

BOROUGH OF GREENCASTLE COUNCIL MEETING MINUTES

October 7, 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 Police Department Administrator Ericka Faight, Borough Manager Emilee Little, and Salzmans Hughes attorney James T. Podgorney.

President Faight called the meeting to order at 7:00 p.m.

An invocation was provided by Pastor Josh Fowler.

President Faight led the Pledge of Allegiance.

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

On a Burkholder/Amsley motion, the Council unanimously voted to approve the proposed agenda for the October 7, 2024, regular Council Meeting.

Opportunity to be Heard

Kurt Tosten of 134 Windsor Street questioned the water utility billing and per unit minimum payment fees relative to multi-unit buildings.

PRESENTATION - Rescue Hose Company - 2025 Funding Request

Trustee Ted Meminger and Chief Kevin Barnes discussed the funding request from the Rescue Hose Company for the paid firefighter and EMT staff in 2025 with the Borough's 25% share totaling \$124,616.41. Future planning and capital expenses for the RHC were reviewed by Meminger, Barnes, and Council.

CONSENT AGENDA

On a Reagan/Stenger motion, the Council unanimously voted to approve the Borough Council Meeting minutes of September 3, 2024.

On a Burkholder/Reagan motion, the Council unanimously voted to approve the Chamber of Commerce's Heritage Christmas request as follows:

Police aid in traffic assistance during the deployment of the Christmas tree on November 18th

Placement of the Holiday House and Santa's Mailbox in the Square by November 19th

Usage of electricity and lights in Center Square throughout the Heritage Christmas season

Authorize free parking downtown from November 30th through December 27th

Road closure from 6pm to 8pm on November 22nd

No parking covers distributed in the square on November 22nd, December 6th, and December 13th

On an Amsley/Reagan motion, Council unanimously voted to accept the Act 44 Disclosure for the Borough's Non-Uniform and Police Pension Plans as presented.

REGULAR AGENDA

Payment of Bills

On a Reagan/Amsley motion, the Council unanimously voted to affirm the disbursements listed on the September 2024 Disbursement Report in the amount of \$310,571.34.

Reports from Elected Officials

Mayor's Report

Mayor Thomas noted Fire Prevention Week and stressed the importance of smoke detector maintenance. Thomas advised Michael Bock had been sworn in as the newly appointed tax collector and discussed his attendance at several recent events including Fish With a Cop and 9/11 memorial services. The complete Mayor's Report is available on the Borough website.

Police Department Report

Erica Faight provided a review of activities involving the Police Department in the month of September detailing calls for service, investigations, overtime, and code enforcement updates. Faight outlined recent cases being investigated including damage to a vehicle and vandalism at Jerome King Playground. Faight also advised of a theft by an Amazon delivery driver and a DUI with drugs involving fentanyl, resulting in one death. Faight updated Council on the code enforcement issue at 43 W. Madison Street, stating that a complaint had been filed with the Franklin County Court of Common Pleas. The complete Police Department's Report is available on the Borough website.

Manager's Report

Little provided a comprehensive report detailing updates on the 2025 budget, ARPA funds, community development projects, zoning ordinances, and current development under review. Little discussed several CDBG funded projects including ADA ramps with construction planned for October to the end of the year, intersection improvements at Walter Avenue and Route 11 anticipated for construction in spring of 2025, and N. Carlisle Street repairs to be finalized as soon as possible. Little reviewed a proposed ordinance that would modify several sections of Chapter 190 and noted operational updates from the Public Works and Sewer departments. Little advised that her complete written report would be available on the Borough website.

President's Report

President Faight expressed his gratitude for all the Borough staff noting that the staff is exceptional and does a great job to provide services to the community in a safe manner saving the Borough signification money in potential workers compensation claims.

Committee Action

Administration & Finance

On an Amsley/Reagan motion, the Council unanimously voted to approve the submitted request for payment in the amount of \$17,145.50 to the Rescue Hose Company No. 1 for the Borough's portion of the RHC personnel cost incurred from 7/1/2024 to 9/30/2024 utilizing ARPA funds.

On a Burkholder/Amsley motion, the Council unanimously voted to approve a budgeted donation of \$1,800 payable to the Chamber of Commerce to fund the deployment and removal of the town Christmas tree.

