

**BOROUGH OF GREENCASTLE  
COUNCIL WORKSHOP MEETING MINUTES**

**March 28, 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 Allen Mairose. Also present were Borough Manager Emilee Little, Public Works Manager Bob Manahan, Chief of Police John Phillippy, and Fred Seibert of Frederick Seibert and Associates. Councilmen H. Duane Kinzer and Jeremy Layman 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 said that the meeting was being recorded and stated guidelines for providing public comment.

**Opportunity to be Heard:**

Carter Davidson, 504 Brookview Drive, spoke to his concerns about Buchanan Flats including traffic, due diligence of project reviews, and long-term management of the property.

Eddie Baxter, 117 Carowinds Drive, thanked Chief Phillippy and borough staff and asked if traffic concerns could be added to a Workshop, the status on the purchase of license plate readers, and why harassment training was being proposed.

President Albert W. Miller said that the borough's harassment training would be done to bring the Employee Handbook up-to-date on guidelines.

Steve Miller, 232 Moss Spring Avenue, spoke about Buchanan Flats asking who had final jurisdiction of the Baltimore Street entry, and asked for updates from the Borough. He spoke about comments made by Kinzer before Antrim Township officials that he felt were counter to borough council statements.

Richard Miller, 60 Williamson Avenue, asked for fair and equitable curb and sidewalk requirements for residents of Williamson Avenue.

**Presentations**

Little stated that the Otterbein Church Land Development Plan was submitted February 14 for a kitchen expansion. The plans were conditionally approved by the Planning Commission at their March 14 meeting pending resolution of comments between ARRO, Frederick Seibert, and William Hill. This matter will be brought to Council for their approval at the April meeting. Fred Frederick said that he was available for any questions.

President Albert W. Miller asked to confirm that this was a kitchen project of roughly 1200<sup>2</sup>F and Seibert said it was 2000<sup>2</sup>F and it's all impervious.

**Review Minutes of Previous Meetings**

Little stated that draft minutes from the March 7, 2022 Borough Council Meeting were provided to Council for their review.

Burkholder said that there had been discussion on the David Swain correspondence which he didn't see in the minutes. Little said that issue was discussed at the February meeting and it was included in the meeting.

**Sections of Government Updates**

## **Public Safety**

1. Hiring of a part-time police officer.

Chief Phillippy spoke to Council about hiring a part-time officer who is Act 120 certified, budgeted, and within the complement of part-time officers. He asked Council to approve at the April meeting.

Amsley and President Albert W. Miller asked what the hours would be, if the officer would be scheduled, if he was a local, would reduce overtime, and had all required certifications. Mayor Thomas said the Borough was blessed to have an applicant willing to step-up.

2. Body camera grant.

Chief Phillippy stated that a 50/50 grant was approved by the county to purchase six body cameras. He stated the County's Sub-Grant Agreement had been reviewed by the Solicitor and was at the County for approval. Chief Phillippy asked Council for approval at their April meeting.

President Albert W. Miller, Vice President Shafer, and Amsley discussed the amount of the grant, number of cameras, agreement language, and status of the review, and Mayor Thomas said there is a deadline to be aware of.

## **Administration**

1. Procedure for the vacation of borough streets.

Little said the procedure had been reviewed in February, and Salzmann Hughes had commented. She spoke about the details in the procedure and said it would be presented to Council in April.

President Albert W. Miller asked about ownership requirements which are not included and Little said she would add that prior to the April meeting.

2. Borough newsletter.

Vice President Shafer asked about the status of a borough newsletter and said she would take over the project, and Little said Council would need to determine guidelines.

A discussion followed by President Albert W. Miller, Mayor Thomas, Vice President Shafer, and Burkholder on the need for a newsletter, previous formats, who would create the document, and the time required. Mayor suggested an issue for *Old Home Week* to be distributed by July.

Eddie Baxter, 117 Carowinds Drive, asked if the newsletter could be distributed through the borough office.

Carter Davidson, 504 Brookview Drive, said it could be done electronically only.

Vice President Shafer asked how many water bills are mailed. A discussion followed among Council on how the newsletter would be distributed.

## **Community Outreach**

1. Highline Train Station, Resolution 2022-02, and grant application.

Little said a grant application was submitted on March 5 on behalf of Highline Train Station for a new roof and portico for \$650,000. Resolution 2022-02 has been drafted for ratification at the April meeting.

A discussion followed on when grant money would be awarded.

2. Updated lighting in Center Square.

Little started a discussion on replacing lighting on the Square and possibly partnering with the Chamber of Commerce or getting sponsorships from businesses. Burkholder stated he would sponsor the first streetlight. Manahan was directed to meet with Bob Wolff for lighting options.

## **Economic Development**

1. Inch & Co development update.

Little said plans were submitted to the Planning Commission on February 7 and they tabled them at their March 14 meeting. The GAFCWA is waiting on engineering review.

2. Sheetz development update.

Little said Sheetz is still working with PennDOT and no Land Development plans have been submitted.

3. Review of Borough permitting process.

Little gave a recap of the permitting process as outlined on the website.

