

**BOROUGH OF GREENCASTLE
COUNCIL MEETING MINUTES**

May 4, 2020

**60 N. Washington Street
*held via Teleconference***

MEMBERS PRESENT: Mayor Ben Thomas, Jr., Council President Steven Miller, Council members: Larry Faight, Joel Amsley, H. Duane Kinzer, Matthew Smith, and Wade Burkholder. Councilmember Jeremy Layman logged on at 7:10 p.m. Also present was Borough Manager Lorraine Hohl and Chief of Police John Phillippy.

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

An invocation was given by President Miller.

President Miller led the Council, staff, and audience in reciting the Pledge of Allegiance.

President Miller noted that the meeting was being held virtually, the protocol for which the public could participate, and that the platform used to conduct the meeting was in accordance with law and Solicitor's guidance.

On an Amsley/Burkholder motion, the Council voted unanimously to approve the revised proposed agenda for the May 4, 2020 regular Council meeting.

Opportunity to be Heard

Borough Manager Lorraine Hohl read submitted questions and comments into the record.

Joyce Nowell asked specific questions regarding the reinstatement of stormwater fees and the pending decision of the MS4 waiver from the PADEP.

Borough Manager Hohl stated that the Borough Council would need to consider a second motion at the June Council meeting in order to keep the fee on hold. Hohl also mentioned that President Miller would be addressing this question during the President's Report. Hohl stated the waiver was under review and a timeline has not been released.

Brian Harbaugh questioned the expenditure of Action Item 2 on the Consent Agenda.

Hohl reported on the condition of the Clock Tower, mentioning a leak that caused damage underneath the structure. Hohl also mentioned that the \$25,000 previously expensed was not for repairs to the structure.

Councilmember Kinzer asked if the Clock Tower was leaking in April 2019. Hohl stated that the full Council was aware of the condition of the Clock Tower and had received an additional quote from Lobar for \$80,000 to scrape, paint and provide minor repairs. Council did not pursue the Lobar quote due to cost. Kinzer agreed, noting its expensiveness.

Julie Wingate expressed concern for the downtown businesses of Greencastle in the current climate and questioned the enforcement actions should businesses reopen.

Hohl responded to Julie Wingate in advance of the meeting, providing her a copy of the letters sent to Governor Wolf and Secretary Levine regarding the Borough of Greencastle's request to be designated as "yellow" under Pennsylvania's reopening plan. The Mayor and Chief of Police were asked to respond.

Tim Fetterhoff reiterated his agreement with the Mayor for Council to consider a single sourced trash collection. He noted his concerns regarding the number of different haulers in the Borough and believed costs could be reduced for residents.

Hohl mentioned the Public Facilities Committee would be considering this action after a strategic planning workshop is held by Borough Council.

Frank Webster, Jr. mentioned his concerns regarding cars parking on Borough property on S. Carl Avenue and questioned whether the cars should be ticketed.

Councilmember Kinzer asked if the Mayor would respond to the question. The Mayor stated he would address in his report.

On a Burkholder/Faight motion, the Council voted unanimously to approve the consent agenda.

CONSENT AGENDA

Minutes of Previous Meeting:

Borough Council Meeting April 6, 2020.

Action Items:

1. Ratify Resolution 2020-05 extending the taxing discount period of 2% through August 31, 2020 extending payment without penalty through October 31, 2020 and implementing the penalty for payments made after this date.
2. Consider a quote from E.E. Mills & Son Painting, LLC in the amount of \$2,280.00 to make repairs on the Clock Tower as recommended by the Administration and Finance Committee.

Correspondence:

1. Consider the reduction of the sewer bill for the Evangelical Lutheran Church by \$163.40 from first quarter 2020 billing due to a water leak, which was an extension of a leak found late in the fourth quarter billing for 2019.

Appointments:

1. Consider the appointment of Richard Wertman as the Borough of Greencastle's Emergency Management Coordinator.

Resignation:

Accept David Rutherford's resignation from the Shade Tree Commission.

REGULAR AGENDA

Payment of bills

On an Amsley/Smith motion, the Council voted 5-2 to approve disbursements listed on the April 2020 Disbursement Report in the amount of \$179,769.09. Councilmembers Duane Kinzer and Jeremy Layman opposed.

Kinzer asked for a modification to the April 6, 2020 minutes and asked if the May 4, 2020 meeting was being held in accordance with the Sunshine Law. Miller stated that all actions and procedures have been vetted by the Solicitor and are in accordance with the law.

Reports from Elected Officials

President's Report

President Miller noted his attendance to multiple Pennsylvania State Borough's Association training courses regarding COVID-19 and thanked the Council and staff for actions taken. Additionally, Miller addressed the letters sent to Governor Wolf and Secretary Levine requesting the Borough of Greencastle to be designated "yellow" under the Governor's reopening plan. Miller reminded Council of internal policies when contacting professional services and future actions needed for the stormwater fee billing.

Councilmember Kinzer asked if Council could consider a motion regarding the stormwater fee. Miller mentioned that Council will only be taking action on essential items. Staff encouraged the Council to consider the motion in June allowing the month of May for committee review.

Mayor's Report

Mayor Thomas thanked the citizens in attendance of the meeting, staff, Council and Antrim Township for the joint Proclamation: *"Bells Across Pennsylvania and Greencastle-Antrim."* Thomas also asked for citizens to shine a red light on porches in honor of firefighters, sponsored by the Fallen Firefighters Foundation. The Mayor stated his support to reopen Greencastle's businesses.

