

**MINUTES
BOROUGH OF GREENCASTLE
COUNCIL MEETING AGENDA
February 5, 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, Chief of Police John Phillippy and Borough Engineer Keith Moore.

President Webster called the meeting to order.
Reverend Camp gave the invocation.
President Webster led the pledge of allegiance.

Moore gave a lengthy presentation on the Borough's Municipal Separate Storm Sewer Systems (MS4) requirements and the Borough's proposed Pollutant Reduction Plan (PRP). Moore explained that the PRP is a necessary component of the Borough's permit submission to the Department of Environmental Protection (DEP). The PRP contains proposed projects that the Borough could execute in order to reduce the current sediment load in the Borough's storm water discharge. In five years the Borough will need to reduce sediment from the storm water discharge by 10% which will cost hundreds of thousands of dollars explained Ratliff. Thomas further explained that MS4 qualifies as an unfunded mandate from the federal government.

The PRP remains available for public inspection until March 2, 2018 and comments on the PRP will be recorded and addressed in the final PRP submitted to DEP in March.

President Webster issued a statement explaining that the Greencastle Police Department Canine Program would be considered at the March 5, 2018 Council Meeting after the Administration and Finance Committee, Public Safety Committee and Mayor debate the program and make recommendations on how to proceed.

Ratliff issued an apologetic statement concerning unanswered voicemails left on borough phones.

Public Comment

There was no public comment offered.

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 Meeting:

Borough Council Meeting of December 21, 2017

Borough Council Reorganization Meeting January 2, 2018

Borough Council Meeting January 2, 2018

Ratliff recommended that the Council consider the consent agenda items at the March meeting due to the Council needing more time to consider the materials.

REGULAR AGENDA

Payment of bills

On a Farley/Faight motion the Council voted unanimously to approve the January 2018 Disbursement Report in the amount of \$96,732.44.

Reports from Elected Officials

President's Report

President Webster welcome Boy Scout Troop 99 to the meeting and thanked them for their contributions to the community. Additionally, appreciation was expressed to the Public Works Department for their work during the recent winter weather event.

Mayor's Report

Mayor Thomas welcomed Boy Scout Troop 99 and gave a brief civics lesson on the different forms of government in Pennsylvania highlighting that local government is closest to the people. Mayor Thomas proceeded to give a brief overview of his first few weeks in office including the authoring of his first Mayor's Report in the Echo Pilot. The Mayor drew attention to a proclamation issued by Governor Wolf outlining a statewide heroin and opioid epidemic. Additionally, the Mayor reported to the Council Public Safety Committee that the Pennsylvania Legislature has expanded the permissible use of fireworks. The Mayor highlighted that the Council may want to look into this internally as the use of fireworks has prompted "shots fired" calls in the Borough of Greencastle.

Mayor Thomas proceeded to speak positively of his interactions with local businesses who speak fondly of their business success in Greencastle. The Mayor went on to encourage everyone to shop local.

Mayor Thomas congratulated Chief of Police John Phillippy for completing ten years of service as the Borough of Greencastle's Police Chief.

Mayor Thomas issued Proclamation Number 1 designating April 27, 2018 as Arbor Day in the Borough of Greencastle.

Chief of Phillippy highlighted areas of his written report issued to Council. Further, Phillippy noted the increase of unattended deaths in the Borough of Greencastle. Elderly people are being found in situations where they are deceased and no one noticed for a few days or more. Phillippy encouraged the community to look after their neighbors and check in with someone they have not seen in a while.

Phillippy highlighted the District Attorney's "Get Back Up" program designed to provide assistance to addicted persons in need.

Phillippy outlined the success of the Co Responder Program, a mental health professional responding to mental health calls with Police Officers, citing 150 law enforcement referrals in the southern part of the County. Phillippy touched on a recent call where a sixteen year old male was contemplating suicide due to challenges in school. Phillippy explained to the Boy Scouts in attendance that suicide is a long term solution to a short term problem and simply not worth it.

Lastly, Phillippy highlighted an award the Greencastle Police Department received from Rescue Hose Co. No 1 for their response to Emergency Medical Services calls.

Manager's Report

Manager Ratliff welcomed the Boy Scouts and promised them that they skills they learn in Scouting will be with them forever.

