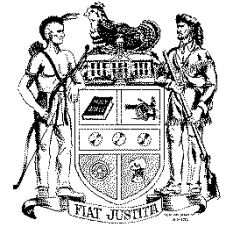


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**BOROUGH OF CARLISLE
COUNCIL MEETING MINUTES
March 8, 2018**

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

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

OPPORTUNITY FOR CITIZENS AND VISITORS TO BE HEARD

A. Police Chief Landis presented two awards:

- ✓ Officer Zachary Saum was presented with the 2017 Police Officer of the Year Award.
- ✓ Detective Antanina Klinger was presented with the Chief's Commendation Award.

At 7:07 p.m., Mayor Scott announced that Council will recess for photo opportunities with the award recipients. Council reconvened at 7:09 p.m.

B. Ms. Nancy Gregor, 241 S. West Street, Carlisle, Pennsylvania, Chairperson for the Human Relations Commission provided an update on the accomplishments of the Commission since its conception.

- An organizational meeting to elect Chairs in 2017 and continued to hold monthly meetings
- Adopted By-laws and created a process and form letters for potential complaints
- Performed outreach to generate public awareness of their purpose by way of a brochure, presences at community events.
- Identified Carlisle residents interested in volunteering on the Commission
- To date, one complaint was received that did not proceed to mediation

REGULAR AGENDA

REPORTS FROM ELECTED OFFICIALS

A. **ERCP Committee:**

1. Borough Council, by a roll call vote of 7-0, adopted an ordinance amending Chapter 83 of the Borough of Carlisle Code entitled "Human Relations" to provide for two alternate members who shall be appointed by the Carlisle Borough Council. The terms of these members shall be staggered such that the initial term expiration of "Alternate Member 1" shall be February 29, 2020 and "Alternate Member 2" shall be February 28, 2022. Thereafter, alternate members shall be appointed or reappointed to four-year terms. Alternate members shall not have a voting role unless a vacancy or quorum arises. (Guido/Shultz)

2. Borough Council voted 7-0 to appoint the following individuals to the Human Relations Commission for the noted position and term length outlined below:
 - Human Relations Commission Member: Carlos Rojas-Gaona to a four-year term effective immediately and shall expire on February 28, 2022;
 - Alternate Member 1: Jason Rivera to a two-year term effective immediately and shall expire on February 29, 2020; and,
 - Alternate Member 2: McKenzie Clark to a four-year term effective immediately and shall expire on February 28, 2022.

OPPORTUNITY FOR CITIZENS AND VISITORS TO BE HEARD

Mayor Scott recognized Boy Scout Clay Dellinger who is working on a citizenship merit badge.

CONSENT AGENDA

Deputy Mayor Shultz made a motion, seconded by Councilor Flower-Webb, to approve the Consent Agenda. Council unanimously voted (7-0) to approve the Consent Agenda, which consisted of the following items:

A. Minutes:

1. *DCED HOME Application Public Hearing 2/8/2018*
2. *Council Meeting 2/8/2018*

**B. Approval of Bills and Investment Transactions:
Expenditures as of February 28, 2018:**

<i>General Fund</i>	<i>\$ 665,153</i>
<i>Water Fund</i>	<i>\$ 182,021</i>
<i>Sewer Fund</i>	<i>\$ 247,590</i>
<i>Solid Waste Fund</i>	<i>\$ 52,520</i>
<i>Parking Fund</i>	<i>\$ 124,407</i>
<i>Capital Projects Fund</i>	<i>\$ 133,413</i>
<i>Highway Aid Fund</i>	<i>\$ 2,185</i>

C. Attendance Approvals:

1. *Assistant Borough Manager Susan Armstrong, Human Resource Director Tom Hamilton and Public Works Director Mark Malarich attending the PELRAS Conference at The Penn Stater Conference Hotel in State College, Pennsylvania from March 13-16, 2018.*
2. *Fire Chief Jeffrey Snyder attending the PA South Central Task Force 2018 Homeland Security Conference, March 27 -29, 2018 in Summerdale, Pennsylvania.*
3. *Lab Supervisor Dave Runkle attending the PA Rural Water Association Conference, March 20-23, 2018 in Penn State, Pennsylvania.*

D. Budget and Finance Committee:

1. *Borough Council ratified a Stipulation Agreement providing for a reduction in assessment value at the property located at 1003 South Hanover Street, Carlisle, Pennsylvania. The agreement provides for a value of \$471,500 (four hundred seventy-one thousand five hundred dollars).*

E. HARB:

Council approved the following HARB items:

1. *A request by The First Evangelical Lutheran Church for a Certificate of Appropriateness at 21 South Bedford Street to demolish a small entryway created during the 1965 construction of the education wing and then to construct a two-story addition linking this 1965 addition to the worship space, circa 1905. This 1600 square feet addition is proposed to house a welcome lobby, elevator, stairway, lounge and library*
2. *A request by Devonna Jonsson for a Certificate of Appropriateness at 50 Walnut Street to repair a flat roof in rear of the property by installing rubber roofing, also to include all necessary brick repair and paint.*
3. *A request by Eric and Kathleen Storms for a Certificate of Appropriateness at 133 South Hanover Street to install fully adhered rubber roofing above the two front bay windows, all flashing to be included.*
4. *A request by Delanor Kuntz for a Certificate of Appropriateness at 137 East Pomfret Street to construct a gable-style roof with standing seam metal covering above the rear two-story addition and to replace the 32" wide front door with a 36" wide fiberglass door consisting of three upper glass panels and two vertical lower panels.*

F. Economic Development Committee:

1. *Borough Council approved a contract with Keystone Strategic Advocacy, LLC (KSA) that shall provide the continuance of grant writing and lobbying services for Pennsylvania Commonwealth funding opportunities retroactive to January 1, 2018 through December 31, 2018, contingent upon the Borough Solicitor's satisfactory review and approval.*

G. Public Safety Committee:

1. *Borough Council approved the Carlisle Area School District's request to close Bellaire Drive from Waggoner's Gap to West Penn Street and West Penn Street from Cedar to Orange Street on Wednesday, March 14, 2018 from 9:00 a.m. to approximately 11:00 a.m.*
2. *Borough Council authorized the closure of North Pitt Street between I and K Streets on April 17, 2018 – April 21, 2018, between the hours of 7:00 a.m. -10:00 p.m. daily to facilitate the drop off and pick up of vehicles for Carlisle Events Auto Auction at the Carlisle Expo Center. Carlisle Events shall be responsible for 100% of the variable costs and 10% of the fixed costs incurred by the Borough and shall be required to provide a Certificate of Insurance naming the Borough of Carlisle as an additional insured.*
3. *Borough Council authorized the temporary closing of several Borough streets for Dickinson College's 245th Commencement on May 20, 2018, with Dickinson College reimbursing the Borough 100% of the variable costs and 10% of the fixed costs incurred by the Borough of Carlisle to hold the event. Approval is contingent upon Penn DOT's approval of said street closure and the applicant providing a Certificate of Insurance naming the Borough and Penn DOT as additional insureds.*
4. *Borough Council authorized the closure of North Pitt Street between I and K Streets on October 2, 2018 through October 6, 2018 between the hours of 7:00 a.m. - 10:00 p.m. daily to facilitate the drop off and pick up of vehicles for Carlisle Events Auto Auction at the Carlisle Expo Center. Carlisle Events shall be responsible for 100% of the variable costs and 10% of the fixed costs incurred by the Borough and shall be required to provide a Certificate of Insurance naming the Borough of Carlisle as an additional insured*

5. *Borough Council appointed Mr. Jeffrey Snyder as Carlisle Borough's Emergency Management Coordinator (EMC) to the Pennsylvania Emergency Management Agency (PEMA).*

H. Mayor's Reports:

1. *Borough Council ratified a letter of support and commitment (dated February 27, 2018) for the Borough of Carlisle's Pennsylvania Department of Community and Economic Development (DCED) HOME Investment Partnerships Program application.*

REGULAR AGENDA

TABLED, CONTINUED, AND RECURRING ITEMS

None

REPORTS FROM ELECTED OFFICIALS

A. Mayor's Reports:

No Report

REPORTS FROM COMMITTEES

B. Budget and Finance Committee:

1. Borough Council voted 7-0 to amend the agreement between the Borough of Carlisle and Suites on Hanover, LLC, party of the second part and successor in title to Carlisle Hospitality, LP. (Shultz/Crampsie)
2. Borough Council voted 7-0 to approve and accept the donation/conveyance of land, known as Parcel No. 86, from Carlisle Auto Industries, Inc. retroactive to June 22, 2017 and authorize the execution of IRS Form 8283 subject to the satisfactory review and approval by the Borough Solicitor. (Shultz/Crampsie)

C. Community Planning & Smart Growth:

1. Borough Council voted 7-0 to accept a complete waiver of requiring the submission, review, and approval of a formal Land Development / Subdivision Plan as per Section 226-14, 226-17, and 226-21 of the Subdivision & Land Development Ordinance (SALDO) for First Lutheran Church, 21 South Bedford Street. (Crampsie/Flower-Webb)
2. Borough Council, by a roll call vote of 7-0, adopted an ordinance amending Chapters 80 and 120 of the Borough Code, pertaining to the keeping and regulation of backyard chickens. (Crampsie/Flower-Webb)

Mayor Scott inquired if chickens must remain in a coop or within a fence. Planning/Zoning/Codes Manager Skelly replied that chickens are to be contained within the owner's property.

