

**BOROUGH OF GREENCASTLE**  
**COUNCIL WORKSHOP MEETING AGENDA**  
**April 25, 2022**  
**7:00 P.M.**

MEMBERS PRESENT: Mayor Ben Thomas, Jr., President Albert W. Miller, Vice President Jan Shafer, Councilmen Joel Amsley, Wade Burkholder, and Jeremy Layman. Also present were Borough Manager Emilee Little and Chief of Police John Phillippy. Councilmen H. Duane Kinzer and Allen Mairose were absent.

President Albert W. Miller called the meeting to order at 7 p.m.

President Albert W. Miller led the Pledge of Allegiance.

President Albert W. Miller stated the meeting was being recorded.

President Albert W. Miller stated there had been Executive Sessions after the April 4, 2022 Council meeting to discuss legal matters and prior to the April 25, 2022 Workshop to discuss personnel matters.

**Opportunity to be Heard:** There were no public comments.

**Review Minutes of Previous Meetings**

There were no comments on the submitted Borough Council meeting minutes of April 4, 2022.

**Sections of Government Updates**

**Public Safety**

1. Mayor Thomas stated the Borough would be receiving a \$10,000 grant towards the purchase of a license plate reader. Chief Phillippy explained how the readers work, what is captured, and statistics from Chambersburg Borough. Questions from Council included training, ticketing, if more officers would be required, lead time for the reader, and vehicle placement.

Harold Duffey, 54 Homestead Drive, asked if the vehicle with the license plate reader will be used more and Chief Phillippy said it would not.

2. Mayor Thomas spoke about *no parking* areas on S. Washington and W. Baltimore streets that are not currently ordained and options to correct the resulting issues. Thomas said that he would present recommendations to Council. A discussion followed amongst Council regarding zoning and PennDOT regulations. Little said Chapter 190 of the Borough Code establishes *no parking* designations.

Harold Duffey, 54 Homestead Drive, asked about repainting the curbs and the ingress/egress of the private drive on W. Baltimore.

3. Little reviewed issues at the Borough owned property at 0 W. Franklin Street. Little stated the deed is being reviewed and Public Works would place *no parking* signs at the location.

**Administration**

Little spoke about the Borough newsletter draft and asked Council for their comments. Vice President Shafer said she would meet with Little to discuss her ideas. Discussion followed to include frequency, name, and where to print the newsletter.

**Budget & Finance**

Little presented the Q1/2022 actual personnel costs submitted by Rescue Hose Company. A discussion amongst President Albert W. Miller, Little and Layman followed regarding ensuring ARPA funds are not dwindled away leaving no funds for other Borough projects, that Rescue Hose will be asking for a bigger donation in the next budget, and other long-term requests.

## **Community Outreach**

Little spoke about updating Center Square lighting and that she would be meeting with Debby Cunningham, G-A Chamber, and Bob Manahan, Public Works, to identify three choices for Council to select from. The Borough will pursue local donations and offer the original lamps to prior donors.

## **Economic Development**

1. Little reviewed the plans submitted by Inch & Company for Buchanan Flats, saying there are now access points from Grant Street and Route 16, and that Antrim Township will probably deny the cul-de-sac as shown. ARRO has provided comments to the Planning Commission who are still reviewing, as are the Authority engineers. The Planning Commission has requested a 90-day extension to continue their review.

President Albert W. Miller said the Buchanan Flats legal team will be meeting with the Borough several times before there are final decisions. Amsley asked if a connection had to be made with Grant Street similar to Vivian Avenue. Mayor Thomas said his concerns were with PennDOT's review and that the Borough needs to present their improvement recommendations. Other discussions included the traffic impact study and impacts to Grant, Madison, and N. Carlisle streets, and Walter Avenue.

Shannon Blanchard, 158 N. Carlisle Street, said there would be increased traffic on N. Carlisle Street and Amsley said Allison would also have more traffic issues.

2. Little told Council the Sheetz land development plans had been received noting the entrances as submitted are all left and right access, and the plans will be discussed at the May Planning Commission meeting.

President Albert W. Miller and Layman discussed the proposed entrances and exits, in particular for fuel truck deliveries, with Little.

3. Little told Council that the Hidden Keys Brewery will also be discussed at the May Planning Commission meeting to review the additional utilities being requested.

## **Personnel**

Little said that Victoria "Vikki" Ritchey had been hired as the Billing and Accounting Coordinator and had started April 25<sup>th</sup>.

## **Public Facilities and Stormwater**

1. Little stated that sidewalks were installed on the Kuhaneck (northern) side of Vivian Avenue as per the agreement with Greenworth Land who is required to repair 15 curb boxes for the GAFCWA before they can complete paving.

Layman asked who was paying for the speed table and signage on Vivian Avenue and Little said the Borough would pay this cost as per the agreement. Layman then said he was concerned about the agreement language that never requires sidewalks at the Luger property and the ongoing costs, adding that the Borough is using public resources and money on private property.

President Albert W. Miller, Mayor Thomas, Layman, and Little discussed boundaries and the Luger property and where it connects with Antrim Township. Vice President Shafer and Amsley added the circumstances required to put in a sidewalk there and that without the agreement the street could not be ordained.

2. Little reviewed Canadochly Construction's request for a time extension for the 2016 CDBG funded ADA ramps on S. Ridge Avenue.

Little said the contract for the 20017 CDBG Grant at S. Jefferson Street was just delivered from Ganoe and it will be sent to Salzmahn Hughes for legal review.

3. Little presented the responses from the N. Carlisle Street resident letters and noted the concerns are being followed-up by herself, Manahan, and ARRO.

Layman asked if the Borough agreed with DOLI on which panels would be replaced and expressed his concerns about the quality of the replacement work. President Albert W. Miller said that measures need to be taken to protect existing panels from the newly poured slabs.

Vice President Shafer asked about the vandalism court case and Little said restitution was being discussed.

Shannon Blanchard, 158 N. Carlisle Street, asked about the overspray on their homes and Little stated this would be addressed.

President Albert W. Miller led a discussion requesting the Borough research companies that could remove the cement spray without destroying historical brick.

4. Little stated a request was received for a handicapped parking space at 45 N. Carlisle St and that if approved this would be advertised with the prior request approved in April to save on advertising costs.

A discussion began among Layman, Little and President Albert W. Miller regarding N. Carlisle Street meters.

5. Little asked if Council was still interested in pursuing GIS mapping as budgeted. Council discussed what would be mapped, the potential uses, if 3D mapping would be beneficial, and requested a brief presentation by ARRO at the next workshop meeting.

### **Sewer Department**

Little presented a proposed, updated Chapter 155 Sewer Ordinance drafted with the assistance of Kevin Hunsberger, Chief Waste Water Plant Operator. Little noted that the existing ordinance doesn't provide enough protection to the Borough. Little said she would like to send this draft to Salzmann Hughes for review.

President Albert W. Miller inquired about how buildings divided into independent units are updated after the original tapping fee has been paid. Little said that any additional unit requires an additional and/or new tapping fee.

### **Correspondence**

Little presented two requests for sewer relief: 204 W. Baltimore Street and 289 N. Carlisle Street to be reviewed at the May Council meeting.

### **Upcoming Meetings**

May 2<sup>nd</sup> at 7:00 p.m. – Borough Council Regular Meeting

May 23<sup>rd</sup> at 7:00 p.m. – Borough Council Workshop Meeting

Respectfully submitted,  
Donna Irons-Zimmerman  
Borough Secretary