

**Borough of Carlisle**  
**Workshop Meeting Minutes**  
**October 4, 2017**

Present at the meeting: Councilors Crampsie, 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, Planning/Zoning/Codes Manager Skelly, Finance Director Butts, Parks & Recreation Director Crouse, Fire Chief Snyder, Human Resource Supervisor Hamilton, Solicitor Brenneman and Borough Secretary Stone.

**I. Call to Order & Pledge of Allegiance**

Mayor Scott called the Council Workshop Meeting to order at 6:10 p.m.

**II. Scheduled Public Comment:**

None

**III. Meeting Minutes:**

- A. Borough Council voted 7-0 to approve the September 6, 2017 Workshop Meeting Minutes. (Guido/Flower-Webb)

**IV. Community Planning & Smart Growth Committee:**

- A. **TABLED:** Dickinson College Proposed Rezoning (Staff Update)

This agenda item remained tabled. An update was provided by the Planning/Zoning/Codes Manager Skelly. He stated staff provided Dickinson College with revision suggestions. The Borough has not received a formal revision from Dickinson College.

- B. **TABLED:** Carlisle Townhomes Real Estate Tax Agreement for Lots 4 and 6 (Phase I) of the Former Carlisle Tire and Wheel Site:

Borough Council voted 7-0 to remove this agenda item from the table for discussion. (Shultz/Flower-Webb)

Borough Council voted 7-0 to authorize the Mayor to execute an Agreement by and between Carlisle Townhomes, LP and the Borough of Carlisle obligating the owners of Tax Parcel Numbers 06-19-1643-449 and 06-19-1643-450 to pay real estate taxes imposed by the Borough. (Shultz/Flower-Webb)

Deputy Mayor Shultz asked for the representative from PIRHL to provide Council with a presentation on Phase II.

Ms. Lara Schwager, Vice President of Development for PIRHL, 5 Commerce Way, Cleveland, Ohio, stated on behalf of PIRHL that they are seeking a letter of support and a zoning consistency letter for Lot 1 (Phase II) of the Former Carlisle Tire and Wheel Site.

Councilor Guido stated that it was her understanding that 25% of the housing is designated as veterans housing.

Ms. Schwager explained that the units will be subject to the following criteria for supportive housing community:

- Requirement for renters will be to have an income of 30% below median income
- 11 units are dedicated for permanent supportive housing units for veterans
- Remainder of units are for renters in the 60% of median income or higher

Ms. Schwager explained that data was taken from a 2014 census stating that there are 890 veterans in Cumberland County. In a discussion with Councilor Guido, it was noted that there will be eight Section 8 vouchers that are to be designated for Phase II. Ms. Schwager stated if the tax credits are not received, the project base vouchers will be released back the Cumberland County Housing Authority (CCHA). Councilor Guido inquired if the CCHA will be owners in Phase II as they are Phase I. Ms. Schwager noted the CCHA will be a “development partner” in Phase II and will be providing personal services on the property with the use of a supportive housing coordinator. CCHA will partner with Veterans Supportive Housing Group (VSHG) to have on-site counseling services for the residents.

Councilor Guido inquired if crime rate statics are available from PIRHL’s other supportive housing communities that they manage.

Ms. Schwager noted the crime rate is probably higher, but the Carlisle property will have an onsite professional manager for 40 hours per week to monitor the residents. She noted each potential resident will be subject to a background check and will be required to follow written bylaws. There will also be a part time Supportive Housing Coordinator that will monitor the residents to ensure they are attending counseling sessions and following the bylaws.

Ms. Schwager noted the additional 50% of community will be renters earning 60% of the median income or higher.

Councilor Guido shared that the vision for this neighborhood was to have workforce housing with the option of ownership. She noted that initially the plan was for senior housing and not to only include low income housing rentals.

Ms. Schwager clarified that PIRHL is not asking for anything different in the submitted plan from what was in the initial plan. The initial plans in 2015 called for “garden apartments”. She noted a new market study found there is not a market for median income senior housing in Carlisle.

Councilor Fulham-Winston inquired if the CCHA owns 51% of the development in Phase I and if they would have the right of first refusal to buy the property at year fifteen.

Ms. Schwager noted that at the end of the 15-year compliance period the CCHA and would have the right of first refusal.

Councilor Fulham-Winston remarked that if the CCHA has right of first refusal there would be no incentive for them to sell the properties, which would create more rentals in lieu of homeownership.

Ms. Schwager explained that Phase I is restricted for 30 years to be at the affordable housing level pricing. Ms. Schwager also mentioned the Redevelopment Authority has always been part of the project since 2015.

Councilor Guido responded that she feels PIRHL has been misleading with the facts regarding the ownership by CCHA in Phase I.

