

# **BOROUGH OF GREENCASTLE COUNCIL MEETING MINUTES**

**November 2, 2020**

**7:00 P.M.**

**60 N. Washington Street**

MEMBERS PRESENT: Mayor Ben Thomas Jr., Council President Steven Miller, Councilmembers: Larry Faight, , H. Duane Kinzer, Matthew Smith, Jeremy Layman, and Wade Burkholder. Also present was Finance/HR Manager Emilee Little and Chief of Police John Phillippy. Councilman Joel Amsley participated via phone.

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

An invocation was given by Duane Kinzer.

President Miller led the Council, staff, and audience in reciting the pledge of allegiance.

President Miller noted the meeting was being recorded.

On a Kinzer/Faight motion the Council voted unanimously to approve the proposed agenda for the November 2, 2020 regular Council meeting.

## **Rescue Hose Company Presentation**

Tim Myers, Rescue Hose Company trustee, reiterated the fire company's request for personnel funding and emphasized increased training requirements and decreased volunteerism. Myers reviewed the Rescue Hose Company's current investments and revenues, and also discussed upcoming capital expenditures in the amount of \$2,764,000.00.

President Miller questioned the investments shown on 990 Form, Myers stated the Rescue Hose Company currently has approximately \$4.2 million in investments.

Councilman Kinzer stated that he is a member of the Rescue Hose Company and he is representing the community and would like to refrain from implementing a Fire Tax. Kinzer questioned height restrictions and ladder trucks and suggested requesting additional funding from Antrim Township Supervisors. Kinzer commended the Rescue Hose Company for being financially sound.

Councilman Layman questioned funding requests for the upcoming years. Myers provided the following schedule of funding requests for the Borough:

2021 = \$31,136.00

2022 = \$57,396.00

Mayor Thomas stated that he is an active member of the Rescue Hose Company. Mayor calculated that the operating expenses vs revenues received and amortizing capital expenses over the next 10 years shows the Rescue Hose will be close to a deficit. Thomas reiterated that this request is only for personnel expenses.

## **Opportunity to be Heard**

President Miller invited Borough citizens to address Council with specific issues of concern, reminding them of the public comment policy.

Justin Hollingshead of 196 South Washington Street summarized his letter submitted to Council about the issues he has experienced with the Shade Tree Commission (STC). Hollingshead stated that the actions of the STC set precedent and they have claimed more than what is rightfully theirs.

On a Faight/Burkholder motion, the Council voted unanimously to approve a 2 minute extension.

Hollingshead said that he was required to replace trees on his property and expressed how that process was made extremely difficult. Hollingshead discussed unclear, inconsistent assessment of rights of way.

Albert Miller of 171 Apple Drive thanked the Admin & Finance committee for conducting open and interactive budget workshops. Miller requested the police department be present at polling places during voting proceedings. Miller stated he would like to see Council address the following four items: revisit Rules of Order, appoint a new Stormwater committee, eliminate N. Carlisle Street curbing, and create a newsletter.

Matthew Freeman of 431c West Baltimore Street expressed his frustrations with his neighbor's dog using his property. Freeman stated he called the police and the officer stated he should voice this issue with Council. Chief Phillippy stated he would follow up on this situation.

Jan Shafer of 142 Carowinds Drive requested the Borough's notices be advertised more predominantly in the newspaper.

### **Council's Response to Public Comments**

Miller stated that Resolution 2013-04 sets the Rules of Order and regulates public comment. Miller stated that this Resolution was passed unanimously by Council and signed by then Council President Eckstine. Miller stated that the Stormwater Committee will be appointed and function as a subcommittee of Public Facilities.

Mayor Thomas stated that the Pennsylvania Borough Code requires advertisements be placed in the legal notice section of a local newspaper.

## **CONSENT AGENDA**

### **Minutes of Previous Meeting:**

Borough Council Meeting of October 5, 2020.

Borough Council Special Meeting: Budget Workshop of October 26, 2020.

Ratify an employment agreement between the Borough of Greencastle and Lorraine Hohl effective October 23, 2020.

Appoint Lorraine Hohl as the temporary Zoning Officer and Right to Know Officer and Assistant Borough Secretary until the Borough Manager vacancy is filled effective October 23, 2020.

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

## **REGULAR AGENDA**

### **Payment of Bills**

On a Smith/Burkholder motion the Council voted unanimously to approve disbursements listed on the October 2020 Disbursement Report in the amount of \$108,429.02.

