

**MINUTES**  
**BOROUGH OF GREENCASTLE**  
**REORGANIZATION COUNCIL MEETING**  
**January 2, 2018**  
**7:00 P.M.**

MEMBERS PRESENT: Mayor Ben Thomas, Council President Frank Webster Jr., Council Members, Larry Faight, James Farley, Duane Kinzer, Steve Miller, Craig Myers, and Matthew Smith. Also present were Borough Manager Eden Ratliff and Borough Secretary Ericka Faight.

Mayor Thomas called the meeting to order.  
Mayor Thomas led the pledge of allegiance.  
Mayor Thomas gave the invocation.

Justice Cunningham swore in of newly elected and re-elected Borough Officials.

- A. On a Myers/Faight motion, Council voted unanimously to adopt the latest edition of Robert's Rules of Order, a guide of parliamentary procedures effective in 60 days.

**Nomination and Election of Officers:**

**Council President**

- A. On a Myers/Faight nomination, Council voted unanimously to appoint Frank Webster as Council President:

(Following election of Council President, the newly elected President will preside over remainder of Reorganization Meeting)

- B. Mr. Faight nominated Craig Myer.  
Mr. Miller nominated himself.  
Mr. Farley nominated Mr. Kinzer.

Mr. Myers received two affirmative votes (Mr. Faight and Mr. Webster)  
Mr. Miler received two affirmative votes (Mr. Smith and Mr. Miller)  
Mr. Kinzer received three affirmative votes (Mr. Farley, Mr. Webster. Mr. Kinzer)

No nominee received a majority of votes, therefore a re-count was taken.

Mr. Myers received two affirmative votes (Mr. Faight and Mr. Myers)  
Mr. Miller received one affirmative vote (Mr. Smith)  
Mr. Kinzer received four affirmative votes (Mr. Miller, Mr. Farley, Mr. Webster, and Mr. Kinzer)

During the second count Mr. Kinzer secured the majority of votes and was appointed Vice-President.

**Appointments to be made by Council:**

On a motion, Council voted 6-1 (Kinzer voting No) to make to the following appointments:  
Eden Ratliff as Borough Manager  
Ericka Faight as Borough Secretary  
Eden Ratliff as Alternate Borough Secretary  
Eden Ratliff as Treasurer

Ericka Faight as Right to Know Officer  
Jennifer Bosko as Assistant Right to Know Officer  
Continue the services of Sam Wisner as Borough Solicitor  
Eden Ratliff as Zoning Officer.  
Ericka Faight as Assistant Zoning Officer.

**Set Date and Time for 2018 Regular Business Meetings:**

- A. On a motion, Council voted unanimously to schedule its regular business meetings at 7:00 p.m. on the first Monday of each month (except when Monday is a holiday).

**Committee Assignments:**

On a Myers/Faight motion, (at Council President Webster’s request) Council voted to defer committee appointments.

- A. Administration and Finance
- B. Community Development
- C. Personnel
- D. Public Facilities
- E. Public Safety

On a Smith/Faight motion, Council voted unanimously to adjourn the Reorganization Meeting at 7:24p.m.

**REGULAR COUNCIL MEETING**

**Public Comment**

Wade Burkholder wished to acknowledge newly elected Mayor Ben Thomas.

**CONSENT AGENDA**

***Minutes of previous meeting***

On a Faight/Myers motion, Council voted unanimously to approve Borough Council Meeting, December 4, 2017. *(Steve Miller abstained from voting on the motion because he was not on Council in December 2017.)*

**REGULAR AGENDA**

**Payment of bills**

On a Farley/Smith motion, Council voted unanimously to approve disbursements listed on the December 2017 Disbursement Report in the amount of \$ 145,030.94.

**Reports from Elected Officials**

**President’s Report**

President Webster welcomed Mr. Thomas and said that he was looking forward to working with him and everyone else in the coming year.

## **Mayor's Report**

Mayor Thomas stated that he felt honored and privileged to sit with everyone and he read the Mayor's 2018 Strategic Plan. He acknowledged Robert Eberly for his service and wished him well in the future.

Chief Phillippy stated that the police report was included in the agenda packet and made the following notes:

The Department assisted in home invasion when PSP was unavailable.

Rony located drugs in the Middle School on December 12<sup>th</sup>.

The department responded to a domestic dispute on December 18<sup>th</sup>, and a tractor trailer rollover on December 29<sup>th</sup>.

The department will host a shadow day for sophomore and junior students. The program provides an overview of how the department operates.

Mr. Kinzer asked for a detailed report on the death of Rony. Chief responded that a report will be submitted to the Mayor.

Mr. Miller asked if an exit interview will be conducted with Police Secretary Nicole Bowser.

## **Manger's Report**

Mr. Ratliff welcomed and Jenn Bosko who was recently hired as the new part time Billing Clerk. Currently there are four vacancies to volunteer on various boards and Mr. Ratliff suggested a press release to seek volunteers.

The liquid Fuels audit was recently conducted and there were no findings.

Mr. Ratliff announced that Dirk and Jenna Mowen were the donors for the clock tower repairs.

Arrangements to have the Veteran's Memorial repaired have been made.

