

BOROUGH OF GREENCASTLE COUNCIL MEETING MINUTES

April 7, 2025

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 Chief Jason Batistig, Police Department Administrator Ericka Faight, Borough Manager Emilee Little, and Salzmann Hughes attorney Zachary Rice. Jeb Rosenberger of ARRO Consulting participated via phone.

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

An invocation was provided by Pastor Mike Carey.

President Faight led the Pledge of Allegiance.

President Faight noted that Council held an Executive Session prior to this meeting to discuss legal related information and that this meeting was being recorded for accuracy of the minutes.

On a Reagan/Amsley motion, the Council unanimously voted to approve the proposed agenda for the April 7, 2025, regular Council Meeting.

Opportunity to be Heard

Ashley McCauley of 159 N. Carlisle Street read a letter as mailed to the Borough office outlining her concerns related to the sidewalk installed at her property during the Borough's N. Carlisle Street project.

Jennifer Showe-Chirdon, owner of the business at 38 W. Baltimore Street, reviewed her correspondence as included on Council's agenda noting a planned roof replacement at her business that directly conflicts with the approved Sidewalk Days Chamber event. President Faight advised that the Public Safety Committee would review this request.

CONSENT AGENDA

On a Burkholder/Reagan motion, the Council unanimously voted to approve the Borough Council Meeting minutes of March 3, 2025 and the Special Borough Council Meeting minutes of March 25, 2025.

On an Amsley/Reagan motion, the Council unanimously voted to approve the following community event:

Children's Advocacy Center of Franklin County – National Child Abuse Prevention Month
April 8, 2025 to April 30, 2025 – allow blue ribbons to be placed on parking meters

On an Amsley/Reagan motion, the Council unanimously voted to approve the following community event:

VFW Post 6319 & American Legion Post 373 – Memorial Day parade request
May 26, 2025 – approve the traditional street closures for the Memorial Day parade

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

Greencastle-Antrim Old Home Week Association – Unofficial OHW Opening
August 3, 2025 11:30pm to 12:00am – authorize the closure of N. Carlisle St. between Walter Ave. and Madison St.

On an Amsley/Burkholder motion, the Council unanimously voted to approve the following community event:

Greencastle-Antrim Chamber of Commerce – Grub & Pub Festival
September 13, 2025 – authorize the following requests:

- Ord. 2025-01 waiver allowing food trucks to park & operate on closed roadways during the event
- Designate no parking in the parking spaces on the north side of Center Square starting at 7:00am

- Closure of N. Carlisle St. from Center Square to W. Madison St. from 8:00am to 4:30pm
- Closure of Pine Lane between N. Elm Lane and N. Cedar Lane from 8:00am to 4:30pm
- Closure of N. Cedar Lane from E. Baltimore Street to E. Madison Street from 8:00am to 4:30pm

REGULAR AGENDA

Payment of Bills

On a Reagan/Amsley motion, the Council unanimously voted to affirm the disbursements listed on the March 2025 Disbursement Report in the amount of \$96,378.72.

Reports from Elected Officials

Mayor's Report

Mayor Thomas noted several community achievements and events in Greencastle, including the start of the GABSA baseball season, recognition of Vietnam veterans, and the celebration of Carl's Drug Store's 200th anniversary. Thomas also addressed local legislative updates, such as Antrim Township's draft ordinance on food processing residual regulations, and concerns about emergency services fundraising limitations. Additionally, the Mayor advised of Greencastle being voted the best neighborhood in the Tri-State for the second year in a row.

Chief's Report

Chief Batistig highlighted community policing efforts, including Officer Morrow's assistance to an elderly man with his bicycle and visits to local businesses by Councilmember Stenger and Chief Batistig. Traffic monitoring data was reviewed related to speeding concerns noted at various locations, with detailed statistics on vehicle speeds and potential violations provided to Council. Additionally, Batistig noted that the department completed CPR, First Aid, and AED training to enhance emergency response capabilities.