Councilor Fulham-Winston inquired about the tax credit application in regard to whether there are Section 8 vouchers linked to the application. Ms. Schwager stated that there are three Section 8 vouchers for disabled renters and 8 project based vouchers that are linked to the application. She noted in 2015 this is what was discussed and is consistent with the land use.

Councilor Guido noted that the letter of the law has been followed, but the intention or the spirit of what was hoped for this project was not.

Mayor Scott inquired if this arrangement is any different from the other housing developments PIRHL has built. Ms. Schwager noted in the supportive housing world this a typical development.

There was a request for the Borough to review a copy of the tax credit application. Ms. Schwager stated that due to financial confidentiality, she would provide the narrative.

Councilor Fulham-Winston stated this development was to be about home ownership.

Ms. Schwager responded that at Year 15, PIHRL as the managing member of the property, will offer the units up for homeownership. There are complexities at the end of a tax credit program. PIHRL owns them long term and will have the right to stay in the ownership and not sell to CCHA under the right to first refusal agreement.

Councilor Crampsie inquired about a PIRHL project that was built in Shippensburg.

Councilor Fulham-Winston inquired as to what will happen if PIRHL does not receive the tax credit. Ms. Schwager replied they have until July 2018 to close on the property. PIRHL has the choice to drop the project or to pay additional money to stay in the project for a longer period of time and reapply for the tax credit.

Ms. Schwager noted PIRL has received questions from two retailers in the last two days.

Councilor Guido expressed her concern that the proposal is a hundred percent what the citizens asked the Borough not to do, which was to not build additional rental properties. She stated the Borough is presently at 51% rentals and this project will only add to it.

Ms. Schwager stated the land is too small for single family homes and PIRHL is losing a half million dollars (\$500,000) in land value due to the land assessment that came in below what they agreed to pay for the property.

Deputy Mayor Shultz inquired how long PIRLH is bound to be in the agreement.

Ms. Schwager responded that PIRHL is bound for 15 years and at the end CCHA has the right of first refusal.

Deputy Mayor Shultz asked what document presently exists that is binding to state there is a commitment to offer home ownership to renters.

Ms. Schwager stated a written agreement can be developed to state the commitment to the home ownership component.

There was discussion regarding the documents submitted to PFHA for the tax credit. Ms. Schwager noted the documents submitted must match the market analysis. She stated the submission deadline is October 20, 2017 but PIRHL will need all documents by October 14, 2017 in order to submit the completed application on time.

Councilor Heath remarked the market studies show that affordable house is a priority and he feels this location is the appropriate location for this type of housing.

Councilor Guido remarked that she understands the need for rental housing but the residents asked for affordable home ownership. She noted this proposed development is not what the residents wanted for this project.

Deputy Mayor Shultz inquired if PIRHL has ever received a tax credit without a letter of support.

Ms. Schwager responded that the letters are not required for submission, but she cannot recall never receiving letters of support for other projects.

Council requested for the application documents be made available to Council prior to the next meeting.

- C. **TABLED:** PIRHL Letter of Support Request for Lot 1 (Phase II) of the Former Carlisle Tire and Wheel Site:

Borough Council voted 7-0 for item 4-C to remain on the table. (Shultz/Guido)

Action Item: Borough Council may consider issuing a letter of support with respect to the proposed development of Tax Parcel Number 06-19-1643-312 subject to the Borough Solicitor's satisfactory review and approval.

- D. **TABLED:** Carlisle Tire and Wheel 2, LP Real Estate Tax Agreement for Lot 1 (Phase II) of the Former Carlisle Tire and Wheel Site:

Borough Council voted 7-0 for item 4-D to remain on the table. (Shultz/Guido)

Action Item: Borough Council may consider authorizing the Mayor to execute an Agreement by and between Carlisle Tire and Wheel 2, LP and the Borough of Carlisle obligating the owners of Tax Parcel Number 06-19-1643-312 to pay real estate taxes imposed by the Borough.

## V. **Public Safety Committee:**

- A. Carlisle Area School District Memorandum of Understanding:

Borough Council voted 7-0 to authorize the Borough Manager to execute a Memorandum of Understanding by and between the Carlisle Area School District and the Borough of Carlisle Police Department establishing procedures to be followed when certain incidents occur. (Scott/Guido)

## VI. **Budget and Finance Committee:**

- A. Outside Agencies Requests (Staff Update)

Finance Director Butts provided the following update on the Outside Agency funds and requests.

- \$107,500.00 has been allocated to the fund
- \$97,500.00 of that fund is earmarked for DCA
- 17 letters were sent to organizations asking them to submit a proposal
- To-date 4 agencies have replied with proposals

**VII. Public Comment**

No public comment was received

**VIII. Adjournment**

Mayor Scott announced that Council will hold an executive session following the meeting, with no plans to return to public session.

There being no further business or public comment, the meeting was adjourned at 7:21 p.m.

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Timothy A. Scott,  
Mayor

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Joyce E. Stone  
Borough Secretary