Ratliff gave an overview of the office hour change, in accordance with a resolution adopted by Council in October 2017, citing that it has been positive. Ratliff noted increased phone traffic on Monday nights and that no complaints about the change have been received. The report being provided was also provided to the Administration and Finance Committee who recommended that the new office hours be continued.

Manager provided the following finance report:

2017 Year End Picture

Total Revenues	\$ 1,538,709.08
Total Expenditures	\$ 1,333,553.57
2017 Year End Surplus	\$ 205,155.51
Capital Reserve	\$ 28,411.91
Adjusted Cash (General Fund Balance)	\$ 880,924.87
2018 Budget Surplus	\$ 9,663.66
2018 Projected Year End Cash	\$ 890,588.53

President Webster recognized Dick Walker, who was present in the audience, for his many years of participation in the Boy Scouts of America. There was a round of applause for Dick Walker.

1. Administration & Finance:

On a Farley/Faight motion the Council voted unanimously to authorize an increase of purchasing memoranda limit from \$2,500.00 to \$7,000.00.

On a Smith/Faight motion the Council voted unanimously to approve Pay Estimate #1 to Insituform Technologies in the amount of \$66,891.92 as recommended by the Manager and Engineer.

On a Smith/Farley motion the Council voted unanimously to approve Final Pay Estimate to Insituform Technologies in the amount of \$7,432.44 as recommended by the Manager and Engineer.

On a Faight/Farley motion the Council voted unanimously to approve Final Pay Estimate to T. Byers Contracting and Excavating, Inc. in the amount of \$87,163.45 as recommended by the Manager and Engineer.

On A Kinzer/Farley motion the Council voted unanimously to authorize the rejection of all bids received for the sale of the 1997 Single Axle Dump Truck and 2006 Ford F-350 Dump.

2. Personnel:

On a Faight/Farley motion the Council voted unanimously to authorize the Council President to sign the Employment Agreement with Borough Manager, Eden Ratliff, effective February 5, 2018 and expiring February 5, 2021.

Ratliff thanked the Council and expressed his excitement for all that can be accomplished in the next few years.

On a Kinzer/Faight motion the Council voted unanimously to appoint Zachary Burt to the Greencastle Area, Franklin County, Water Authority with a term ending December 31, 2022.

On a Kinzer/Faight motion the Council voted unanimously to appoint Steve Miller to serve as the Borough Representative to the Franklin County Area Tax Board and Tax Collection Commission and Matt Smith as the

alternate.

On a Myers/Faight motion the Council voted unanimously to appoint Gabrielle Vielhauer to the Shade Tree Commission with a term ending December 31, 2022.

On a Kinzer/Myers motion the Council voted unanimously to appoint Eden Ratliff as the Borough Secretary of Record.

Myers explained that this action should be short term as future staff should take over the Borough Secretary role to lessen the work load on the Manager's office.

3. Public Safety:

On a Kinzer/Faight motion the Council voted unanimously to authorize the Manager to sign a price quote with Tele Plus in the amount of \$9,902.06 for the installation of a new video surveillance system in and around borough hall.

On a Kinzer/Faight motion the Council voted unanimously to authorize the Solicitor to prepare and advertise an ordinance enforcing no stopping or standing on Ridge Avenue from Leitersburg St. to Addison St from at a time to be determined by the Chief of Police Monday through Friday.

On a Myers/Faight motion the Council voted unanimously to authorize the Solicitor to prepare and advertise an ordinance for a loading zone to be placed in front of 23 W. Baltimore St.

On a Kinzer/Smith motion the Council voted unanimously to authorize the Council President to sign the Memorandum of Understanding with the Greencastle-Antrim School District.

4. Public Facilities:

5. Community Development:

6. Correspondence:

On a Kinzer/Faight motion the Council voted unanimously to waive \$1,364.58 from Mr. Gary Kennedy's fourth quarter sewer bill due to documentation proving that the excess billed sewer was not utilized.

Reports from Council Members:

On a Miller/Smith motion the Council voted unanimously to commit notes from an exit interview with Nicole Bowser (former Police Secretary) to the Council Personnel Committee.

Smith made comments that required no action.

Farley made comments that required no action.

Kinzer made comments that required no action.

Faight made comments that required no action.

Myers made comments that required no action.

Ratliff made comments that required no action.

On a Kinzer/Myers motion the Council voted unanimously to adjourn at 8:13p.m.

Respectfully submitted,
Eden R. Ratliff,

Borough Manager