Manager's Report

Little's reviewed ongoing administrative, community development, public facilities, and public safety projects. Key updates provided include the financial audit fieldwork, infrastructure improvements, and development reviews. Little outlined operational updates including detailed maintenance efforts, grant applications, and coordination with external entities for upcoming construction and utility projects. Little reminded attendees of the Borough's upcoming Bulk Day on April 25th and 26th.

President's Report

President Faight recognized Greencastle-Antrim School District Superintendent Dr. Lura Hanks and thanked her for attending the Council meeting.

Committee Action

Administration & Finance

On an Amsley/Reagan motion, the Council unanimously voted to approve a COSTARS quote from Mr. Rehab, LLC to complete sewer pipeline maintenance and rehabilitation services in the amount of \$47,357.00 as budgeted.

On a Burkholder/Reagan motion, the Council voted 6-0 (Stenger abstained) to approve a quote as submitted by Premier HVAC Services for the purchase and installation of a new heat pump unit for the Waste Water Treatment Plant main office and lab areas for a total cost of \$10,428.00 as budgeted.

On a Reagan/Amsley motion, the Council unanimously voted to approve a quote as submitted by Stoltzfus Roofing, LLC for the replacement of the Waste Water Treatment Plant four bay garage roof for a total cost of \$17,500.00 as budgeted.

Community & Economic Development

On an Amsley/Reagan motion, the Council unanimously voted to authorize the appropriate Borough representatives to execute a Land Lease Agreement as drafted by Salzman Hughes for the Borough's use of the Brightspeed property (08-2B29.-040.-000000) for the expansion of the Town Hall Plaza Project area and establishing the premises for long term, public use.

On a Reagan/Amsley motion, the Council unanimously voted to ratify the appointment of Councilman Wade Burkholder (chair), Councilman Albert Miller, and Mayor Ben Thomas as members of the Town Hall Plaza Project Capital Campaign Committee.

On a Stenger/Amsley motion, the Council unanimously voted to approve a final land consolidation plan of subdivision as prepared by Triad Engineering, Inc. for the proposed subdivision of the lands of the Chambersburg Hospital Parcel "A" for addition to the lands of the Greencastle-Antrim School District as recommended by the Planning Commission.

S. Miller questioned the current zoning of the identified property. Little advised the parcel is currently zoned as Community Commercial II. S. Miller noted that the conveyed property should be rezoned as Institutional to ensure no commercial use is allowable.

John Massimilla, President of WellSpan Chambersburg Hospital, identified that as a condition of the agreement signed to gift this land to the Greencastle-Antrim School District, it is required that the land must be used for school related purposes only.

On an Amsley/Reagan motion, the Council unanimously voted to authorize staff to provide an updated letter confirming the following outstanding conditions of approval related to the Final Land Development Plan Phase 1 & Preliminary Land Development Plan Phase 2 for the Buchanan Flats development as submitted and conditionally approved.

- a. Completion of all outstanding comments from review letters issued by the Borough Engineer (ARRO Consulting, Inc.) and Keller Engineers.
- b. Payment to the Borough of all existing delinquent fees and invoices.
- c. Receive all necessary approvals from, and satisfy any existing delinquencies with, the Greencastle Area, Franklin County, Water Authority, and address all outstanding comments from review letters issued by the Authority's Engineer (Gannett Fleming).
- d. Enter into an updated Traffic Signal Monitoring Agreement with the Borough reflecting updated costs estimates for financial security.
- e. Enter into an updated Developer's Agreement with the Borough, which will include updated cost estimates for financial security and for the required traffic calming measures identified by ARRO Consulting, Inc., as set forth in ARRO's January 27th, 2023 letter.
- f. Effectuate a deed of conveyance to the Borough for the portion of Developer's parcel upon which Grant Street Extended is situated.
- g. Obtain all necessary third-party approvals and permits, including but not limited to Antrim Township approval of the Plans governing improvements within the Township and the Highway Occupancy Permit from PennDOT.
- h. Entry into an agreement with the Borough and Antrim Township regarding the timing of establishing and opening the connection to existing Moss Spring Avenue roadway.

