

**Borough of Carlisle
Workshop Meeting Minutes
September 6, 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, Public Information Coordinator Taylor and Borough Secretary Stone.

I. Call to Order & Pledge of Allegiance

Mayor Scott called the Council Workshop Meeting to order at 6:00 p.m.

II. Scheduled Public Comment:

- A. Ms. Renee Rhan, Nottingham Valley Meadows Association President spoke to Council regarding a letter that was published in the newspaper regarding the Borough and the vegetative berm. Ms. Rhan stated that the sentiments of that letter did not represent the views NVMA. She noted that NVMA appreciates the effort by staff and Council. She also indicated that the NVMA is now better informed with open dialogue from Matt Candland.
- B. Richard Fleck, 3335 North Hanover Street, Carlisle, Pennsylvania expressed his concern about unauthorized residents placing trash in his trash dumpster at his Hanover Street business. He also spoke of persons leaving bulk items on his sidewalk and that he must pay to have it taken away. Mr. Fleck recommended that the Borough enact a monthly trash fee, to be collected from each landlord. The collected fees would be placed into a fund that would be used to pay for the pickup of tenants' bulk items.

III. Meeting Minutes:

- A. Borough Council voted 7-0 to approve the August 2, 2017 Workshop Meeting Minutes. (Guido/Shultz)

IV. Presentations:

- A. Keith Readling, Project Director for Raftelis Financial Consultants, provided a status report on the Borough's Stormwater Funding Feasibility Study and community outreach meetings. The power point presentation is attached to these minutes.

V. Community Planning & Smart Growth Committee:

- A. Dickinson College Proposed Rezoning

After the following dialogue, Borough Council voted 7-0 to table an ordinance amendment request by Dickinson College with respect to changes to Chapter 255 of the Borough Code and the scheduling of a public hearing regarding said matter on Thursday, November 9, 2017 at 6:45 p.m. (Shultz/Flower-Webb)

Attorney Steve Weingarten, of McNeese, Wallace & Nurick 100 Pine Street, Harrisburg, Pennsylvania presented the proposal on behalf of Dickinson College. He introduced Dickinson College representatives Dana Scaduto, Dickinson College General Counsel and Ken Shultes, Associate Vice President of Sustainability and Facilities Planning for Dickinson College. Mr. Weingarten requested that Council consider rezoning several properties on Louther Street and Reed Street from R-2 Medium Density Residential and UM Urban Mixed Use to INS Institutional District. Mr. Weingarten suggested replacing the word "dormitory" in the ordinance and creating a new definition of "congregate living facility" that would umbrella all

student resident buildings on and off campus. At the time of the presentation, Council was provided with a red lined version of the -definition that included an increase in the allowable number of students to reside in student housing. Councilor Guido expressed concern that if the definition was changed, it would allow for an excessive number of students to reside in houses built for a smaller occupancies limit. After discussion of Council and staff, Deputy Mayor Shultz made a motion to table the request.

B. Keeping of Chickens in Residential Zones Update

Zoning/Codes Manager Skelly reported that he will continue to review the information and report back to Council in December.

C. Neighborhood Association Grant Update

Deputy Mayor Shultz provided the following update on application requests received. Each of the following neighborhood groups will receive up to \$250.00 to assist in their listed uses:

- East Side Neighbors – Newsletter and support of Biddle Mission Park, Spring & Fall Clean Up, Easter Egg Hunt and Neighborhood Picnic.
- South of South – Purchase borough bags and other items needed for their neighborhood trash clean up.
- Pitt Street, North Street Pride – National Night Out, Community Mural, Assist with the educational opportunities for neighborhood children.
- West Side Neighborhood Association – Purchase trees for the empty tree wells in that neighborhood.

VI. Economic Development Committee:

A. Former Tyco Site: Cumberland County Economic Development Corporation (CAEDC) TIF Proposal

Mr. Jonathan Bowser, CEO for CAEDC, presented on behalf of Real Estate Collaborative a subsidiary of CAEDC. The Power Point presentation included information on proposed land development of the Former Tyco Site and two additional properties that are located in North Middleton Township. Mr. Bowser asked Council to consider the prospect of this development being eligible for future funding through a TIF. Councilor Heath asked for the property owner's name and whether the owner would be a tax exempt entity. Mr. Bowser replied the owner will be Real Estate Collaborative and the property would remain on the tax rolls.

