

**BOROUGH OF GREENCASTLE  
COUNCIL MEETING AGENDA**

**May 6, 2024**

**7:00 P.M.**

**Call to Order..... President Larry Faight**

**Invocation ..... Pastor Denise Horn**

**Pledge of Allegiance to the Flag ..... President Larry Faight**

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

**Consider the approval of the proposed agenda for May 6, 2024 regular Council Meeting.**

**Opportunity to be Heard:** Borough citizens may address Council at this time on 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 may request the item be removed from the Consent Agenda and considered separately.*

**Minutes of Previous Meeting:**

Borough Council Meeting of April 1, 2024

**Community Event:**

Greencastle-Antrim Chamber of Commerce – Greencastle Grub & Pub Festival

Saturday, September 21<sup>st</sup> from 11:00 am to 6:00 pm

- No parking on the north side of Center Square starting at 7:00 am
- Street closures from 9:00 am to 6:30 pm:
  - N. Carlisle Street – Center Square to Madison St
  - Pine Lane – Elm Lane to N. Cedar Lane
  - N. Cedar Lane – Baltimore Street to Madison Street
- Suspend a banner over N. Carlisle Street between Truist Bank and ELM Shoes starting 30 days prior to the event

**REGULAR AGENDA**

**Payment of bills**

1. Affirm disbursements listed on the April 2024 Disbursement Report in the amount of \$140,395.16.

**Chief of Police Appointment & Swearing In – 30 minutes**

1. Approve the appointment of Keith Russell as the Chief of Police for the Greencastle Police Department and authorize the execution of the related employment agreement.

*Swearing In Ceremony for Chief of Police Keith Russell*

**Operation Advance Safety – Advance Auto Parts Representatives: Mark Worden & Alexander Betke**

**Reports from Elected Officials**

- Mayor’s Report
- Police Department Report
- Manager’s Report
- President’s Report

**Committee Action**

**Administration & Finance**

1. Approve a COSTARS quote from Cleveland Brothers Equipment Co., Inc. to upgrade the electrical control panel of the generator at the Waste Water Treatment Plant for a total cost of \$24,980.00 to include material and labor.
2. Approve the submitted request for a total payment in the amount of \$30,238.57 to the Rescue Hose Company No. 1 to include the 2024 annual contribution and the Borough’s portion of the RHC personnel cost incurred from 1/1/2024 to 3/31/2024.
3. Authorize the execution of a 10-year, non-exclusive cable system franchise agreement between the Borough of Greencastle and Comcast of Pennsylvania/Maryland, LLC as reviewed by Salzmann Hughes.
4. Adopt Resolution 2024-04 transferring the American Rescue Plan Act (ARPA) funds and providing for a modification to the adopted 2024 budget as outlined below:

<b>Project/Expenditure</b>	<b>Funds Allocated</b>
Rescue Hose Company Qrtly & Annual	\$ 55,000.00
Park Project Funding	\$ 50,000.00
Public Works Unit 1 Replacement	\$ 85,000.00
(2) Police Vehicle Replacements	\$ 90,000.00
Sewer Infrastructure Cleaning & Televising	\$ 100,000.00
Engineering: Walter Bridge & Mifflin Lane	\$ 15,000.00

5. Adopt Resolution 2024-05 establishing filing fees and escrow amounts for the submission and review of subdivision and land development plans as outlined below:

<b>Land Development Plan</b>	<b>Filing Fee</b>	<b>Escrow Account</b>
Less than 5 Acres	\$ 100.00	\$3,000.00
5 Acres or more	\$ 100.00	\$5,000.00

<b>Subdivision Plan</b>	<b>Filing Fee</b>	<b>Escrow Account</b>
2 Lots	\$ 100.00	\$1,000.00
3-19 Lots	\$ 100.00	\$3,000.00
20 or more Lots	\$ 100.00	\$5,000.00

## **Community & Economic Development**

1. Consider a proposal from Frederick, Seibert & Associates, Inc. for engineering work to design repairs to the brick wall at the Borough's lot on the SW corner of Washington Street and Baltimore Street for a cost not to exceed \$27,000.00.

## **Personnel**

1. Authorize the hiring of Christopher Miller as a part-time police officer for the Greencastle Police Department.
2. Appoint Ericka Faight as the Right to Know Officer and Keith Russell as the Assistant Right to Know Officer for the Greencastle Police Department.
3. Authorize the required advertising to proctor the Civil Service Commission examination to establish an eligibility list of full time police officer candidates.
4. Adopt Resolution 2024-03 amending the Rules and Regulations of the Civil Service Commission to provide for the Sergeant position qualification and examination requirements.

## **Public Facilities**

1. Consider the following action related to the 2024 Alley Paving Project:
  - a. Award the contract to Kinsley Construction, LLC, the lowest responsible bidder, with the base bid price of \$22,380.27 for paving work consisting of the 3" mill and 3" overlay of 19mm asphalt on E. Warren Lane from N. Washington Street to N. Allison Street and N. Church Lane from E. Warren Lane to E. Madison Street.
  - b. Authorize the Council President to sign a contract with Kinsley Construction, LLC. pending review by ARRO Consulting, Borough staff, and Salzmann Hughes.
  - c. Authorize staff to issue a Notice of Award and Notice to Proceed letter to Kinsley Construction, LLC. after contract documents are executed and provided the documents meet all necessary requirements.
2. Review correspondence from Wertime Guyer LLC offering a proposed Deed of Dedication for a portion of Nova Drive identified as "Future Extension."

## **Public Safety**

### **Correspondence**

Lee Royer – request for a change to the Borough's Zoning Ordinance (Section 205-10.D) relative to the screening requirements in the Highway Commercial zone

### **Final Comments**

### **Adjourn**

*Immediately following the meeting, Mayor Ben Thomas will preside over the swearing in of Christopher Miller as an officer of the Greencastle Police Department.*

Respectfully submitted,  
Emilee Little  
Borough Manager