On an Amsley/Burkholder motion, the Council unanimously voted to ratify the approval of a 90-day extension request for the review of a final subdivision and land development plan as prepared by William A. Brindle Associates, Inc. on behalf of Frank L. Carbaugh Post 373 American Legion for the proposed lot consolidation of parcels 08-2B36.-033.-EX0000 and 08-2B36.-033.-000000 and the construction of an expanded parking lot area. (Extension to 6/7/2025)

On a Reagan/A. Miller motion, the Council reviewed a final subdivision and land development plan (expiring 6/7/2025) as prepared by William A. Brindle Associates, Inc. on behalf of Frank L. Carbaugh Post 373 American Legion for the proposed lot consolidation of parcels 08-2B36.-033.-EX0000 and 08-2B36.-033.-000000 and the construction of an expanded parking lot area.

Jim Maun of William A. Brindle Associates, Inc. discussed the proposed subdivision and land development plan as well as the waiver requests submitted pertaining to the 1 foot of freeboard requirement and the 15 foot access easement around the proposed stormwater pond. Maun expressed that in his opinion, the waivers were not needed noting a lack of an embankment eliminating the footboard requirement and asserting that the word around was unclear.

A. Miller questioned if Maun reviewed different design options with the Legion that would have better positioned the plans for approval. Maun stated that the plans were designed to meet the ordinance. A. Miller advised that a cost benefit analysis should have been conducted to address concerns and that the Borough engineer's job is to review plans not to redesign plans to meet ordinance requirements.

Jeb Rosenberger of ARRO Consulting stated that ARRO recommends the waivers be denied because the plans can be redesigned in a manner than meets the ordinance and on the basis that no hardship has been demonstrated by the developer.

S. Miller identified that the stormwater regulations has been in place and applied comprehensively to prior development. S. Miller provided an example of a similar stormwater related waiver request submitted by the Otterbein Church being rejected. S. Miller stated that the Borough has enforced these regulations uniformly and that Council cannot put the community a risk for flooding. S. Miller questioned what the compelling need to waive the requested regulation is.

Jim Maun reviewed concerns such as the presence of rock throughout the property and the water table level prevents a deeper stormwater pond. Maun stated that all options have been exhausted as the related costs are not acceptable to the American Legion.

A. Miller questioned if the Legion had considered removing the existing storage shed, moving the basin closer to the parking area, increasing the size of the underground storage, or eliminating parking spaces.

Jim Maun stated that the proposed stormwater management is an improvement over existing conditions noting that the 100 year storm level is on the property line.

A. Miller advised that the ordinance requires the 1 foot of freeboard to be on the identified property not the neighboring parcel.

Jim Maun noted that the stormwater swale is a conveyance system and does not have an embankment so the 1 foot of freeboard is not required. Maun stated that as a certified engineer his seal is on the plans and that he accepts full liability as to the functionality of the proposed stormwater management.

On a Reagan/Burkholder motion, the Council unanimously voted to deny a waiver request for the proposed American Legion subdivision and land development plan related to the following section of Borough Code:

§166-11.B – Any stormwater management facility (i.e., detention basin) designed to store runoff and requiring a berm or earthen embankment required or regulated by this chapter shall be designed to provide an emergency spillway to handle flow up to and including the one-hundred-year post-development conditions. The height of embankment must be set as to provide a minimum 1.0 foot of freeboard above the maximum pool elevation computed when the facility functions for the one-hundred-year post-development inflow.

On an Amsley/Reagan motion, the Council voted 5-2, with S. Miller and Burkholder opposed, to deny a waiver request for the proposed American Legion subdivision and land development plan related to the following section of Borough Code:

§166-19.B.(19) – A fifteen-foot-wide access easement around all stormwater management facilities that would provide ingress to and egress from a public right-of-way.