B. Keystone Communities Grant Application Endorsement:

Borough Council voted 7-0 to approve sending a letter of support to Pennsylvania Department of Community and Economic Development (DCED) endorsing the Cumberland County Redevelopment Authority's (CCRA) Keystone Communities Program grant application. Said application shall be submitted on behalf of Carlisle Auto Industries for improvements along Carlisle Springs Road and rights of way improvements on the former Masland/IAC site. Improvements include: streetscape, street trees, flow-through planters, street lighting and other improvements within the public right of way. The CCRA shall request an amount up to \$500,000 (five hundred thousand dollars), the required match shall be the responsibility of Carlisle Auto Industries, Inc. (Flower-Webb/Heath)

Ms. Kate Molinaro, Community Development Director of the Cumberland County Housing and Redevelopment Authority, 114 North Hanover Street, Carlisle, Pennsylvania, stated the proposed improvements are consistent with the Urban Mixed Use zoning requirement and the recommendations made by Urban Redevelopment Plan and the EPA area wide plan. She also expressed appreciation for Council's support.

VII. Parks and Recreation Committee:

A. Carlisle Area Dog Park Liability Insurance Assistance Request Discussion

Parks and Recreation Director Andrea Crouse provided information to Council that contained an update on the Dog Park's 2016-2017 operating budget and information regarding the future of the dog park. (document is attached)

Ms. Lisa Bruce, 243 West Pomfret Street and Ms. Gail Black, 60 Conway Street, Carlisle, Pennsylvania addressed Council on behalf of the dog park volunteers. Their main concern for the future of the dog park is the cost of the of liability insurance the Borough requires them to purchase. They proposed two options; 1.) The Borough could lift the requirement for the liability insurance. Noting other municipalities do not make that a requirement and cover the dog park under the municipality's insurance. 2.) The Borough could help pay for the cost for the insurance.

Councilor Guido suggested that Council consider the Dog Park as an Outside Agency and have them submit a request through the Outside Agency program. Mayor Scott recommended that the Dog Park volunteers reach out to the other involved municipalities for monetary assistance as well. Staff was directed to add the Dog Park to the Outside Agency mailing list.

VIII. Public Safety Committee:

A. South College/Walnut Street Traffic Safety Analysis Update

Mark Malarich reported that Department of Transportation has criteria that must be met before a traffic signal/control device can be installed. He noted that based on the traffic study results a traffic control device is not warranted. Staff's recommendation was to improve sight distance and implement speed reduction measures. Staff was directed to start with the least onerous methods to increase sight distance measures along with line painting per PennDOT's approval.

B. Parking Restriction Modification to High and Hanover Streets:

Borough Council voted 7-0 to authorize the Borough Solicitor to draft and advertise an ordinance amending the Code of the Borough of Carlisle, with respect to Chapter 244, Vehicles and Traffic, to modify the prohibition against the parking of vehicles at all times and at certain locations on Hanover and High Streets. (Scott/Guido)

C. West South Street/Private Alley Access Discussion

Borough Manager Candland stated business owners utilizing the private alley in the area of the first block of West South Street have expressed concerns that the previous improvements are not adequate. Council recommended that staff revisit this topic to see if additional measures can be applied.

D. Police Body Worn Camera Update

Chief Landis reported that three companies have submitted an RFP for the Body Worn Cameras. A decision will be made in the near future and the cameras should be up and running by the end of this year.

E. Fire Apparatus Purchase Update

Chief Snyder reported that the purchase of a new platform aerial apparatus is being considered to replace the 1998 E-One apparatus. With Council's approval of the purchase, the new equipment will be purchased through the Costar program. The typical equipment service life is 15 years and the expectancy for the new apparatus could be 20 years.

IX. Budget and Finance Committee:

A. 2017 Financial Half Year Status Report

Finance Director Butts provided a summary of the following five major Borough funds; general, water, sewer, solid waste and parking. Overall total expenditures in each of the five funds have been well-managed and overall total revenues in each of the find funds has also been well-managed. He noted the first six months are reported in good status.

B. 2018-2022 Preliminary Capital Improvement Plan Discussion

Finance Director Butts provided an update of the proposed capital improvements plan that will be brought to Council for approval at the December Council meeting.

C. Financial Policies Enactment:

Borough Council voted 7-0 to adopt a Resolution implementing financial policies related to debt versus assessed value, debt service versus expenditures, and fixed cost burden as recommended by Davenport & Company, Carlisle Borough's financial advisors for its Series 2017 borrowing. (Heath/Crampsie)

D. Cemetery Trust Fund Discussion

Borough Manager Candland asked for direction from Council as to whether to modify the existing ordinance language to be consistent with the Trust Agreement or revert back to the spirit of the original ordinance language. He explained that to the best of his knowledge all the burial lots have been sold in the graveyard and provided a summary of the annual expenditures including costs for lawn and repair work as well as expenditures for repairs to the stone wall over the past two years. Council will consider the matter at the October Council Meeting.