The Borough has successfully made application to Tree City USA.

## **Reports from Committees**

### **A. Administration/Finance**

1. On a Farley/Smith motion, Council voted unanimously to adopt a resolution authorizing Borough Manager Eden Ratliff to sign a Grant Agreement with the Commonwealth of Pennsylvania-Department of Transportation for the Green Light Go grant.

### **B. Community Development**

### **C. Personnel**

Mr. Kinzer originally made a motion to approve the following appointment, and Mr. Faight asked that the

motion be deferred, stating that is an important appointment and asked why Mr. Burt was not present. It has been requested that individuals seeking appointment be introduced to Council. Mr. Kinzer rescinded his motion stating that Mr. Faight had a good point. Mr. Myers said that he appreciated the motion being rescinded. Mr. Miller suggested an informal meeting with Mr. Burt prior to the February meeting and Mr., Ratliff replied that it would not be appropriate for Council to meet as a quorum, but Mr. Burt could be asked to attend the February Council Meeting.

1. On a Kinzer/Faight motion, Council voted unanimously to defer the appointment of Zach Burt to a first full term on the Greencastle Area, Franklin County Water Authority until the February Meeting.
2. On a Smith/Faight motion, Council voted unanimously to approve the following board/commission reappointments. 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> |
|------------------|------------------------------------|-------------|---------------------|
| Leonard Trautner | Zoning Hearing Board               | 3 years     | December 31, 2020   |
| Tony Homer       | Planning Commission                | 4 years     | December 31, 2021   |
| Jeremy Timmons   | Sidewalk and Curb Board of Appeals | 5 years     | December 31, 2022   |

3. On a Kinzer/Faight motion, Council voted unanimously to appoint Eden Ratliff as the Borough of Greencastle Council of Governments Representative for 2018. Additionally, Council may appoint an individual to serve as Alternate Representative. President Webster will continue to serve as the alternate.
4. On a Faight/Smith motion, Council voted unanimously to accept the resignation of Nicole Bowser as the Police Secretary effective January 10, 2018.

Mr. Ratliff said that he will be sorry to see Mrs. Bowser leave, and wished her the best. Mr. Kinzer said that he enjoyed working with her and her resignation brings up concern about the amount of turnover and Council should look into the reason.

Mayor Thomas noted that it will take a long time to certify someone new.

#### **D. Public Safety**

1. On a Smith/Faight motion, Council voted unanimously to appoint Kevin Barnes and Craig Myers as the Emergency Service Alliance Borough Representative and Alternate respectively.

#### **Reports from Council Members**

Mr. Webster spoke about the need to find volunteers for the various open boards.

Mr. Kinzer stated that he took exception with the Mayor’s report. Some good points were made, but he felt like the report was questioning what Council has done and he does not respect that. Mr. Kinzer said “we did a hell of a job on the budget” He stated that he now regrets voting for the one mill increase because with the loss of Rony, the tax increase will not be needed. Mr. Kinzer then requested that the budget be reopened.

On a Kinzer/Farley motion, Council voted 2-5 (Mr. Kinzer and Mr. Farley voting in favor) to reopen the 2018

Budget. Motion failed due to lack of a majority.

Mr. Kinzer said that he appreciated Mr. Kinzer's comments and said "we will disagree".

Mr. Kinzer asked about the operating policy for the Police Department and Chief Phillippy stated that the policy is in place, it was presented to Council and had been approved. Mr. Ratliff acknowledged that there had been a discussion at a Public Safety Committee and it was suggested that every Council member receive a copy of the policy, and at that meeting it was deemed unnecessary to provide a copy to each Council member. Public Safety Chairman Mr. Farley said that he had never seen the policy. Chief Phillippy stated that CDs were handed out to the committee members. Mr. Ratliff suggested re-addressing the situation once the new Public Safety Committee members are assigned. Mr. Kinzer asked if he had received details on the Borough Manager's request for education reimbursement. Mr. Ratliff explained that no details have been presented, and the issue will be discussed with the Personnel Committee.

Mr. Faight welcomed newly elected Council Member Miller and Mayor Thomas. He also wished to thank Mr. Ratliff and all of his staff for all that they do for the Borough, everyone pulls together to get the job done and it shows the commitment of the staff.

Mr. Myers noted that the Emergency Management Coordinator should be reappointed.

On a Myers/Faight motion, Council voted unanimously to appoint Mr. Myers to another term as the Emergency Management Coordinator.

Mr. Farley congratulated those who were sworn in and said that he is optimistic for the success of the group in 2018.

Mr. Smith welcomed Mr. Miller and Mayor Thomas and noted that it was a Personnel decision not to insist that former Manager Armstrong reimburse the Borough for her tuition when she left the Borough.

Mr. Miller thanked everyone for welcoming him to Council and announced that he will be attending the newly elected officials training course. Mr. Miller also said that he believed that the budget does need reviewed and changes can be made throughout the year.

Mayor Thomas wished everyone all the best in 2018.

## **New Business**

## **Adjourn**

Council voted unanimously to adjourn at 8:26p.m.

Respectfully submitted,

Ericka Faight  
Borough Secretary