

BOROUGH OF GREENCASTLE COUNCIL MEETING MINUTES

April 5, 2021

7:00 P.M.

60 N. Washington Street

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

President Miller called the meeting to order at 7:02 p.m., the meeting moved outside due to a large public turnout. An invocation was given.

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

President Miller noted an Executive session was held prior to this meeting to discuss Personnel matters and the meeting was being recorded.

On a Kinzer/Burkholder motion the Council voted unanimously to approve the proposed agenda for the April 5, 2021 regular Council Meeting.

Opportunity to be Heard

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

Nancy Smith of 262 N. Carlisle Street discussed her sidewalk stating that it was replaced 5 years ago, cost her \$20,000, and shouldn't need to be taken out.

Albert Miller of 171 Apple Drive stated that only 2 properties are shown as not being replaced on the N. Carlisle Street plans and that the plans need to reflect what the contractors are bidding on.

Guy Camp of 217 Williamson Avenue discussed curb and sidewalk markings, COVID concerns related to local businesses and restaurants, and suggested Greencastle have a vaccine station.

Jayne Keller of 168 S. Washington Street stated that the Shade Tree Commission used incorrect methodology to determine if trees are in the right of way. Keller specified that Columbia Gas has marked the right of way and trees on her property are not in the right of way.

Justin Hollingshead of 169 S. Washington Street stated that the Shade Tree Commission should not claim trees that are not theirs. Hollingshead stated that homeowners can maintain their own trees without Shade Tree and the Borough should internalize the Shade Tree Commissions duties.

Jan Shafer of 142 Carowinds Drive asked how many applicants applied for the Borough Manager position, what qualification the applicants did not have, and stated Emilee Little was not qualified for the position.

Eddie Baxter of 117 Carowinds Drive stated that eliminating the \$10 permit fee for minor curb and sidewalk repairs and providing an option for the Borough to repair the violation are excellent ideas. Baxter also questioned the appointment of a Zoning and Code Enforcement Officer.

Mike Kuhaneck of 85 Homestead Drive stated that in February Council made a motion to request plans for Vivian Avenue and that the Borough is yet to receive those plans. Kuhaneck discussed safety issues on Vivian Avenue relative to sight distance and no sidewalks.

Charles Eckstine of 64 Williamson Avenue discussed sidewalks on N. Carlisle Street and stated that residents need to be notified as soon as possible and given the opportunity to use their own contractor to do the work.

Jeremy Layman of 141 N. Carlisle Street stated that in 2017 he was required to replace his curb and sidewalk and the work he completed met all Borough requirements. Layman questioned when he would be notified and who would be paying.

Jerry Shatzer of 119 N. Carlisle Street stated the he has already paid to have a Shade Tree removed and now he has to pay for sidewalks too. Shatzer stated his sidewalk currently has no markings.

Kendra Phiel of 30 Baumgardner Drive stated that she would like the Borough to run more like a business and realize there is not an endless supply of money.

CONSENT AGENDA

Minutes of Previous Meeting:

Borough Council Meeting of March 1, 2021

Special Borough Council Meeting of March 24, 2021

Community Events:

Recognize May Day Clean-Up Day on May 1, 2021 from 9:00 a.m. to 12:00 p.m.

Approve the Relay for Life parade to take place on May 22nd beginning at 7:00 p.m. to follow the traditional parade route.

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

REGULAR AGENDA

Payment of Bills

On a Smith/Faight motion the Council voted unanimously to approve the disbursements listed on the March 2021 Disbursement Report in the amount of \$308,012.42

Reports from Elected Officials

President's Report

President Miller stated that Vice President Faight will be the acting President at the May 3rd meeting in his absence.

Mayor's Report

Mayor Thomas informed Council of recent police related laws and requests for services. Thomas also discussed upcoming community events.

Chief's Report

Chief Phillippy discussed March calls for service and noteworthy activities including the speed camera results and increased speeding stops.

Manager's Report

Assistant Borough Manager Little presented an overview of the N. Carlisle Street rehabilitation project, the Besore Library BMP, curb and sidewalk maintenance program, and discussed upcoming community events such as May Day Clean-Up Day and the Borough's bulk days.

Committee Action

Administration & Finance:

On an Amsley/Kinzer motion, the Council voted unanimously to approve the annual \$1,929.20 contribution to the Franklin County Drug Task Force.