In response to Public Comment, the Mayor showed his support for the single trash hauler as it relates to financial savings to the public and noted the resources available to the Borough Manager. The Mayor noted that he has not spoken to Frank Webster, Jr. but did provide his recommendations.

Councilmember Kinzer stated the timeliness of the cars parking on this property and his concerns regarding the money spent on the landlord. Kinzer asked if a motion could be made to post no parking signs on the property. President Miller denied this request as it did not pertain to the Mayor's Report.

Councilmember Amsley reminded the Mayor of the public comment to address the enforcement of business closures. The Mayor gave an overview of the enforcement authority and encouraged businesses to contact State Representatives. Miller concurred with the Mayor, advising that concerns regarding reopening businesses be sent to Representative Paul Schemel and Senator Judy Ward.

Chief's Report

Chief Phillippy gave an overview of his report noting calls for service have maintained, however the nature of the calls have changed due to officer initiation. He also thanked the public for the donations submitted in the form of PPE and other items.

Chief also provided his support for the community to engage with their State Representatives to encourage the reopening of Greencastle and noted his position regarding enforcement.

Councilmember Kinzer asked if the Chief provided a report in advance of the meeting. Hohl stated that it was sent to all of Council during the afternoon prior to the meeting.

Councilmember Amsley thanked the Chief and the department for their continued efforts on the front lines and encouraged the police department to monitor the speed on Rt. 16 between Linden and Washington streets as the speed limit was recently reduced.

Manager's Report

Borough Manager Hohl gave a brief overview of the full report provided in advance of the meeting, also thanking the public and Council for their patience and cooperation. Hohl congratulated Richard Wertman for the appointment to the Emergency Management Coordinator position.

Councilmember Kinzer continued his concerns regarding the number of vacancies within the Borough of Greencastle and asked if the resignation accepted within the consent agenda was an additional resignation. Hohl stated that actions considered in the consent agenda were due to the timeliness of the formal resignation submitted and that there is not an additional vacancy.

President Miller encouraged the public to volunteer, noting the importance of various positions.

Committee Action

Personnel:

Public Safety:

Councilmember Faight thanked the Chief and Mayor for keeping the community safe and for the precautions taken by Borough staff. Faight recognizes the need to open businesses using precautionary guidelines.

Community Development:

Councilmember Kinzer supported the Mayor's report, noting the Community Development Committee's number one concern is the downtown, as businesses differ financially. Kinzer asked for Council to keep the downtown businesses in their prayers.

Additionally, Kinzer stated his communication with Jeremy Layman regarding the removal of a tree located at the Train Station in order to enhance visibility. Kinzer asked if contact to Norfolk Southern could be made in order to address impeding trees on the support structure of the nearby bridge.

Kinzer noted the financial effects of COVID-19 related to development opportunities.

Administration & Finance:

Councilmember Burkholder thanked the Borough Manager for providing the financial status of the Borough to the Committee, mentioning that accounts are in good standing. Burkholder cautioned to be mindful of revenues receipted based on prior year revenues and to continue to analyze expenditures for the remainder of the year. Councilmember Burkholder stated that he did not want to consider a tax increase for the 2021 budget.

President Miller thanked Councilmember Burkholder for actions taken to analyze the financial accounts. Miller provided assurance to the public regarding the financial status of the Borough of Greencastle and also addressed the tax resolution approved in the consent agenda.

Public Facilities:

Councilmember Amsley thanked the Mayor for offering his help and experience with the single trash hauler research. Amsley stated that it was "high on his list" to consider as Chair of the Public Facilities Committee.

Executive Session: None

Borough Staff inquired if additional comments had been submitted by the public through email.

Councilmember Duane Kinzer asked Councilmember Joel Amsley a question not germane to the subject.

Borough Manager Lorraine Hohl and Council President Steve Miller read and responded to two additional public comment questions regarding the Sunshine Law and stormwater.

Final Comments

Layman: Asked if the full Council could receive monthly financial reports in addition to the Administration and Finance Committee for decision making processes. Council President Miller noted parliamentary procedure. Councilmember Burkholder agreed.

Burkholder: Thanked the staff and everyone on the front lines.

Smith: No further comment.

Amsley: Thanked the Borough Manager for creating the virtual meeting and asked for additional financial information needed for business-making decisions.

Layman: Thanked Councilman Amsley for support.

Miller: Asked Councilman Kinzer to allow staff to analyze and provide a recommendation regarding the parking on S. Carl Avenue as suggested by the Mayor. Miller assigned the recommendation to be provided to the Public Safety Committee and will be discussed after COVID-19 orders have been lifted.

Kinzer: Asked for Borough Staff and the Public Safety Committee to keep in mind the amount of money spent regarding the landlord on a legal matter. Kinzer asked the Borough Manager if insurance agencies were involved in relation to the leak into the building below the clock tower. Kinzer thanked everyone for efforts made and to consider praying for the businesses of Greencastle.

Mayor: Noted the importance of forecasting financials. Asked for Julie Wingate to contact him regarding businesses reopening and corresponding action plans. Thanked Rich Wertman for volunteering as the Emergency management Coordinator. Noted the need for radar for local police departments. Thanked the Borough Manager for using the Cisco Webex platform. Recognized Arbor Day, first responders and healthcare providers. Reminded all of Memorial Day. Thanked the public for keeping their heads up.

Hohl noted that contact would be made with Julie Wingate.

Faight: "Be Safe – Thank you."

Miller: Addressed next steps regarding reopening Greencastle.

On a Burkholder/Amsley motion, Council voted unanimously to adjourn the meeting at 8:28pm.

Respectfully submitted,
Lorraine K. Hohl
Borough Manager