A discussion, led by President Albert W. Miller, with Vice President Shafer, Burkholder, and Amsley followed regarding tracking building permits after land use permits are issued, if the borough needs to have paperwork from third-party review as part of the file documentation, if the fee should be raised, what other municipalities charge, and third-party inspections.

4. W. Franklin parcel 08-2B28.-034.-000000.

President Albert W. Miller said Kinzer asked about this parcel on W. Franklin Street. Little said the lot is maintained by the Borough and had previously been presented for a potential pocket park. President Albert W. Miller, Little, Manahan, and Mayor Thomas talked about driveway usage, the existing Stormwater project, and if the property is a legitimate building lot.

Steve Miller, 232 Moss Spring Avenue, spoke about the site line delineations on the property diagram being discussed.

Howard Duffy, 54 Homestead Drive, asked if there was a timeline on when Sheetz will go in and Little said it won't be reviewed by the Planning Commission until PennDOT is done with their review. He asked if a red light could be installed and Little said it would not be allowed.

Steve Miller, 232 Moss Spring Avenue, said that Buchanan Flats questions for Antrim Township should be directed to Sylvia Smith. Mayor Thomas followed, saying that Borough leadership and staff are working hard to be at the table, that the latest Comprehensive Plan addressed concerns, and that traffic concerns and borough boundaries are an issue that will be reviewed. President Albert W. Miller said the project has been paused and it will take both planning commissions, the Township, and Council to approve it.

### **Personnel**

1. Hiring for full-time Billing and Accounting Coordinator.

Little said phone interviews would be conducted two days following the workshop.

2. Harassment Free Workplace training for Council and staff.

Little said Salzman Hughes could do the training for \$2,000 but that the Employee Handbook would need to be updated first at a cost of \$500. Amsley asked how many people would be training and Little said about 37. President Albert W. Miller asked for a formal quote from Salzman Hughes.

### **Public Facilities & Stormwater**

1. Vivian Avenue.

Little said the Borough is finalizing secondary agreements and the matter should be closed after the April Council meeting. President Albert W. Miller said that there are timetables to meet and that he hopes this can be done within the week.

Harold Duffy, 54 Homestead Drive, asked if there would be sidewalks on both sides of Vivian Avenue and Little said there would be sidewalks on the Northern side.

2. CDBG Projects.

Little presented Council with the project schedule and said that letters would be sent to impacted residents on March 30. She said that there were five bids for S. Jefferson Street with costs ranging from \$620,000 to \$216,577. ARRO will be awarding the contract to Gano Paving and President Albert W. Miller asked that they first determine who they will use for concrete.

### 3. N. Carlisle Street.

Little said she would be drafting an official response to the Doli letter sent in March stating that the Change Orders were not submitted in a timely fashion. Other comments included:

- A court date of April 8 has been scheduled for the vandalism charges filed by the Borough; she will attend.
- A *punch list* letter was sent to residents on March 21 with an April 11 response deadline.
- Doli said they will be on site April 4 for punch list items.
- Manahan spoke about fencing at Jerome King Playground that was removed at the request of Doli and later damaged by a vehicle. Reinstalling the original galvanized fencing with an additional 286 feet was quoted for \$4,285. A discussion followed with Little, Manahan, President Albert W. Miller, and Lon Barkdol of Jerome King Playground on the reinstallation issues, how to pay for the fencing, gapping between the fence and sidewalk, and T-ball safety. Barkdol said they would accept galvanized fencing. Mayor Thomas asked that the Borough cover all costs.

### 4. Ordinance for handicap parking space at 153 S. Carlisle Street.

Little said this will be on the April agenda for approval to advertise with ratification in May. Vice President Shafer asked if there had been a previous discussion on tracking handicapped spaces and Amsley confirmed there was. Mayor Thomas said ordinances would need to be rescinded.

### 5. Accident at the Square.

Little said the roundabout at the Square was hit March 17. Paperwork has been filed with the Borough's Insurance Agency and an estimate has been received for repairs. Amsley asked if the same mason makes each repair, and Little said a new contractor has been hired with a lower fee.

## **Correspondence**

VFW Post 6319: Memorial Day Parade.

David Swain, 381 Bluebird Trail, submitted a secondary request for sewer relief due to COVID. The first request was discussed in February and the GAFCWA denied it at their March meeting.

Little said Swain was given contacts for assistance with paying bills and Burkholder asked that if the Borough was given money for COVID issues why some of that money couldn't be used to pay the water authority as a humane act. Mayor Thomas said that typically there has to be a financial hardship and Mr. Swain is not willing to produce that information. He added that Governor Wolf has proposed \$500 million in state relief for issues like this and Mr. Swain can be directed to either Representative Schemel or the Governor's office.

Tim Fetterhoff, 180 Baumgardner Drive, stated that approving the request would be opening Pandora's Box.

## **Upcoming Meetings**

April 4<sup>th</sup> at 7:00 p.m. – Borough Council Regular Meeting

April 25<sup>th</sup> at 7:00 p.m. – Borough Council Workshop Meeting

The Workshop adjourned at 9:08 p.m.

Respectfully submitted,  
Donna Irons-Zimmerman  
Borough Secretary