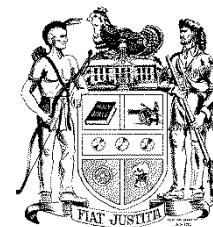


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**BOROUGH OF CARLISLE
COUNCIL MEETING MINUTES
September 14, 2017**

Mayor Scott called the Council Meeting to order at 7:00 p.m. Deputy Mayor Shultz led the Moment of Silence and Pledge of Allegiance.

Councilmembers present: Flower-Webb, Fulham-Winston, Guido, Heath, Deputy Mayor Shultz and Mayor Scott. Also present were: Borough Manager Candland, Assistant Borough Manager Armstrong, Police Chief Landis, Public Works Director Malarich, Codes/Planning/Zoning Manager Skelly, Finance Director Butts, Assistant Finance Director Juday, Parks & Recreation Director Crouse, Fire Chief Snyder, Human Resource Supervisor Hamilton, Public Information Coordinator Taylor, Solicitor Brenneman, along with Borough Secretary Stone.

Absent: Councilmember Crampsie

OPPORTUNITY FOR CITIZENS AND VISITORS TO BE HEARD

A. Citizens and Visitors Who Have Been Scheduled to Be Heard

No Citizens were heard.

B. All Other Citizens and Visitors

No Citizens were heard.

CONSENT AGENDA

Councilor Heath made a motion, seconded by Deputy Mayor Shultz, to approve the Consent Agenda. Council unanimously voted (6-0) to approve the Consent Agenda, which consisted of the following items:

A. **Minutes:**

Council Meeting 8/10/2017

B. **Approval of Bills and Investment Transactions:**

Expenditures as of August 31, 2017:

| | |
|------------------------------|------------|
| <i>General Fund</i> | \$ 869,939 |
| <i>Water Fund</i> | \$ 441,979 |
| <i>Sewer Fund</i> | \$ 979,372 |
| <i>Solid Waste Fund</i> | \$ 8,834 |
| <i>Parking Fund</i> | \$ 21,456 |
| <i>Capital Projects Fund</i> | \$ 112,407 |

C. **Attendance Approval:**

1. *Borough Manager Candland attending the Pennsylvania Municipal League Annual Summit on October 5 - 7, 2017 in Erie, Pennsylvania.*

2. *Borough Manager Candland attending the Annual ICMA on October 22-25, 2017 in Antonio, Texas.*
3. *Mayor Scott attending the National League of Cities on November 15-18, 2017 in Charlotte, North Carolina.*

D. HARB:

Council approved the following HARB items:

1. *A request by Christopher Rice of the Martson Law Offices for a Certificate of Appropriateness at 10 East High Street. The applicant proposes to remove two existing signs at the front entrance (north elevation) of the building and install two replacements signs, same size and same location. Signs will be 26.5" x 36" in area and will consist of white polycarbonate with matte laminate.*
2. *A request by Dickinson College for a Certificate of Appropriateness at 199 West High Street. The applicant proposes to remove and replace an existing exterior vertical wheelchair lift at the building's rear (north elevation).*

E. ERCP:

1. *Borough Council appointed Mr. William Hine to a partial term on the Board of Appeals. Mr. Hine's term will become effective September 14, 2017 and expire on January 31, 2022.*
2. *Borough Council appointed Mr. Jeffrey Stuby to a partial term on the Parks and Recreation Board. This term will become effective September 14, 2017 and shall expire on June 30, 2021.*
3. *Borough Council appointed Ms. Rebecca Stout to a one-year term as the Dickinson College Student Ambassador to Borough Council.*
4. *Borough Council appointed Ms. Courtney Lewis to a two-year term as the Penn State Dickinson School of Law Student Ambassador to Borough Council.*

F. Parks & Recreation Committee:

1. *Borough Council approved the 2017 Fall Recreation Program Fee Resolution.*

G. Public Safety Committee:

1. *Borough Council approved the temporary closure of several Borough streets to facilitate the Carlisle Family YMCA annual Turkey Trot 5K Road Race to be held November 23, 2017, Thanksgiving Day from 8:00 a.m. to 12 Noon. The street closures include North on South West; West on West South to Orange Street; South on Orange Street to Georgetown Circle to Orange Street; South on Orange Street to Hillside; East on Hillside to Belvedere Street; South on Belvedere to Noble Blvd; East on Noble to Wilson Street; North on Wilson to South; East on South to West Street; and, South on West Street to the Finish Line. The YMCA shall be responsible for 100% of the variable costs, 10% of the fixed costs of traffic control. (A valid Certificate of Liability Insurance form naming the Borough of Carlisle as an additional insured has been received.)*
2. *Borough Council approved a Special Events Application from the Carlisle Theatre requesting 8 reserved parking spaces. The reserved spaces will be located in front of the theatre in the first block of W. High Street. This request is for the Eaglemania concert being held on October 7, 2017.*

REGULAR AGENDA

TABLED, CONTINUED, AND RECURRING ITEMS

REPORTS FROM ELECTED OFFICIALS

A. Mayor's Reports:

1. Mayor Scott noted a proclamation will be presented to the Employment Skills Center to commemorate the celebration of their 50th Anniversary.

