

**BOROUGH OF GREENCASTLE
COUNCIL WORKSHOP MEETING MINUTES**

March 27, 2023

7:00 P.M.

MEMBERS PRESENT: Mayor Ben Thomas, President Albert W. Miller, Vice President Jan Shafer, Councilmen Joel Amsley, Wade Burkholder, H. Duane Kinzer, Jeremy Layman, and Scott Reagan. Also present was Borough Manager Emilee Little.

President Albert W. Miller called the meeting to order at 7:00 p.m.

An invocation was provided by Pastor Martin Horn.

President Albert W. Miller led the Pledge of Allegiance.

President Albert W. Miller said the meeting was being recorded for accuracy of the minutes and noted an executive session was held immediately prior to this meeting related to personnel and contract items.

Opportunity to be Heard

Pastor Martin Horn of the Evangelical Lutheran Church reiterated the church's prior request for no parking along E. Madison Street due to safety concerns and limited visibility. Horn expressed the concerns of church members and parents whose children attend the church's preschool program.

Eric Hollinshead of Industrial Pallet Corp. noted upcoming improvements to the facility property along N. Carlisle Street including electrical pole replacements, parking lot improvements and reducing pallet heights close to the roadway. Little explained the prior request for half stakes of pallets around the perimeter of the property to minimize safety concerns.

Larry Pittman of 35 W. Madison Street stated that blind spots exist throughout the Borough specifically noting sight distance concerns in Center Square.

Economic Development

Little reviewed a land development plan as submitted for the construction of a 1216 square foot garage in the rear lot of 38 W. Baltimore Street. Little noted setbacks and impervious area coverage was reviewed and explained that no Borough utilities are being requested for this development. Little provided the ARRO review letter and noted that ARRO and the Planning Commission have recommended this plan for approval as there are no outstanding comments to be addressed.

Old Business

Center Square Additional Pole Lighting

Little noted the additional east and west lighting arms approved by Council on March 6th have been ordered for the Center Square pole light and will be installed by G.W. Electric once received.

Parkwood Drive Light Installation

Little advised a work order was created for this additional street light on March 9th, a second letter was mailed to impacted residents on Parkwood Drive on March 10th, and the expected timeline for installation is 4-6 weeks.

N. Linden Avenue Flashing Beacon Repair

Little explained repairs were completed the week of March 13th and the flashing beacon is fully functional.

Industrial Pallet Corp. Correspondence

Little noted frequent correspondence with Eric Hollinshead and referenced Hollinshead's comments during the Opportunity to be Heard.

New Business

Review Minutes of Previous Meetings

Kinzer expressed his displeasure with his votes not counting for the March 6th Council meeting as he was on the phone prior to the meeting and stated he wanted to vote yes for all action items but then did not remain on the phone for the meeting. Kinzer stated he was disappointed that Councilmembers votes and opinions varied from prior meetings.

No revisions to the minutes were requested by Council.

Budget & Finance

Little reiterated that disbursements listed on the monthly Council agenda are ratified by Council after the payments are already made and checks are dispersed. Little requested that questions pertaining to the monthly check register of paid expenses be asked prior to or after the Council meeting.

Personnel

Council discussed the possible implementation of an accrual based leave system for Borough staff. Little reviewed the current leave system and noted leave allocations as established in the newly approved employee handbook.

Miller explained his memo as provided for an accrual based leave system including a proposed phase in period.

Reagan noted the employees need to be ensured they are not losing leave time and that this system does not negatively impact staff.

Layman questioned why the recently approved handbook should need to be changed within 3 months of adoption, if the change would impact all employees including union and non-uniform staff, and whether this system would prevent the rolling over of leave from a prior year.

Amsley stated that as long as this system is not more work administratively and there is no negative impact on the employees; that a more uniform, automated system should be more effective.

