

**BOROUGH OF GREENCASTLE
COUNCIL MEETING MINUTES**

December 7, 2020

7:00 P.M.

60 N. Washington Street

MEMBERS PRESENT: Council Vice President Larry Faight, Councilmembers: H. Duane Kinzer, Matthew Smith, Jeremy Layman, Wade Burkholder and Assistant Borough Manager Emilee Little. Mayor Ben Thomas Jr., Council President Steven Miller, Councilmen Joel Amsley and Chief of Police John Phillippy participated via virtual access.

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

An invocation was given by Duane Kinzer.

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

Assistant Borough Manager noted the meeting was being recorded and outlined virtual meeting guidelines and etiquette.

On a Burkholder/Kinzer motion the Council voted unanimously to approve the proposed agenda for the December 7, 2020 regular Council meeting.

Fredrick, Seibert & Associates Presentation – N. Carlisle Street

Borough engineer Keith Moore provided an overview of possible stormwater mitigation options on N. Carlisle Street if the curbing was eliminated from the project. Moore cited potential issues with installing bio retention treatment in this area including ballast compaction, existing slope issues, lack of MS4 treatment credit, and overall cost of construction. Moore stated, additional stormwater management in this area would be “expensive and possibly not doable.” Therefore, Moore recommended the Borough keep the curbing as proposed on N. Carlisle Street to allow for the desired uniform standard of streetscapes within the Borough.

Kinzer questioned whose responsibility it would be to clean inlets, the presence of railway ties underground, and the right of way for the abandoned railroad.

Mayor Thomas stated he did not suggest a complete bio-retention area and warned of potential damages to newly installed curbing in this primarily industrial area. Thomas suggested property owners pay for radius curbing around their driveways to help minimize costs.

Albert Miller stated that trying to improve runoff and stormwater issues is important but that the elevation of the roadway is not high enough to successfully implement these options. Miller stated that it is a shame that no credit would be given for progress made while under the MS4 waiver.

Kinzer stated he is in support of the Mayor’s proposal to eliminate the curbing on N. Carlisle due to the issues curbing caused on Baltimore Street.

Moore stated the current Land Development Subdivision Ordinance does not allow for open section roads and requires closed section for all new development.

Amsley stated that the Public Facilities Committee’s vision for N. Carlisle Street was that it would aesthetically have more of a newly developed, clean lined boulevard composition.

Layman suggested evaluating a project similar to what has been implemented in Emmittsburg with a ditch area bordered by trees and a sidewalk.

Opportunity to be Heard

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

Albert Miller of 171 Apple Drive questioned why the meeting format was virtual for the public but Councilmembers and the engineer were able to be in Council Chambers. Miller questioned the office and Public Works department closures, stated the budget has been a substantial accomplishment, and requested clarification on Robert Rules of Order relative to timely responses to public comment. Miller reiterate his desire to see a Borough newsletter be published and the reactivation of the Stormwater Workgroup.

Responses to Public Comments

Faight stated the decision was made to have the virtual only option for the public due to COVID concerns including social distancing limitations and the prevalence of COVID cases amongst staff, Council, and within Franklin County,

Little confirmed that several positive COVID cases have been identified within the Public Works department and based on CDC guidelines the entire Public Works department was required to quarantine due to close contact exposure. Little outlined the staff safety plan stating that with a positive COVID case on staff, the Borough office would close to the public.

Steve Miller addressed Albert Miller's questions about the Leaf Collection Program, stating that staff coordinated with Mark's Lawn to ensure timely leaf collection. Steve Miller commented on Robert's Rules of Order.

Little stated the newsletter project will be worked on internally and that staff is hopeful to get this informational material printed and dispersed by the end of March.

CONSENT AGENDA

Minutes of Previous Meeting:

Borough Council Meeting of November 2, 2020.

Employment:

Accept the employment of Caleb Davis to fulfill the budgeted position of Billing & Program Coordinator.

On a Kinzer/Layman 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 November 2020 Disbursement Report in the amount of \$281,749.68.

Layman questioned several disbursements that will be reimbursed including sidewalk installations and damages to the Center Square.

Kinzer questioned possible reimbursement of engineering costs for the ADA ramp installation.

Reports from Elected Officials

President's Report

President Miller stated that Wade Burkholder has been authorized to sign checks while he is unavailable. Miller thanked Councilmen Faight and Burkholder for their assistance while he is recovering.

Mayor's Report

Mayor Thomas discussed the Police Department's highly successful food drive. Mayor Thomas thanked Ericka and Larry Faight for their work and support.