REPORTS FROM COMMITTEES

B. Budget & Finance:

1. Borough Council voted 6-0 to approve the 2018 Minimum Municipal Obligation (MMO) budgets in the amount of \$543,921 to fund the police, non-uniformed employees, and 401(a) pension plans for 2018 as required by Act 205 of the Commonwealth of Pennsylvania. (Heath/Shultz)
2. Borough Council voted 6-0 to approve increasing the Chapel Avenue Parking Lot monthly rental fee of \$15.00 (fifteen dollars) per space to \$17.70 (seventeen dollars and seventy cents) per space pursuant to the 2011 Agreement by and between the Borough of Carlisle and Cumberland Area Economic Development Corporation (CAEDC). Said increase shall become effective January 1, 2018. (Heath/Shultz)
3. Borough Council voted 6-0 to direct the Borough Solicitor to draft and advertise an ordinance amending the Borough of Carlisle Code, Chapter 95-6 entitled, "Cemetery Trust Fund", to allow for the use of principal to be used for one-time capital expenses and cemetery wall repairs. (Heath/Shultz)

C. Community Planning & Smart Growth:

1. Borough Council voted 6-0 to accept and approve for submission the Comprehensive Housing Affordability Strategy Consolidated Annual Performance and Evaluation Report (CAPER) for the period covering July 1, 2016 through June 30, 2017. (Shultz/Flower-Webb)
2. Borough Council voted 6-0 to approve granting of a waiver of Section 226-19 with respect to the filing of a separate Preliminary Plan for the Sunoco Convenience Store Diesel Pump Land Development Plan. Furthermore, Borough Council voted 6-0 to approve a Final Land Development Plan submitted by Snyder, Secary and Associates on behalf of Penn Holding Group, LLC for tax parcel # 50-08-0581-015 at the eastern corner of Logistics Drive and Allen Road (I-C Industrial Commercial District), subject to conditions proposed by staff. Deputy Mayor Shultz amended his motion to include the following: The Land Development Plan is not intended for long term or overnight parking. (Shultz/Flower-Webb)

Councilor Guido inquired if the initial plan was to include tractor trailer fueling at this location. Mr. Ron Secary of Snyder, Secary, & Associates, representative for Sunoco, stated the fuel pumps were not in the original plan, but due to the demand for diesel fuel service, expansion was pursued. Councilor Guido expressed concern for the potential of trucks idling and allowing pollutants to enter the air. Mr. Secary stated this addition is not designed to be a truck stop. He noted the state dictates a five-minute maximum idling allowance, but the plans do not include specifics to address idling.

Councilor Guido stated for the record that there are 14 conditions that need to be met for plan compliance. Public Works Director Mark Malarich advised Council that plan revisions have been submitted to the Borough that addressed those conditions, with the exception of other agency approvals.

Borough Manager Candland suggested that a note be added to the Land Development Plan stating the plan is not intended for long term or overnight parking. Mr. Secary agreed to adding that note to the plan.

3. Borough Council voted 6-0 to table issuing a letter of support with respect to the proposed development of Tax Parcel Number 06-19-1643-312 subject to receipt of an executed agreement between the Borough of Carlisle and PIRHL Developers, LLC that shall obligate the owners of Tax Parcel Numbers 06-19-1643-449 and 06-19-1643-450 to pay real estate taxes imposed by the Borough, and confirmation in writing by PIRHL that it will execute a similar agreement with the Borough with respect to Tax Parcel Number 06-19-1643-312. Council's action shall also be subject to the Borough Solicitor's satisfactory review and approval of all documents, including the Borough's letter of support. Borough Council may furthermore authorize the Mayor to execute the aforementioned real estate tax agreements upon receipt subject to the final satisfactory review and approval by the Borough Solicitor. (Shultz/Flower-Webb)

Assistant Manager Armstrong provided Council with a summary of PIRHL's, June 29, 2017 request for Phase II, Lot 1. She noted PIRHL is asking for a letter of support for their Pennsylvania Finance Housing application, along with a letter of consistency from the Borough's Zoning Officer, each needed by the end of September. She noted the documents have been reviewed by the Solicitor. Ms. Armstrong stated that the Borough and PIRHL are working on a real estate tax agreement for Phase I. She mentioned PIRHL has also agreed to entering into a tax agreement for Phase II, the proposed Veterans Housing project.

Councilor Guido stated it is disrespectful to call Phase II veterans housing with there being only twenty-five percent of the occupancy required for veterans. She would prefer to see at least fifty percent (50%) veteran occupancy. She also stated that five percent (5%) of ADA compliant housing is inadequate. Councilor Guido also expressed concern that certain items have been taken off the plans, such as a proposed skate park. She stated that she does not have confidence in PIRHL and cannot support their request.