Layman asked what is being achieved with this change and if staff time would be saved with this system. Little noted the administrative impact would be similar with both systems and she would continue to maintain a secondary manual leave calendar for all employees as a double check to the payroll company calculations.

Mayor Thomas explained that if an employee used all his or her leave time in 2024, that he or she could not take a vacation in 2025 until enough leave was accrued to do so under an accrual based system. Thomas noted this is a negative impact that staff is not currently exposed to under the existing leave procedures.

Little advised that Borough staff has expressed concerns over the idea of implementing an accrual based leave system as they see it as reducing a benefit which staff has historically been provided.

Kinzer asked Little to express comments of staff. Little explained that staff sees an accrual based system as negatively changing the way they are able to take leave. Little advised that no staff abuses the current system and that safe guards are in place to prevent leave from being misused. Little identified that staff feels Council's intention is to change a system that is not broken and there is little understanding or acceptance of why a change needs to occur.

Little requested guidance as to what direction Council wanted to proceed.

Burkholder noted that there may be positives for both systems and questioned that if employees are happy and there is not misuse of the current system, why there would be a need to change the current system.

Miller asked if the Council should allow employees to run the Borough. Little noted that the Borough employees operationally run the Borough and Council relies on them to do so. Little further expressed that this staff is the Borough's best asset and without staff the Borough would not be functional and for those reasons the opinions of Borough employees do matter and should be considered.

Kinzer noted he values the Borough employees and appreciates what Little has recommended. Reagan stated he agreed with Kinzer's comments and although he has used an accrual based system he doesn't want to see staff be negatively impacted by an unnecessary change.

Amsley noted that no one is motivated by taking something away and that if staff sees an accrual based system as a negative then in their minds they are losing something. Amsley emphasized the importance of understanding the possible impact based on staff's perception of this change.

Council requested a chart displaying the true anticipated impact of an accrual based system on staff.

Public Facilities & Stormwater

On a Layman/Burkholder motion, Council unanimously voted to ratify the approval of Change Order #9 creating a net increase in total project cost of \$7,421.02 for completed work related to DOLI Construction's installation of double barrel stormwater PVC piping and approve the cost required to retain the unused reinforced concrete piping (RCP) materials related to the N. Carlisle Street Rehabilitation Project.

On a Layman/Reagan motion, Council unanimously voted to ratify the approval of Change Order #10 creating a net decrease in total project cost of \$95,000 as a monetary credit to descope all outstanding work associated with vandalized sidewalks and punchlist items related to the N. Carlisle Street Rehabilitation Project.

Public Safety

Miller noted he would like to see a system developed utilizing metrics and engineering principles to establish a Borough-wide comprehensive intersection sight distance evaluation program.

Staff will work to develop criteria for various types of intersection including major, minor, alleyway, and driveway intersections.

Community Events

On a Kinzer/Amsley motion, Council unanimously voted to approve a request from the Over The Rainbow Children's Advocacy Center to allow blue ribbons to be placed on parking meters from March 31st to May 1st for National Child Abuse Prevention Month.

On a Kinzer/Burkholder motion, Council unanimously voted to approve a request from American Safety CPR and First Aid to allow pin wheels to be placed in the raised flower beds in the corners of Center Square during the month of April for National Child Abuse Prevention Month.

On a Reagan/Amsley motion, Council unanimously voted to approve a request from the Greencastle-Antrim Chamber of Commerce for 2023 Sidewalk Days on Friday, July 7th from 9am to 8pm and Saturday, July 8th from 8am to 5pm to include the following requests:

- Street closures:
 - Baltimore Street – Washington St to Jefferson St
 - S. Carlisle Street – Center Square to Franklin St
- No parking for the first 5 parking spaces on S. Washington St
- Borough parking lot available for public parking
- Access to electric outlets on the Square

Adjournment

On a Kinzer/Amsley motion, the meeting adjourned at 8:45 p.m.

Respectfully submitted,
Emilee Little
Borough Secretary