On a Burkholder/Faight motion, the Council voted unanimously to accept the following bids for the sale of fixed assets:

- a. Skid Loader - \$16,655.00
- b. Skid Loader Pallet Forks - \$680.00
- c. Skid Loader Sweeper - \$2,800.00

On a Smith/Faight motion, the Council voted unanimously to authorize staff to sign agreements with Mr. Rehab, LLC for sewer pipeline maintenance and rehabilitation services based on the COSTARS total estimated cost of \$68,803.82.

On a Kinzer/Faight motion, the Council voted unanimously to authorize eliminating the \$10 permit fee for minor curb and sidewalk repairs.

On a Faight/Smith motion, the Council voted unanimously to approve minor identified curb and sidewalk crack repairs to be completed by the Borough Public Works staff at a cost of \$10 per property.

Personnel:

On a Smith/Faight motion, the Council voted 5-2, with Kinzer and Layman opposed, to appoint Emilee Little as Borough Manager, Chief Administrative Officer, Treasurer, Zoning Officer, and Water Authority Manager effective April 6, 2021.

Amsley stated that this restructuring is more efficient and productive at a lower cost.

Layman stated he is opposed to this action as it is not what was vetted with the 2021 budget.

On a Kinzer/Amsley motion, the Council voted 5-1, with Layman opposed and Faight abstained, to appoint Ericka Faight as Code Enforcement Officer effective April 6, 2021.

On a Faight/Burkholder motion, the Council voted 6-1, with Layman opposed, to appoint Donna Irons-Zimmerman as Borough Secretary effective April 6, 2021.

On a Smith/Faight motion, the Council voted 5-2, with Kinzer and Layman opposed, to approve the creation of a part-time administrative receptionist position.

On a Smith/Amsley motion, the Council voted 5-2, with Kinzer and Layman opposed, to approve the creation of a part-time Public Works position.

Public Safety:

On a Faight/Smith motion, the Council voted 4-3, with Kinzer, Amsley, and Layman opposed, to place the Shade Tree Commission discussion under the Public Safety Committee.

Layman cited a lack of communication between Council and the Shade Tree Commission.

A Faight/Burkholder motion to approve the creation of a Shade Tree Commission Right-of-Way Designation appeal process was tabled with an Amsley/Kinzer secondary motion, the Council voted 6-1, with Faight opposed, to table the STC items the Public Safety Committee.

Public Facilities:

On an Amsley/Faight motion, the Council voted 6-1, with Kinzer opposed, to authorize ARRO Consulting to prepare final design plans for the Besore Memorial Library Stormwater Management Improvements pending the library board's final approval.

On a Smith/Amsley motion, the Council voted unanimously to authorize staff to draft an updated Memo of Understanding between the Lillian S. Besore Memorial Library and the Borough of Greencastle pertaining to future maintenance and installation of stormwater management on the library's property.

On a Kinzer/Smith motion, the Council voted unanimously to authorize the creation and advertisement of an ordinance establishing a handicap parking stall at 38 N. Carlisle Street.

Layman and Kinzer questioned if this parking spot is metered. Little stated she believed there was an existing meter at this location and that she would confirm that information and report back to Council.

Community Development:

No new business.

Correspondence

On a Kinzer/Burkholder motion, the Council voted unanimously to table the Edwards Lane alley name request to the Public Facilities committee.

Little informed the Council that the request to split the cost of the LED lighting for the town Christmas tree with Antrim Township, the Chamber of Commerce, and the Borough was agreed upon.

Additional Action

On a Miller/Burkholder motion, the Council voted 5-2, with Amsley and Smith opposed, to delay the N. Carlisle Street bidding process for 2 weeks pending further review of resident Albert Miller's submitted comment letter.

Little stated that any approved changes to the plan could be done through an addendum. Little identified that the bid specifications and advertisement has already been posted and has received considerable interest from potential bidders. Little reiterated the strict timeline of this project, stated that this postponement would cost the Borough in additional advertising and engineering cost, and recommended Council not postpone the project.

Resident Albert Miller stated that the project is not ready to be bid and that his comments relating to stormwater and sidewalks need to be addressed.

Final Comments

Layman: Thanked Albert Miller for his review and the people in attendance for their time.

Burkholder: Stated that Council will consider Albert Miller's comments.

Smith: No further comment.

Amsley: Good meeting.

Kinzer: Stated that he is opposed to the outside meeting.

Faight: Thank Albert Miller, stated there was a lot of education at this meeting.

Mayor: No further comment.

Miller: No further comment.

On a Kinzer/Smith motion, the Council unanimously voted to adjourn the meeting at 9:35 pm.

Respectfully submitted,
Emilee Little
Borough Manager