Ms. Armstrong stated that along with the 42 units of Veterans housing, there is a 20,000 square foot non-residential component in the Urban Mixed Use District.

Councilor Fulham-Winston echoed Councilor Guido's concerns and stated the plan does not reflect what was asked of the developer in regard to a mixed use parcel. She recommended excising the letter of support from the motion.

Council voted 6-0 to table the items. (Shultz/Flower-Webb)

D. Public Safety Committee:

1. Borough Council voted 6-0 to authorize the Mayor to execute the developer's agreement by and between the Borough of Carlisle and Carlisle Auto Industries, subject to the satisfactory review and approval by the Borough Solicitor. (Flower-Webb, Heath)

Solicitor Brenneman explained that the agreement is a transportation and roadway improvement development agreement applicable to the IAC property. The agreement addresses both onsite and offsite roadway improvements. PennDOT is requiring the agreement as a condition of issuance of the highway occupancy permit. The agreement addresses ways by which the different lots can be developed relating to the onsite and offsite improvements so that they shall complement each other. Due to TIF funds being used for the development, is not required to have one hundred and ten percent (110%) of the costs secured by the developer.

2. Borough Council voted 6-0 to award the Five-Year Body Worn Camera Contract to the lowest responsive bidder, Axon, at a not to exceed fee of \$161,675.74 (one hundred sixty-one thousand six hundred seventy-five dollars and seventy-four cents) and direct the Mayor to execute all relevant documents subject to the Borough Solicitor and staff's satisfactory review and approval.

The initial outlay of funding shall be \$63,876.76 (Sixty-three thousand eight hundred seventy-six dollars and seventy-six cents) applied to Year One (1) of said contract. Approximately \$43,500.00 (Forty-three thousand five hundred dollars) of this cost shall be reimbursed via the Department of Justice Body Worn Camera Grant award. Years Two through Five shall be a recurring annual fee not to exceed \$24,449.75 (twenty-four thousand four hundred forty-nine dollars and seventy-five cents). (Scott/Guido)

3. Borough Council voted 6-0 to award a contract for \$1,228,361.00 (one million two hundred twenty-eight thousand three hundred sixty-one dollars) to Pierce Manufacturing Inc. for a 2018 Pierce Velocity 100' Aerial Platform Fire Apparatus. (Scott/Guido)

This purchase will be ordered through the Commonwealth of Pennsylvania's Cooperative Purchasing Program (COSTAR), Contract Number 013-016, and Bid #448. (Scott/Guido)

4. Borough Council voted 6-0 to authorize the Borough Manager to enter into a Memorandum of Understanding (MOU) between Big Brothers of America and the Carlisle Police Department for an initial two-year term understanding that either party may terminate this MOU at any time. (Scott/Guido)
5. Borough Council, by a roll call vote of 6-0, approved an ordinance amending the Code of the Borough of Carlisle with respect to Chapter 244, Vehicles and Traffic, creating a residential handicap parking space on the north side of W. Penn Street and eliminating one handicapped parking space each on E. North Street, S. Bedford Street, W. Pomfret Street, and W. North Street. (Scott/Guido)

E. Public Works:

1. Borough Council voted 6-0 to authorize the Mayor to execute a Stormwater BMP Grant Agreement with the Pennsylvania Department of Environmental Protection (totaling \$200,000) to support construction of a portion of the Carlisle Urban Stormwater Park adjacent to Fairground Avenue, subject to Borough Solicitor approval of the agreement. (Guido/Fulham-Winston)

NEW BUSINESS

No new business

REPORTS FROM COUNCIL MEMBERS & STAFF

Ms. Courtney Lewis, the Student Ambassador for Dickinson School of Law, stated that her term will be two years.

Councilor Fulham-Winston invited everyone to attend the dedication of the Labyrinth at Biddle Mission Park on September 15, 2017.

Councilor Guido announced a preview party will be held for Harvest of the Arts.

Mayor Scott stated that he, along with Lt. Governor Stack, hosted a Pathways to Pardon event at Borough Hall. The event was to inform citizens on how to start the pardon process for expunging a police record.

Deputy Mayor Shultz recognized Rebecca Stout as the Dickinson College Student Ambassador. He also recognized newly appointed Parks & Recreation Board member, Jeff Stuby, and Board of Appeals Member, Bill Hine. Shultz noted that he and John Sacrison attended the Harrisburg Chamber of Commerce and presented information regarding Home Rule.

Councilor Flower invited everyone to attend the Employment Skill Center anniversary event.

Chief Police Landis thanked Council for their support for the Bigs in Blue Mentor Program.

ADJOURNMENT

There being no further business or public comment, the meeting adjourned at 7:40 p.m.

Timothy A. Scott,
Mayor

Joyce E. Stone
Borough Secretary