

BOROUGH OF GREENCASTLE COUNCIL MEETING MINUTES

May 6, 2024

7:00 P.M.

MEMBERS PRESENT: Mayor Ben Thomas, President Larry Faight, Vice President Scott Reagan, Councilmen Joel Amsley, Wade Burkholder, Albert Miller, Steve Miller and Mike Stenger. Also present were Chief of Police Keith Russell, Borough Manager Emilee Little, and Salzmann Hughes attorney Zachary Rice.

President Larry Faight called the meeting to order at 7 p.m.

An invocation was provided by Pastor Martin Horn.

President Larry Faight led the Pledge of Allegiance.

President Larry Faight noted the meeting was being recorded for accuracy of the minutes.

On a Stenger/Burkholder motion, Council unanimously voted to approve the proposed agenda for May 6, 2024 regular Council Meeting.

Opportunity to be Heard

Monty Shatzer of 142 E. Madison Street noted property maintenance concerns at 148 E. Madison Street and requested the Borough take action to address the concerns.

Bill Little congratulated Keith Russell on his appointment as Chief of Police and stated Council made a good choice.

CONSENT AGENDA

On a Reagan/Stenger motion, Council unanimously voted to approve the Borough Council Meeting minutes of April 1, 2024.

On a Reagan/Burkholder motion, Council unanimously voted to approve the following community event:

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

Saturday, September 21st 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

On a Reagan/Stenger motion, Council unanimously voted to affirm the disbursements listed on the April 2024 Disbursement Report in the amount of \$140,395.16.

Chief of Police Appointment & Swearing In

On an Amsley/Burkholder motion, Council unanimously voted to 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.

Mayor Thomas performed the swearing in ceremony for Chief of Police Keith Russell.

Operation Advance Safety

Chief of Police Keith Russell introduced Advance Auto Parts representatives Mark Worden and Alexander Betke and reviewed a new community involvement program deemed Operation Advance Safety. Advance Auto Parts donated fifty \$10 gift cards which Greencastle police officers will provide to drivers who have vehicular violations in order to help offset the cost of the necessary repairs.

Reports from Elected Officials

Police Department Report

OIC Keith Russell reviewed his written report providing updates on recent activities of the Police Department. Russell showed guns that were recovered from individuals in the Borough, updated Council on the installation and operation of the license plate reader, and review the traffic accident resulting in damage to a radar speed sign. Russell advised that the week of May 15th is Police Week. 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).

Mayor's Report

Mayor Thomas advised of the upcoming National Emergency Medical Services week and the Chamber's Spring Clean-up Day. Thomas reviewed updates from the Cumberland-Franklin Counties Borough's Association meeting. For the complete report, go to [www.greencastlepa.gov/Document Collections/Mayor Reports](http://www.greencastlepa.gov/Document%20Collections/Mayor%20Reports).

Manager's Report

Little provided an update and overview of activities and projects in progress. Little noted information from committee meetings and reviewed development plans under review. Information from operational departments was provided. For the complete report, go to [www.greencastlepa.gov/Document Collections/Manager Report](http://www.greencastlepa.gov/Document%20Collections/Manager%20Report).

President's Report

President Faight congratulated Chief of Police Keith Russell.

Committee Action

Administration & Finance

On an Amsley/Reagan motion, Council unanimously voted to 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.

On a Burkholder/Reagan motion, Council unanimously voted to 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.

On a Reagan/Stenger motion, Council unanimously voted to 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 Salzman Hughes.

On a Reagan/S. Miller motion, Council unanimously voted to 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:

Project/Expenditure	Funds Allocated
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

On an Amsley/Reagan motion, Council unanimously voted to adopt Resolution 2024-05 establishing filing fees and escrow amounts for the submission and review of subdivision and land development plans as outlined below:

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

Subdivision Plan	Filing Fee	Escrow Account
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

On a Reagan/Burkholder motion, Council voted 6-1 with S. Miller opposed to approve 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 pending the solicitor’s review of the terms and conditions of the agreement.

Personnel

On an Amsley/Reagan motion, Council unanimously voted to authorize the hiring of Christopher Miller as a part-time police officer for the Greencastle Police Department.

On a Burkholder/Amsley motion, Council unanimously (Faight recused) to appoint Ericka Faight as the Right to Know Officer and Keith Russell as the Assistant Right to Know Officer for the Greencastle Police Department.

On a Reagan/Stenger motion, Council unanimously voted to authorize the required advertising to proctor the Civil Service Commission examination to establish an eligibility list of full time police officer candidates.

On a Reagan/S. Miller motion, Council unanimously voted to 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

Council reviewed the following action related to the 2024 Alley Paving Project:

- a. On a Reagan/Burkholder motion, Council unanimously voted to 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. On a S. Miller/Reagan motion, Council unanimously voted to authorize the Council President to sign a contract with Kinsley Construction, LLC. pending review by ARRO Consulting, Borough staff, and Salzmann Hughes.
- c. On a S. Miller/Reagan motion, Council unanimously voted to 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.

Attorney Rice provided his legal recommendation related to the correspondence received from Wertime Guyer LLC offering a proposed Deed of Dedication for a portion of Nova Drive identified as “Future Extension.” Rice advised that this paper street had not been opened in over 21 years causing the ownership of the land to revert back to the neighboring property owners. Council took no action on the proposed deed of dedication.

Correspondence

Council reviewed a request from Lee Royer for a change to the Zoning Ordinance Section 205-10.D relative to the screening requirements in the Highway Commercial zone.

Little advised of other pending modifications to the Borough's Zoning Ordinance and recommending Council considering this request to be incorporated comprehensively in the upcoming ordinance modification.

Final Comments

Attorney Rice, Manager Little, and all of Council congratulated Chief of Police Keith Russell and thanked the public for attending the meeting.

Burkholder shared a news article from the Echo Pilot outlining the hiring of two part-time patrolman approved by the Borough of Greencastle which were Councilmen Amsley and Stenger.

Adjourn

On an Amsley/Burkholder motion, the meeting adjourned at 8:31 p.m.

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

Respectfully submitted,

Emilee Little

Borough Secretary