

**BOROUGH OF GREENCASTLE  
COUNCIL MEETING MINUTES  
September 5, 2023  
7:00 P.M.**

MEMBERS PRESENT: Mayor Ben Thomas, President Albert W. Miller, Councilmen Wade Burkholder, H. Duane Kinzer, Jeremy Layman, and Scott Reagan. Also present was Borough Manager Emilee Little. Vice President Jan Shafer and Councilman Joel Amsley were 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 noted the meeting was being recorded for accuracy of the minutes.

On a Burkholder/Kinzer motion, Council unanimously approved the proposed agenda for the September 5, 2023, regular council meeting.

**Opportunity to be Heard**

No public comments were provided.

**CONSENT AGENDA**

On a Reagan/Burkholder motion, Council unanimously voted to approve the Consent Agenda as presented.

**Minutes of Previous Meeting:**

- Borough Council Meeting of August 7, 2023
- Borough Council Workshop Meeting of August 28, 2023

Approve Trick or Treat to be held on Thursday, October 26, 2023 from 6:00pm to 8:00pm with a rain date of Friday, October 27, 2023 from 6:00pm to 8:00pm.

Approve the Chamber of Commerce's Heritage Christmas request as follows:

- Authorize free parking downtown from November 4<sup>th</sup> through December 31<sup>st</sup>
- Placement of the Holiday House and Santa's Mailbox in the Square by November 14<sup>th</sup>
- Road closure from 6pm to 8pm on November 17<sup>th</sup>
- No parking covers distributed in the square on November 17<sup>th</sup>, December 1<sup>st</sup>, and December 8<sup>th</sup>
- Usage of electricity and lights in Center Square throughout the Heritage Christmas season

Approve the Greencastle Christmas Parade to be held at 9:21 a.m. on November 18<sup>th</sup> to follow the traditional route and authorize no parking and road closures as outlined in the correspondence received from VerStandig Media.

Accept the Police and Non-Uniform 2024 Minimum Municipal Obligation Memorandum as prepared by the Chief Administrative Officer.

Accept the resignation of Pastor Guy W. Camp, III from the Planning Commission effective August 30, 2023.

**REGULAR AGENDA**

**Payment of Bills**

On a Reagan/Burkholder motion, Council voted 4-1 with Layman opposed, to approve the disbursements listed on the August 2023 Disbursement Report in the amount of \$100,581.30.

## **Reports from Elected Officials**

### **President's Report**

President Miller did not provide a report.

### **Mayor's Report**

Mayor Thomas thanked Officer Mike Knechtel for attending the meeting, advising that Knechtel has been an officer at the Greencastle Police Department since 1984. Thomas noted grant opportunities for capital equipment replacements and introduced a new student support program called Handle with Care. For the complete report, go to [www.greencastlepa.gov/Document Collections/Mayor Reports](http://www.greencastlepa.gov/Document%20Collections/Mayor%20Reports).

### **Chief's Report**

Mayor Thomas reviewed Chief Phillippy's written report providing updates on recent activities of the Police Department including reports showing the speed sign data from E. Leitersburg Street. For the complete report, go to [www.greencastlepa.gov/Document Collections/Chief of Police Reports](http://www.greencastlepa.gov/Document%20Collections/Chief%20of%20Police%20Reports).

### **Manager's Report**

Little provided an update and overview of activities and projects in progress including contractor work, budget preparations, the upcoming Zoning Hearing Board meeting, and information from recent workgroup meetings. For the complete report, go to [www.greencastlepa.gov/Document Collections/Manager Report](http://www.greencastlepa.gov/Document%20Collections/Manager%20Report).

## **Committee Action**

### **Budget and Finance**

On a Burkholder/Reagan motion, Council unanimously voted to approve the budgeted donation of \$1,800 payable to the Chamber of Commerce to fund the deployment and removal of the town Christmas tree as a shared expense with Antrim Township.

### **Personnel**

On a Kinzer/Reagan motion, Council unanimously voted to authorize the activation of the Civil Service Commission to advertise and begin testing procedures to establish an eligibility list of full time police officer candidates.

### **Public Safety**

On a Reagan/Kinzer motion, Council unanimously voted to authorize additional signage and striping on the westbound shoulder of E. Baltimore Street for approximately 300 feet east of the intersection of S. Ridge Avenue and E. Baltimore Street for a total cost not to exceed \$2,000.00.

Miller advised that the hash marks should begin immediately after Linden Avenue and taper to the S. Ridge intersection.

Layman requested striping and parking spots be installed on N. Carlisle Street. Little advised that the Public Safety workgroup would review this request.

## **Correspondence**

None.

## **Final Comments**

Kinzer – Stated it was good to be back, that this was an excellent meeting, and this is what Council is elected to do.

Thomas – Thanked Dick Myers and Officer Mike Knechtel for attending the meeting.

Layman – Thanked the public for attending.

## **Adjourn**

On a Burkholder/Layman motion, the meeting adjourned at 8:06 p.m.

Respectfully submitted,

Emilee Little

Borough Secretary