## **Reports from Elected Officials**

### **President's Report**

President Miller thanked staff and the police department for their outstanding work. Miller stated that Council has had several executive sessions pertaining to personnel and potential legal matters.

### **Mayor's Report**

Mayor Thomas discussed a possible increase in Local Services Tax and outlined Senate bill 1274 which would create a municipal authority to fund emergency services. Thomas stated he is working to identify funding opportunities. Thomas also discussed the upcoming Veterans Day ceremony and emphasized supporting local businesses.

### **Chief's Report**

Chief Phillippy outlined calls for service and highlighted notable activities. Phillippy discussed the annual Fish with a Cop event and commended Officer Bradley's contribution to this community program. Phillippy recognized Officer Kamoie's assistance in locating a missing juvenile, and Kamoie's efforts to ensure this juvenile was given the necessary help to ensure their safety.

### **Manager's Report**

Finance/HR Manager Little updated Council and citizens on the construction of ADA ramps on Baltimore Street. Little encouraged citizens to utilize the Borough's leaf collection program and suggested citizens check the Borough website or call the office to determine their day of collection. Little also stated the Christmas Parade was cancelled this year but encouraged residents to take advantage of free parking downtown to support local businesses during this holiday season.

## **Committee Action**

### **Administration & Finance:**

On a Burkholder/Faigh motion, the Council voted unanimously to advertise the 2021 Municipal Budgets.

The 2021 budget was presented with no mileage increase at Council's request, staff suggested a millage increase based on the substantial proposed 2021 General Fund deficit.

The Rescue Hose Company's request for personnel costs was proposed to be funded out of the General Fund not through a Fire Tax.

The expense for curbing on N. Carlisle Street was left in the budget as a placeholder.

On a Kinzer/Faigh motion, the Council voted unanimously to approve the 2021 Franklin County Area Tax Board 2021 Operating Budget and the renewal terms of the current representative for 2021 calendar year.

On a Faigh/Smith motion, the Council voted unanimously to approve a COSTARS quote from Mr. Rehab to complete sewer relining rehabilitation in the amount of \$78,229.90.

### **Personnel:**

On a Faigh/Smith motion, the Council voted unanimously to approve the appointment of Emilee Little as the Assistant Borough Manager, Assistant Water Authority Manager, Assistant Zoning Officer, Assistant Code Enforcement Officer and Borough Secretary effective November 2, 2020.

On a Faigh/Burkholder motion, the Council voted unanimously to approve the appointment of Michael Brennan to the position of fulltime Police Officer with the Borough of Greencastle Police Department.

**Public Safety:**

On a Faight/Smith motion, the Council voted unanimously to approve the updated Mutual Aid Agreement with Franklin County Police Departments to include Franklin County Jail and Franklin County Sherriff's Department.

**Public Facilities:**

On an Amsley/Burkholder motion, the Council voted unanimously to table the consideration of Ordinance 2020-03, as advertised, naming unnamed alleyways positioned with the Borough of Greencastle.

**Community Development:**

No new business.

**Correspondence:**

A street name change request was referred to the Public Facilities committee.

Citizen letters regarding the Shade Tree Commission were provided to Council.

On a Faight/Layman motion, the Council voted unanimously to discuss the Shade Tree letters.

Little referenced a memorandum from the Borough solicitor stating that the Borough could internalize Shade Tree functions.

As Chairman of the Shade Tree Commission, Layman stated that the tree inventory was fully vetted and used Franklin County mapping data to determine rights of way.

Jayne Keller of 168 S. Washington Street stated her concerns pertaining to the methodology used to determine property rights of way and the overstated value of trees.

President Miller stated that an official survey in combination with the deed, would most accurately determine property rights of way. Miller suggested creating an appeals process.

On a Smith/Layman motion, the Council voted unanimously to refer this issue to the Community Development Committee.

**Final Comments**

Layman: Reminded citizens to vote.

Burkholder: Thanked public for their attendance and input on the 2021 budget.

Smith: No further comment.

Amsley: No further comment.

Kinzer: Requested that PennDOT remove the silt from the tile on Baltimore Street.

Mayor: Thanked the community for their participation and encouraged citizens to vote.

Faight: Thanked the Rescue Hose for their outstanding service.

Miller: Acknowledged the valued input from citizens during the budget process.

On a Faight/Layman motion, the Council unanimously voted to adjourn the meeting at 8:50 pm.

Respectfully submitted,  
Emilee Little  
Assistant Borough Manager