

**BOROUGH OF GREENCASTLE  
COUNCIL MEETING AGENDA**

**January 2, 2024**

**7:00 P.M.**

**BIENNIAL ORGANIZATION MEETING**

- Call to Order** ..... **Mayor Thomas**  
**Invocation** ..... **Pastor Jeff Ecko**  
**Pledge of Allegiance to the Flag** ..... **Mayor Thomas**  
**Swearing In of Newly Elected and Re-elected Members of Council** ..... **Justice Cunningham**

*Please note this meeting is being recorded for accuracy in drafting the meeting minutes.*

Adopt the latest edition of Robert’s Rules of Order, a guide of parliamentary procedures.

**Nomination and Election of Officers:**

- A. Council President
- B. Council Vice President

*Following the election of officers, the newly elected President will preside over the remainder of the meeting.*

**Reaffirmation of Staff Appointments:**

- A. Appoint Emilee Little as Borough Manager
- B. Appoint Emilee Little as Zoning Officer
- C. Appoint Emilee Little as Human Resources Manager
- D. Appoint Emilee Little as Finance Manager
- E. Appoint Emilee Little as Treasurer
- F. Appoint Emilee Little as Borough Secretary
- G. Appoint Emilee Little as Right to Know Officer

**Sections of Government Assignments:**

*Council President may defer these assignments until the February Council Meeting if deemed necessary.*

- A. Administration
- B. Budget & Finance
- C. Community Outreach
- D. Economic Development
- E. Personnel
- F. Public Facilities & Stormwater
- G. Public Safety

**Adjourn Organization Meeting**

## **REGULAR COUNCIL MEETING**

*Please note this meeting is being recorded for accuracy in drafting the meeting minutes.*

**Consider the approval of the proposed agenda for January 2, 2024 regular Council Meeting.**

### **Recognition for Chief of Police John Phillippy**

**Opportunity to be Heard:** Borough citizens may address Council at this time regarding specific issues of concern.

*As we open our Public Comment period there are some guidelines that you need to be aware of:*

- *There is a 5 minute limit per person.*
- *If someone has already shared the same thoughts as yours please do not repeat what has already been said. We have a limited period of time and want to ensure that we hear various points of view.*
- *Public Comment will be stopped if it continues too long to allow Council to conduct business as outlined on the meeting agenda.*

### **CONSENT AGENDA**

*The following is a list of routine items which do not appear to be controversial in nature and which likely do not require additional discussion. They can be acted on by one motion in their current form. If discussion is desired on any particular item, any member of Council, or the public, may request the item be removed from the Consent Agenda and that item will be considered separately.*

### **Minutes of Previous Meetings**

Borough Council Meeting of December 4, 2023

### **Employment**

Accept a notice of resignation from Police Officer James Bradley effective December 31, 2023.

Accept a notice of resignation from Water Treatment Plant Operator Alec Cordell effective January 4, 2024.

### **REGULAR AGENDA**

#### **Payment of bills**

1. Affirm disbursements listed on the December 2023 Disbursement Report in the amount of \$242,109.19.

#### **Reports from Elected Officials**

President's Report

Mayor's Report

Chief's Report

Manager's Report

#### **Committee Action**

##### **Administration**

1. Appoint a representative and alternate to the Franklin County Area Tax Board for calendar year 2024.
2. Appoint a representative and alternate to the Franklin County Emergency Services Alliance for calendar year 2024.
3. Nominate a Borough representative to the Greencastle-Antrim Chamber of Commerce Board.
4. Consider a Special Council meeting date to appoint Councilmembers to the (2) two-year term vacancies.

5. Consider the following board/commission reappointments. Pending Council action, terms shall become effective immediately and shall expire as indicated below:

<u>Name</u>	<u>Board/Commission</u>	<u>Term</u>	<u>Term Expires</u>
Douglas Bitner	Civil Service Commission	6 years	December 31, 2029
Mike Stenger	Water & Sewer Authorities	5 years	December 31, 2028
Joseph Degrange	Planning Commission	4 years	December 31, 2027
Kelsey Marshall	Zoning Hearing Board	3 years	December 31, 2026

6. Discuss possible workshop meeting formats and dates.

### **Budget & Finance**

1. Ratify the payment to 104 B Street in the amount of \$500.00 for the annual employee Christmas lunch.
2. Authorize the enactment of Ordinance 2024-01 as advertised amending Chapter 155 of the Borough Code to provide for a 3% increase in quarterly sewer rates and minimum quarterly sewer charges effective with the first billing period after January 1, 2024 as approved in the 2024 budget.

### **Community Outreach**

#### **Economic Development**

1. Consider approval of a final plat subdivision for Lot 32 on Carowinds Drive in the Chadwick Estates development for Ronald and Jan Shafer as prepared by Frederick, Seibert & Associates, Inc. and as recommended for approval by the Planning Commission.
2. Consider approval of a preliminary/final plan for the subdivision of the lands of L. Merritt Hammond for addition to the lands of Lynx Partnership as prepared by Shelly, Witter & Fox and as recommended for approval by the Planning Commission.
3. Consider the bond release for the Greencastle Sheetz land development plan in the full required bonding amount of \$735,030.73 as reviewed and recommended by ARRO Consulting.

#### **Personnel**

1. Award full-time employees one additional 8-hour personal day and part-time employees a 4-hour personal day as appreciation for a Zero Lost Time Days Award received for no time lost due to workplace injury claims in 2022.
2. Appoint Officer Keith Russell as the temporary Police Officer in Charge of the Greencastle Police Department effective January 7, 2024.
3. Adopt Resolution 2024-01 eliminating member contributions to the police pension plan for 2024.

#### **Public Facilities**

1. Consider the following action related to the North Washington Street Roadway Improvements Project:
  - a. Award the contract to Ganoë Paving, Inc., the lowest responsible bidder, for the base bid price of \$499,809.60 and contingency price of \$12,000.00.
  - b. Authorize ARRO Consulting to issue a Notice of Intent to Award letter to Ganoë Paving, Inc.
  - c. Authorize the Council President to sign a contract with Ganoë Paving, Inc. pending review by ARRO Consulting, Borough staff, and Salzmänn Hughes.
  - d. Authorize ARRO Consulting to issue a Notice to Proceed letter to Ganoë Paving, Inc. after contract documents are executed and provided the documents meet all necessary requirements.

## **Public Safety**

1. Authorize the enactment of Ordinance 2024-02 as advertised amending Chapter 190 of the Borough Code designating a handicap parking space on S. Carlisle Street and eliminating a handicap parking space on N. Carlisle Street.
2. Authorize the Council President, Public Safety Chair, and Borough Secretary to sign the revised box alarm card for the Rescue Hose Company No. 1 as submitted by Chief Kevin Barnes signifying that all emergency responses on the box cards for fire and rescue incidents have been found to be satisfactory.

## **Correspondence**

Pennsylvania Emergency Management Agency – John Alleman EMC Endorsement

Governor Josh Shapiro – John Alleman EMC Appointment

## **Final Comments**

### **Adjourn**

Respectfully submitted,  
Emilee Little  
Borough Manager