On a Reagan/Burkholder motion, the Council unanimously voted to authorize the following reallocation of funds within the 2024 Police Budget, for the purchase of patrol rifles and accessories, an evidence management system, upgrades to the current camera system and server, and 4 additional cameras at the intersection of Route 11 and Route 16 for a total cost of \$41,572.76:

- a. \$30,000.00 originally budgeted in account 01.410.121 Chief Salary to account 01.410.740
- b. \$11,572.76 originally budgeted in account 01.410.131 Full-Time Wages to account 01.410.740

Council reviewed the proposed 2025 Municipal Budgets as recommended by the Admin & Finance Committee. Little outlined the proposed 2025 budgets reviewing fund balances and key details including no real estate millage increase, a proposed 1.25 mill fire tax, 3% increase in sewer rates, staff wage increases at the 2.5% COLA, a 18.1% increase in insurance costs, and no increase to the stormwater billing rate. Council requested no changes to the proposed budget at this time.

Community & Economic Development

On an A. Miller/Burkholder motion, Council voted 6-1, with S. Miller opposed, to approve a bid received from GRC General Contractor, Inc in the amount of \$121,772.00 for work to be completed in relation to the Greencastle Borough Plaza Project Phase 1A.

- a. Award the contract to GRC General Contractor, Inc, the lowest responsible bidder, with the base bid price of \$121,772.00.
- b. Authorize the Council President to sign a contract with GRC General Contractor, Inc, pending review by Frederick, Seibert & Associates, Borough staff, and Salzmann Hughes.
- c. Authorize staff to issue a Notice of Award and Notice to Proceed letter to GRC General Contractor, Inc, after contract documents are executed and provided the documents meet all necessary requirements.

On a S. Miller/Amsley motion, Council unanimously voted to authorize the execution of a temporary easement agreement between the owners of 13 S. Washington Street and the Borough of Greencastle to allow for the Borough and its designated contractors to execute necessary repairs related to the Borough's property on East Baltimore Street for the Plaza Project scope of work.

Stenger suggested the Borough buy this property as well to be incorporated in the lot project.

On a Burkholder/Reagan motion, Council unanimously voted to authorize advertising of an ordinance amending Chapter 205 of the Code of the Borough of Greencastle entitled Zoning, including the following modifications as suggested by the Borough's Planning Commission and Borough staff:

- a. Rezoning of tax parcel number 08-2B22.-077.-000000 from R-2 to R-1
- b. Creating size restrictions for private detached garages
- c. Modify screening requirements for parcels in the Highway Commercial District

Public Facilities

On a S. Miller/Reagan motion, Council unanimously voted to ratify approval for Borough staff to work with Keller Engineering, expense the \$500 waiver application fee, and complete the Borough's MS4 waiver renewal application as submitted to PA DEP on September 6, 2024.

On an Amsley/Burkholder motion, Council voted 5-1, with S. Miller recused and Stenger opposed, to authorize Steve Miller to facilitate impervious area mapping updates for impacted parcels within the Borough of Greencastle.

Public Safety

On an Amsley/Stenger motion, Council unanimously voted to table any action related to the request submitted by organizer Joseph Jefferson, related to a potential competitive cycling event in the Borough of Greencastle on June 7, 2025.

Correspondence

None.

Final Comments - Public

Tim Fetterhoff of 180 Baumgardner Drive questioned what would prohibit a large attached garage from being built as the proposed regulations would only be applicable to the size of a detached garage.

Joe Krouse of 41 Edward Drive asked what the Borough's return on investment has been for the license plate reader. Mayor Thomas advised that the police department was working with the contractor that provided and installed the license plate reader and have requested a full refund. Krouse also expressed concerns with the stormwater management at the Dollar General construction site.

Final Comments – Council

S. Miller provided that the Public Facilities meeting would be held at 10am on October 21st and suggested the committee review options for traffic calming measures on Colonial Drive.

Stenger noted that there are many moving pieces involved in the Borough operations and services.

Burkholder and Faight thanked the RHC staff for attending the meeting and for the work they do every day for the Greencastle community.

A. Miller discussed duplexes and barndominiums, noting a need for updating regulations.

Reagan thanked the Borough staff for their hard work and continued efforts.

Adjourn

On a Reagan/Burkholder motion, the meeting adjourned at 9:27 p.m.

Respectfully submitted,

Emilee Little

Borough Secretary