

BOROUGH OF GREENCASTLE COUNCIL MEETING AGENDA

January 5, 2026

7:00 P.M.

BIENNIAL ORGANIZATION MEETING

Call to Order Mayor Thomas

Invocation Pastor Harry Miller

Pledge of Allegiance to the Flag Mayor Thomas

Swearing In of Newly Elected and Re-elected Borough Officials 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 & Finance
- B. Community & Economic Development
- C. Personnel
- D. Public Facilities
- E. Public Safety

Adjourn Organization Meeting

REGULAR COUNCIL MEETING

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NOTE: Executive Session – December 16, 2025 at 4:00 P.M. – personnel matters

Consider the approval of the proposed agenda for January 5, 2026 regular Council Meeting.

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 1, 2025

REGULAR AGENDA

Payment of bills

1. Affirm disbursements listed on the December 2025 Disbursement Report in the amount of \$201,040.69.

Reports from Elected Officials

President's Report

Mayor's Report

Chief's Report

Manager's Report

Committee Action

Administration & Finance

1. 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>
Joel Amsley	Water & Sewer Authorities	5 years	December 31, 2030
Tony Homer	Planning Commission	4 years	December 31, 2029

2. Appoint a representative and alternate to the Franklin County Area Tax Board for calendar year 2026.

3. Appoint a representative and alternate to the Franklin County Emergency Services Alliance for calendar year 2026.
4. Nominate a Borough representative to the Greencastle-Antrim Chamber of Commerce Board.
5. Ratify payment to Larry Faight in the amount of \$349.71 for reimbursement of food costs associated with the annual employee Christmas lunch.
6. Ratify approval of revised Resolution 2025-11 authorizing submission of an application to the Commonwealth Financing Authority Statewide Local Share Account grant program for financial assistance, increasing the requested funding amount from \$496,225.00 to \$530,265.00 for the Colonial Drive Wastewater Pumping Station Replacement Project.

Community & Economic Development

1. Authorize the full release of financial security in the form of Irrevocable Letter of Credit No. 7000064137, issued by Middletown Valley Bank, posted by Senica Street Properties, LLC in connection with the Final Land Development Plan for 162 S. Carlisle Street, as all required improvements have been completed and accepted by Keller Engineering.

Personnel

1. Adopt Resolution 2026-01 eliminating member contributions to the police pension plan for 2026.

Public Facilities

1. Approve payment of the invoice submitted by JDI Site Solutions, LLC for work completed on the Walter Avenue Phase 1 Bridge Maintenance Project in the full contracted amount of \$21,884.32, as reviewed and recommended by Herbert, Rowland & Grubic, Inc. (HRG).

Public Safety

1. Enact Ordinance 2026-01 as advertised amending Chapter 190 of the Code of the Borough of Greencastle entitled Vehicles and Traffic to establish the following regulations as recommended by the Public Safety Committee:
 - a. § 190-13 – establish a stop intersection at Church Lane and Windsor Street
 - b. § 190-27 – establish no parking along the north side of East Baltimore Street starting 320 feet from the intersection of Spring Grove Avenue and continuing 300 feet in an easterly direction
 - c. § 190-27 – establish no parking along the south side of East Baltimore Street starting 320 feet from the intersection of Spring Grove Avenue and continuing in an easterly direction to the intersection of Eastern Avenue
 - d. § 190-33 – modify parking violations and penalties for § 190-27(C) “No truck, van, or SUV” as signed
 - i. Authorize repeat ticketing for every 2 hours in violation
 - ii. First violation = \$15, second & subsequent violation(s) = \$100
 - iii. Update fine amount to \$100 and costs of prosecution
 - e. § 190-40 – allow for backing into parking spaces in Center Square
2. Approve and adopt the updated Rules and Regulations for the Greencastle Police Department, as reviewed by Salzmann & Hughes and recommended by the Public Safety Committee.
3. Authorize the purchase of a firearm snail trap for the Greencastle Police Department, to be used as a safe firearm discharge and clearing device, at a cost not to exceed \$1,250.00.

4. Consider and approve the following actions related to the Greencastle Police Department F-150 Truck:
 - a. Identify that the vehicle is no longer necessary or useful for Borough purposes and declare it surplus property.
 - b. Authorize the sale of the surplus vehicle through a public competitive bidding process utilizing Municibid.
 - c. Authorize staff to prepare a resolution memorializing Council's determination and approving the sale of the vehicle.
5. Authorize staff to prepare and submit a draft ordinance and accompanying correspondence to the Pennsylvania Department of Transportation (PennDOT) for review, requesting approval of vehicle length restrictions prohibiting tractor-trailers and other vehicles exceeding a specified length from attempting U-turns within Center Square.

Correspondence

PennDOT response letter – oversized vehicle restrictions on Baltimore Street

Adjourn

Respectfully submitted,
Emilee Little
Borough Manager