Upon Council's denial of the requested waivers, Jim Maun stated that the American Legion rescinds the 90-day extension request. Attorney Rice advised that Council had acted to accept the extension request prior to the American Legion's attempt to withdraw the request.

S. Miller noted that withdrawing the extension would cause the plans to be denied but that the extension allows for time to modify the plans to the point that they are compliant with the Borough's ordinance requirements and then the plans can be reviewed and potentially approved by Council.

Larry Pittman of the American Legion advised that the Legion wants this parking lot to happen to improve the community and they do not want the plans to be denied.

Little advised that a letter would be provided to the Legion conveying Council's acceptance of the submitted extension request extending the review period for the American Legion plans to June 7, 2025 and Council's denial of the two requested waivers.

Public Facilities

On an Amsley/Reagan motion, the Council unanimously voted to authorize staff to work with representatives from Keller Engineers, Inc. for the submittal of a PA Small Water and Sewer grant application for a cost not to exceed \$2,600.00.

On a Reagan/Stenger motion, the Council unanimously voted to enact Resolution 2025-05 authorizing the submittal of a PA Small Water & Sewer grant application requesting funding in the amount of \$425,000.00 from the Commonwealth Financing Authority to be used for wastewater collection system repairs.

On a S. Miller/Stenger motion, the Council unanimously voted to authorize staff to execute a proposal of engineering services as provided by Keller Engineers, Inc. for the 2023 CDBG E. Baltimore Street and S. Ridge Avenue Flashing Beacon Crosswalk Signal Project for a cost not to exceed \$28,000.00.

On an Amsley/Burkholder motion, the Council unanimously voted to authorize staff to work with representatives from ARRO Consulting for engineering services related to the Green Light Go Traffic Signal Controller Updates Project for a cost not to exceed \$22,550.00.

On an Amsley/Stenger motion, the Council unanimously voted to approve the expenditure of \$5,533.49 payable to Brightspeed and \$1,528.03 payable to First Energy Corp. for the relocation of a utility pole located at the intersection of Disert Drive and W. Walter Avenue in relation to the 2022 CDBG Route 11 & Walter Avenue Intersection ADA Improvements Project as to be reimbursed with the CDBG approved grant funding.

On an Amsley/S. Miller motion, the Council unanimously voted to approve an extended payment plan request as submitted by the owner of the property located at 105 N. Carlisle Street related to the total outstanding amount due of \$7,530.00 for curb and sidewalk repairs completed by the Borough at the identified property during the N. Carlisle Street Rehabilitation Project.

Public Safety

On a Reagan/Amsley motion, the Council unanimously voted to authorize staff to send a letter to PennDOT requesting additional signage restricting truck traffic on S. Washington Street.

On an Amsley/Burkholder motion, the Council unanimously voted to ratify Resolution 2025-04 enacting a temporary burn ban effective as of March 20, 2025 prohibiting recreational fires, campfires, consumer fireworks, and the ignition and subsequent burning of any combustible material outdoors, whether in a burn barrel or on the ground.

On a Reagan/Faigt motion, the Council unanimously voted to approval the lifting of the Borough's current burn ban to occur in conjunction with Antrim Township's lifting of their municipality's burn ban.

On an Amsley/Reagan motion, the Council unanimously voted to authorize Council President to sign a Memorandum of Understanding between the Borough of Greencastle and the Greencastle-Antrim School District establishing procedures related to police involvement on school property and within the jurisdiction of the Borough of Greencastle Police Department.

Correspondence

Council confirmed receipt of the following letters of correspondence:

Loren Martin – ELM Shoes – No Truck/Van/SUV Parking Regulations in Center Square

Christina Sollers – 363 Teaberry Drive – concerns regarding stray cats

Jennifer Showe-Chirdon – Nadora Salon – request for no parking during Sidewalk Days

Final Comments

No comments provided at this time.

Adjourn

On a Reagan/Stenger motion, the meeting adjourned at 10:00 p.m.

Respectfully submitted,

Emilee Little
Borough Secretary