

**Government Study Commission
Public Hearing
November 19, 2013
Carlisle Borough Hall
Meeting Minutes**

Committee members in attendance: William Berwick, Stephen Hughes, Bert Lennon, Philip Shevlin, Blake Wilson, John Sacrison, Robert Winston and Ken Womack

Not in attendance at the meeting was David Sheridan.

1. Call to Order

Ken Womack called the meeting to order at 7:00 PM.

2. Approve minutes

The November 12th, 2013 minutes were approved.

3. Public Comment

None

4. Old Business

- Revised calendar was reviewed and will be sent out this week.
- Reviewed committee structure, assignments, and issues for each committee. The current iteration of the committees is attached to these minutes.
- The commission needs to develop a transition guidance plan to allow a smooth changeover to Home Rule within the borough departments. Officials who were elected prior to the change will also need to have their terms specified and their transition of powers, if any, defined.

5. New Business

Techniques/procedures for committee inquiry and reporting both to the commission as a whole and to the public need to be clarified or defined.

- Meeting times/locations (notify full commission)
- Minutes and written records and time spent on any deliberations should be tracked and reported back to the commission as a whole.
 - Report all options discussed.
 - Report any committee preferences and reasons for the preference.
- Formal procedures must be established for making recommendations to full committee.
- The following sources of information were discussed as a starting point:
 - PA DCED publication and briefings, especially §4 starting on page 30 through approximately page 48.
 - 1992 Report and charter
 - The borough charters and reports investigated by this commission.
 - Other boroughs and municipalities in the commonwealth.
 - The E360 web site for potential environmental concerns or conflicts.
 - Borough personnel. N.B.: Committees should check with Joyce Stone or Matt Candland prior to talking to borough Staff.

November 12, 2013

- Any legal opinions or interpretations, if received, should be brought back to the full commission before being released.
- Committee chair selection was briefly discussed.
- Milestone should be established for committees both individually and as a whole, in order to complete the work in a timely fashion.
- Brief committee interim reports, typically a paragraph or two, may be approved by the commission for inclusion in the monthly newsletter.
- Any documents released to the public via newsletter, web site or any other means should be vetted and agreed upon by the commission, the individual reporting, and the committee where appropriate prior to release.

6. Public Comment

7.

None

8. Adjourn

Meeting was adjourned at 8:04 PM

Respectfully Submitted,

John Sacrison,
For the Commission

Attachments:

1. Committee Structure
2. Sub-Committee Members

Committee Structure Government Study Commission

Following is a proposed committee structure and concept for the government study commission use to develop a proposed home rule charter.

Given the number of issues to be addressed, as well as additional issues which may need to be considered, a committee structure provides an alternative for in-depth examination and thorough discussion, both by the commission and the public.

Suggested committees might include:

- Charter development and process
 - Drafting/coordinating charter input
 - Compliance with timeline/election procedures/legal review
 - Transition
- Government operations
 - Election and role of the mayor
 - Role of mayor in supervision of the police chief
- Election
 - Size of council
 - Election by wards
 - Compensation
 - Term limits
- Citizen participation
 - Initiative and referendum
- Tax Collection
 - Responsibility for collecting taxes
 - Additional rules/options for collecting taxes
- Miscellaneous
 - Code of ethics
 - Borough purchasing/contracts
 - Any new issues not directly related to other committees

Three members per committee would require a total of 18 members which means that each commissioner would have to serve on two committees.

Additional considerations:

- Committee meeting times and locations
- Procedures for making recommendations to full commission
- Committee minutes/records
- Other consideration

**Government Study Commission
Sub-Committee Members**

Committee	Members
Charter Development and Compliance	John Sacrison David Sheridan Blake Wilson
Government Structure	David Sheridan Bob Winston Ken Womack
Elections	Stephen Hughes Bert Lennon Phil Shevlin
Citizen Participation	Bill Berwick Stephen Hughes Blake Wilson
Tax Collection	Bert Lennon Phil Shevlin Bob Winston
Miscellaneous	Bill Berwick John Sacrison Ken Womack