Chief's Report

Chief Phillippy outlined calls for service and highlighted notable activities. Phillippy stated the food drive was an enormous success. Phillippy thanked Mayor Thomas, Ericka and Larry Faight, Sunnyway Foods, Glenwood Foods, and the Greencastle community for their efforts. Phillippy discussed recent cases and expressed his appreciation for the dedication of his staff.

Manager's Report

Assistant Borough Manager Little updated Council and citizens on modified schedules and contingency plans relating to COVID cases amongst Borough staff. Little discussed the progress on the construction of ADA ramps on Baltimore Street, sewer relining work, and LED light installation. Upcoming community events outlined include Heritage Christmas and the Boy Scout Christmas Tree Recycling Program.

Kinzer requested a letter be submitted to PennDOT including local representatives objecting to the ADA ramp installed at S. Ridge Avenue.

Little stated the ramp does meet PennDOT regulations, passed a sight distance survey, and that the Borough cannot dictate ramps installed on a state road.

Committee Action

Administration & Finance:

On an Amsley/Smith motion, the Council voted 6-1 with Kinzer opposed, to adopt the 2021 Municipal Budgets as advertised with the proposed changes including a Police capital expense in the amount of \$10,000.00 for the purchase of new police reporting software and wage expense increases.

Mayor Thomas ensure Council that no expense will be incurred if a grant can be acquired and after he and Chief Phillippy have fully vetted new software options.

Kinzer objected to the changes made to the budget after workshop meetings.

Little outlined all Council directed changes to the budget.

Council decided to eliminate the proposed tablets for Council members, Little will remove and update the budget accordingly.

On an Amsley/Smith motion, the Council voted unanimously to approve Resolution 2020-09 setting the 2021 tax rate at 15 mills.

On an Amsley/Layman motion, the Council voted unanimously to authorize the advertisement of Ordinance 2020-04 increasing sewer rates to \$8.86 per 1,000 gallons.

On a Smith/Burkholder motion, the Council voted 6-1 with Kinzer opposed, to approve Resolution 2020-10,

amending the Stormwater Pollutant Impact Fee rate to \$0.50 per 100 square feet of impervious.

On an Amsley/Layman motion, the Council voted unanimously to authorize an expense payable to Mark's Lawn Care in the amount of \$3,082.80 for leaf collection.

On a Kinzer/Burkholder motion, the Council voted unanimously to authorize the proposed 2021 meeting schedule.

On a Kinzer/Smith motion, the Council voted unanimously to authorize the proposed 2021 holiday schedule.

Personnel:

On an Amsley/Smith motion, the Council voted unanimously to authorize the advertisement of Ordinance 2020-05 adopting amendment No. 3 to the Borough of Greencastle Non-Uniform Pension Plan, requiring permanent full-time basis designation.

Layman questioned the use of the pronoun "he" and suggested the use of "the employee" instead.

On a Burkholder/Smith motion, the Council voted unanimously to approve the disbursement of the annual staff Christmas bonuses in the amount of \$120.00 to full time employees and \$70.00 to part time employees.

Public Safety:

On a Smith/Burkholder motion, the Council voted 4-3 with Kinzer, Layman, and Amsley opposed, to approve the 2020 Police Department expense in the amount of \$4,000.00 for the purchase of a digital speed sign.

Amsley stated speed signs are a waste of money, that this will do nothing if there is no enforcement.

Burkholder stated these signs are effective at slowing down drivers.

Miller stated the sign can function as a data collection device to complete our own traffic studies.

Layman stated a sign is not enforcing the law.

Public Facilities:

On an Amsley/Layman 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:

Shade Tree Commission Email – Tim Fetterhoff

Little read this email correspondence aloud.

Council determined the issue would be delegated to Community Development.

Additional Opportunity to be Heard

Albert Miller of 171 Apple Drive discussed the speed prohibitory systems used in Hagerstown. Miller detailed the automated enforcement methods involved and the associated revenues.

Final Comments

Layman: Thanked the Admin & Finance Committee, the public, and Emilee Little for the time and hard work involved with developing the budget.

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

Smith: No further comment.

Amsley: Wished everyone a Merry Christmas, and thanked Council for their dedication to the community.

Kinzer: Thanked Emilee Little for her attentiveness and stated she was doing a very nice job. Kinzer reiterated his objection to items being added to the budget at the last minute.

Mayor: Encouraged everyone to stay well and wished all a Merry Christmas.

Faight: No further comment.

Miller: Stated that this Council has evolved, become more transparent, and the community is better because of the dedicated efforts of Council and staff.

On a Smith/Layman motion, the Council unanimously voted to adjourn the meeting at 9:33 pm.

Respectfully submitted,
Emilee Little
Assistant Borough Manager