras, a license plate reader, and the third installment payment for the updated police radios.

Burkholder noted that a lot of time and focus went into the budget preparations.

Kinzer asked what contributed to the increase in expenses for the police department. Little noted the majority of the increase was in wages (estimated at 5%) and insurance. Kinzer stated that the Council needs more reporting from the police department.

Reagan stated there is speeding on N. Carlisle Street and that the Borough needs to know what they are getting for this police budget.

Amsley asked what annual wage rate increase was incorporated in this budget. Little provided that a 5% increase was proposed for every Borough staff member with a provision to make the Chief Waste Water Operator's pay rate the same as the Public Works Manager pay rate.

Mayor Thomas stated that the police budget is operational with only a 2.9% increase over the 2022 approved budget. Thomas also stated he does not support a tax increase given the proposed end of year balance of the Borough's general fund.

President Miller stated that loan proceeds from the N. Carlisle Street borrowing are contributing to the perceived surplus. Miller provided a review of the police department's past budgets and noted that the 2022

approved police budget equated to 64% of the Borough's total tax revenue. Miller stated the Borough has to rely on grants to support the remaining departments and essential projects.

Tim Fetterhoff, 180 Baumgardner Drive, stated that this Council ran on transparency and if police services are being reduced, the residents need to know about this decision.

Reagan stated the Borough needs a police department but Council needs to ensure they are getting enough "bang for their buck."

Mayor Thomas noted that call volumes are increasing and that Township development is a will continue to bring more crime to the Borough. Thomas reiterated that the 2023 police budget is operational and that speed concerns are an issue with limited technology to facilitate enforcement.

Council was polled to determine who was in favor of the proposed 1 mill real estate tax increase. Amsley, Burkholder, Reagan, Shafer, and Miller were in favor of the 1 mill tax increase, Kinzer was opposed.

No changes were requested for the proposed 2023 budget.

Personnel

Council reviewed the updated employee handbook.

Shafer noted that the COBRA policy needs to identify that coverage can be extended at the employee's cost, closing at noon on New Year's Eve should be included in the numbered holiday section, and that if accrual based leave is agreed to for the police department then the leave sections of this handbook will need to mirror the police contract.

Bereavement leave was discussed. Shafer suggested staff use other forms of paid leave to take time off in situations of bereavement. Little noted this leave is an established staff benefit, staff is only able to use bereavement leave when necessary, and time off is limited to the policy established in the handbook.

Amsley questioned why a benefit would be taken away from staff in these situations.

Little will confirm the COBRA language is correct and update the New Year's Eve holiday notation. Council advised that it be specified in the handbook that bereavement leave was a staff benefit in addition to other forms of paid leave. Additionally it was determined that the employee handbook will not be approved until negotiations with the police union are finalized.

Public Facilities

On a Kinzer/Burkholder motion, Council unanimously ratified the following action pertaining to the 2016 CDBG funded ADA Curb Ramp Replacement Project:

Authorize ARRO Consulting to proceed with awarding Ganoë Paving, Inc., the lowest responsible bidder, at the initial contract price of \$42,107.30 for the 2016 CDBG funded ADA Curb Ramp Replacement Project to include the completion of (4) ADA ramps on the west side of S. Ridge Avenue as identified.

Authorize ARRO Consulting to issue a Notice of Intent to Award letter to Ganoë Paving, Inc. for the 2016 CDBG funded ADA Curb Ramp Replacement Project.

Authorize the Council President to sign a contract with Ganoë Paving, Inc. for the 2016 CDBG funded ADA Curb Ramp Replacement Project.

Authorize ARRO Consulting to issue a Notice to Proceed letter to Ganoë Paving, Inc. for the 2016 CDBG funded ADA Curb Ramp Replacement Project after contract documents are executed provided the documents meet all necessary requirements.

Adjournment

The workshop adjourned at 9:40 p.m.

Respectfully submitted,
Emilee Little
Borough Secretary