

**BOROUGH OF GREENCASTLE
COUNCIL MEETING MINUTES
December 1, 2025
7:00 P.M.**

MEMBERS PRESENT: Mayor Ben Thomas, President Larry Faight, Vice President Scott Reagan, Councilmen, Wade Burkholder, Albert Miller, Steve Miller, and Mike Stenger. Joel Amsley participated via phone. Also present were Borough Manager Emilee Little, Police Department Administrator Ericka Faight, and Salzmann Hughes attorney Zachary Rice. Police Chief Jason Batistig was absent.

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

An invocation was provided by Pastor Ken Aker.

President Faight led the Pledge of Allegiance.

President Faight noted that Council had an Executive Session on December 1, 2025 at 6:00 P.M. to discuss legal matters and advised that the meeting was being recorded for accuracy in drafting the meeting minutes.

On a Burkholder/Reagan motion, the Council unanimously voted to approve the proposed agenda for the December 1, 2025, regular Council Meeting.

Appreciation Ceremony – Beautification Committee Members

Mayor Thomas, Councilmembers, and staff held a brief ceremony in appreciation of the efforts of the Borough's Beautification Committee members including Dee Hawbaker, Karen Metz, Ann Schnabel, Cheryl Kiser, Tammy Heefner, and Carol Christophel. Cassandra Godbey was absent.

Opportunity to be Heard

No public comments provided.

CONSENT AGENDA

Minutes of Previous Meeting:

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

REGULAR AGENDA

Payment of Bills

On a S. Miller/Stenger motion, the Council unanimously voted to affirm the disbursements listed on the November 2025 Disbursement Report in the amount of \$151,158.35.

Reports from Elected Officials

Mayor's Report

Mayor Thomas reported on recent community events and activities, including Veterans Day and holiday celebrations, supporting downtown businesses, local food pantry efforts, and updates related to downtown truck traffic mitigation. He also emphasized the need for coordinated regional planning with Antrim Township and Franklin County to address high-density development and transportation impacts. Thomas recommended Public Safety consider implementing a parade policy and regulations prohibiting U-turns by tractor trailers in Center Square.

Police Department Report

Administrator Faight reviewed the November 2025 calls for service and the department's involvement in recent and upcoming community events such as tree lighting, the turkey trot, and Heritage Christmas. Faight advised that officers completed the required annual firearms qualifications meeting all MPOETC mandated performance standards.

Manager's Report

Little highlighted current projects, including the Center Square parking meter improvements and holiday decoration efforts completed by the Beautification Committee and Borough staff. She provided updates on the Town Hall Plaza project, including the Greencastle Giving Meter completed by the Greencastle-Antrim High School Art Club, a committed \$30,000.00 donation from Patriot Federal Credit Union, and the submission of a recent grant application. Little also advised Council of the upcoming Moss Spring Traffic Calming Project and the community meeting scheduled for December 18th, announced current Borough staff vacancies, and thanked the Public Works Department for their efforts and support of holiday events, including the Christmas Parade and Heritage Christmas.

President's Report

President Faight noted his appreciation for the returning Councilmembers, welcomed newly elected Councilmember Cameron Schroy, and thanked outgoing Councilmember Mike Stenger for his dedicated service.

Committee Action

Administration & Finance

On a Burkholder/Reagan motion, the Council unanimously voted to adopt the 2026 Municipal Budgets as advertised.

On a Reagan/Burkholder motion, the Council unanimously voted to approve Resolution 2025-07 maintaining the following tax rates for the year 2026:

- a. Tax rate for General Purposes 16.00 mills on each dollar assessed valuation
- b. Tax rate for Fire Purposes 1.25 mills on each dollar assessed valuation

On a S. Miller/Reagan motion, the Council unanimously voted to enact Ordinance 2025-03 as advertised amending Chapter 155 to provide for a 3% increase in quarterly sewer rates and minimum quarterly sewer charges to be enacted with the 2026 Sewer Fund budget effective the first billing period after January 1, 2026.

On a Burkholder/Stenger motion, the Council unanimously voted to approve Resolution 2025-08 waiving the limitations set forth in 8 Pa.C.S.A. § 1302(a)(6)(i) regarding the appropriation of revenue generated from the annual tax levied and collected to support fire companies both within and without the Borough for the purpose of paying salaries, benefits or other compensation of fire suppression employees of a fire company serving the Borough pursuant to Act 141 of 2024.

On a Reagan/Stenger motion, the Council unanimously voted to approve the Franklin County Area Tax Bureau's 2026 Operating Budget as presented.

On a Burkholder/Reagan motion, the Council unanimously voted to table appointing a representative and alternate to the Franklin County Area Tax Board for calendar year 2026.

On an A. Miller/Reagan motion, the Council unanimously voted to ratify approval of the following resolutions authorizing the submission of applications to the Commonwealth Financing Authority Statewide Local Share Assessment Grant for financial assistance funding the related projects:

- a. 2025-09 – Town Hall Plaza Development Project
- b. 2025-10 – Purchase of New Police Vehicles
- c. 2025-11 – Colonial Drive Wastewater Pumping Station Replacement

On a Reagan/Burkholder motion, the Council unanimously voted to approve the proposed 2026 holiday schedule.

On a Reagan/S. Miller motion, the Council unanimously voted to approve the proposed 2026 meeting schedule.

On a Burkholder/Reagan motion, the Council unanimously voted to approve the disbursement of the annual staff Christmas bonuses in the amount of \$200.00 to full-time employees and \$100.00 to part-time employees.

Community & Economic Development

On a Burkholder/A. Miller motion, the Council unanimously voted to approve Frederick, Seibert & Associates, Inc. to prepare bid specifications and authorize staff to advertise Phase 3 of the Town Hall Plaza Project for bid.

Personnel

On a Reagan/Burkholder motion, the Council unanimously voted to authorize issuing a conditional offer of employment to Austin Pepple for a budgeted full-time Police Officer Cadet position with the Greencastle Police Department, in accordance with the certified list of eligible candidates confirmed by the Borough's Civil Service Commission on November 13, 2025, contingent upon the satisfactory completion of all pre-employment evaluations and the successful completion of Act 120 training and certification requirements.

Public Safety

On a Reagan/Stenger motion, the Council unanimously voted to approve the execution of a Memorandum of Understanding for Mutual Aid and Assistance to be established between the Greencastle Police Department and the Franklin County Sheriff's Office authorizing the sharing of small Unmanned Aircraft Systems (sUAS) equipment and personnel in accordance with the terms outlined in the agreement as reviewed by Salzmann Hughes.

S. Miller requested that the police department provide a report of how and when the Borough's staff and/or equipment have been utilized for mutual aid.

On a Reagan/Burkholder motion, the Council unanimously voted to authorize staff to advertise an ordinance 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 335 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

Mayor Thomas stated that a \$100 parking ticket is significant and expressed concern that such an amount may be unreasonable, noting that a lower subsequent violation amount could better support downtown businesses.

Correspondence – None

Adjourn

The meeting adjourned at 8:20 p.m.

Respectfully submitted,
Emilee Little
Borough Secretary