D. Economic Development Committee:

1. Borough Council voted 7-0 to approve a resolution granting staff permission to apply for a Commonwealth of Pennsylvania Multi-Modal grant from the Pennsylvania Department of

Transportation in the amount up to \$1,500,000 (one million five hundred thousand dollars) for the Carlisle Connectivity Project. (Flower-Webb/Fulham-Winston)

2. Borough Council voted 7-0 to approve a 30% local match (up to \$450,000) as part of the total grant application process. (Flower-Webb/Fulham-Winston)
3. Borough Council voted 7-0 to authorize the Mayor to sign the grant agreement and other support documents for the Pennsylvania Multi-Modal grant received from the Commonwealth Financing Authority and the PA Department of Community & Economic Development in the amount of \$250,000 (two hundred fifty thousand dollars) for the Carlisle Connectivity Project. (Flower-Webb/Fulham-Winston)

E. Parks and Recreation Committee:

1. Borough Council voted 7-0 to authorize the Borough Solicitor to draft and advertise an ordinance for the Gatehouse lease. (Landis/Scott)

F. Public Safety Committee:

1. Borough Council voted 7-0 to authorize the closure of North Pitt Street between I and K Streets on June 13, 2018 through June 16, 2018 from 7:00 a.m. – 10:00 p.m. daily to facilitate the drop off and pick up of vehicles for Carlisle Events Auto Auction at the Carlisle Expo Center. Carlisle Events shall be responsible for 100% of the variable cost and 10% of the fixed costs incurred by the Borough and shall be required to provide a Certificate of Insurance naming the Borough of Carlisle as an additional insured. (Scott/Guido)
2. Borough Council voted 7-0 to approve a special event application request by Cumberland Valley High School students to support victims of Stoneman Douglas High School in Parkland, Florida. The event is scheduled for Sunday, March 18, 2018 from 2:00 – 4:00 p.m. at the corner of High and Hanover Streets directly across from the Cumberland County Courthouse steps. (Scott/Guido)
3. Borough Council voted 7-0 to approve a special event request by Carlisle High School students to support victims of Stoneman Douglas High School in Parkland, Florida. The event is scheduled Sunday, March 11, 2018 from 2:00 – 4:00 p.m. at the corner of High and Hanover Streets directly across from the Cumberland County Courthouse steps. (Crampsie/Guido)

G. Public Works Committee:

1. Borough Council voted 7-0 to execute a professional service contract with Gannett Fleming, Inc. for design and bid services associated with Carlisle Borough's Pump Station No. 2 Peroxide System Project at a lump sum fee of \$39,000 (thirty-nine thousand dollars). (Fulham-Winston/Landis)
2. Borough Council voted 7-0 to enter into an agreement with Salzmann Hughes, P.C. to serve as right-of-way solicitor for the Borough of Carlisle for its Sewer System Rehabilitation Program, subject to the Borough Solicitor's review and approval. (Fulham-Winston/Landis)

NEW BUSINESS

REPORTS FROM COUNCIL MEMBERS & STAFF

Councilor Fulham-Winston remarked that she attended the third town hall meeting initiated by Chief Landis where there was discussion on working together to make improvement for the youth.

Councilor Guido spoke of an informational meeting that will host various members from the community to discuss the opioid epidemic. The meeting will be held at Wilson Middle School on April 23rd at 6:00 p.m.

Deputy Mayor Shultz announced Council will hold a Goal Planning Session on Saturday, March 10th at 9:00 a.m.

Councilor Flower-Webb attended the Union Fire Company banquet and will attend the upcoming banquet at the Carlisle Fire and Rescue station.

Councilor Crampsie wished a happy International Women's Day to those women on Council and staff. He recognized Stephanie Taylor, Public Information Coordinator and Sentinel writer, Tammy Gitt for their efforts informing the community on local events through social media.

Assistant Borough Manager Armstrong brought to Council's attention a late request received from the YWCA asking for approval to place teal ribbons on the parking meters during the month of April. She explained the ribbons represent a show in solidarity for Sexual Assault Awareness month. Due to the timing of the request, Council was asked if they would like to take immediate action or wait until the April Workshop meeting to discuss the request.

Discussion ensued among Council concerning the type of ribbon used and the location of the placement of these and all future items representing a cause. Following the discussion Council voted on the following motion.

Borough Council voted 6-0-1, with Councilor Guido dissenting, to allow the YWCA to place teal ribbons on Borough parking meters during the month of April. Deputy Mayor Shultz amended the motion to include staff's approval of the conditions of removal, securing of ribbons as well as other items and to ensure adequate resourced to do so. (Shultz/Flower-Webb)

Public Works Director Malarich reminded Council of the PennDOT meeting to discuss the connectivity of exits 48 and 49 on Interstate 81 to be held March 20th at the Army Heritage Education Center.

ADJOURNMENT

There being no further business or public comment, the meeting adjourned at 7:47 p.m.

Timothy A. Scott,
Mayor

Joyce E. Stone
Borough Secretary