X. Public Works Committee:

A. North Hanover Street/Norfolk Southern Railroad Line Traffic Signalization:

Borough Council voted 7-0 to approve a Resolution authorizing the submission of a letter to the Pennsylvania Public Utility Commission accepting the use of the Borough's traffic signal for control of vehicle access to the North Hanover Street crossing of the Norfolk Southern Railroad Lines. (Guido/Fulham-Winston)

XI. ERCP Committee:

A. Councilor Crampsie introduced Rebecca Stoudt as the 2017-2019 Dickinson College Student Ambassadorship.

B. The committee chairs discussed the potential appointments of Mr. Jeff Stuby for the open position on the Parks and Recreation and Mr. William Hine to the Board of Appeals. Both appointments will be considered at the September Council Meeting.

XII. Public Comment

No public comment was received

XIII. Adjournment

There being no further business or public comment, the meeting was adjourned at 8:06 p.m.

Timothy A. Scott,
Mayor

Joyce E. Stone
Borough Secretary

The Raftelis presentation to be added to this document

Borough of Carlisle
Carlisle Area Dog Park Insurance Request

MEMORANDUM

FROM: Andrea C. Crouse, Parks & Recreation Director

ISSUE RAISED BY CARLISLE AREA DOG PARK: In July, Gail Black from the Carlisle Area Dog Park (CADP) reached out to members of the Borough Council and me via email to start a discussion about the future of the Carlisle Area Dog Park. In her email, Gail stated that the *greatest expense to the organization is liability insurance that is required by the Borough and for which Gail does not see a need.*

As a result of that email, and in order to prepare for a subsequent discussion on this topic, I forwarded the following list of questions:

1. What have been the annual membership numbers since its inception?
2. Annually, what percentage of the membership have been Borough residents?
3. What have been the annual insurance costs since the Organization's inception?
4. What have been the annual fees assessed by the Organization to its membership since its inception? Have these fees ever been raised?
5. What is typical annual operating budget? What is the typical list of annual expenses since its inception?
6. Have there been any insurance claims since its inception?
7. Have there been any events that could have been insurance claims?

The third page of this memorandum contains the questions answered by Gail in a graph form.

2009 AGREEMENT/DELIBERATION HIGHLIGHTS: The aforementioned questions were asked to CADP in order to gain a better understanding of how things have progressed since the dog park inception/lease agreement in 2009. Following are key highlights of concerns, and some terms/conditions that arose out of the 2009 deliberations between the Borough and CADP:

- The Borough was uncomfortable with the idea of developing and managing its own dog park.
- A compromise was reached in which the Borough would lease the property to CADP for \$1 per year.
- CADP would have the exclusive use of the land on which the dog park is situated.
- CADP would fund the park through memberships that, by implication, would be made up of predominantly Borough residents.
- CADP would be responsible for the development, maintenance and insurance of the park.

INSURANCE INFORMATION: The insurance subject has been brought up by the Carlisle Area Dog Parks over the years. Most recently, during the 2016 Outside Agencies Meeting to discuss funding in the 2017 budget year. The CADP requested funding to do some landscaping and to help defray the \$4,000 annual insurance

cost. During the meeting, it was noted that the CADP was a membership driven organization. So, Council requested staff research absorbing the liability insurance for the CADP.

Human Resource/Risk Manager Tom Hamilton contacted the insurance company and received the same answer as in years' past. *Unless the Borough assumes the dog park, the Borough is not in a position to absorb the insurance via its insurance carrier. The insurance company can't add an unrelated entity to the Borough insurance policy.*

The *requirement for an organization to secure, provide evidence of insurance and name the Carlisle Borough as additional insured is standard operating procedure within the Borough.* It is an arrangement *consistent with other organizations who*

lease Borough park property and also for special events. Current examples that the Borough requires this from besides the CADP include the Carlisle Area Little League, Carlisle Diamonds Fast Pitch Softball, Carlisle Lacrosse, and Resonate Church. The Carlisle Borough's insurance provider has recommended that we continue this requirement.

In 2009 when the dog park was established, it was under the assumption that the program would be run by the CADP Board. To date, the *CADP has provided a great service to the public and they are to be commended for that.*

DOG PARK OVERSIGHT: There are many responsibilities involved with the dog park. They include maintenance, membership tracking, financial duties, volunteer coordinating, enforcement of rules and regulations and site control duties. And I am sure there are more to list that I am missing. However, the *current number of staff members within the Parks and Recreation Department would not allow Borough, if asked, to oversee the facility effectively.*

POTENTIAL QUESTIONS FOR WORKSHOP DISCUSSION WITH CADP: I am sure that all of Council would like for the CADP to be able to continue their service to the residents of Carlisle Borough and surrounding municipalities. Perhaps CADP could be asked the following questions during the public meeting:

- Has CADP shopped around for insurance policies? Are they at the minimum levels required?
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- When was the last time CADP conducted a fundraising campaign? (I don't think CADP did much fundraising when Gail was not the seated President)

CADPA Operating Budget 2008-2017 unaudited 9.4.17

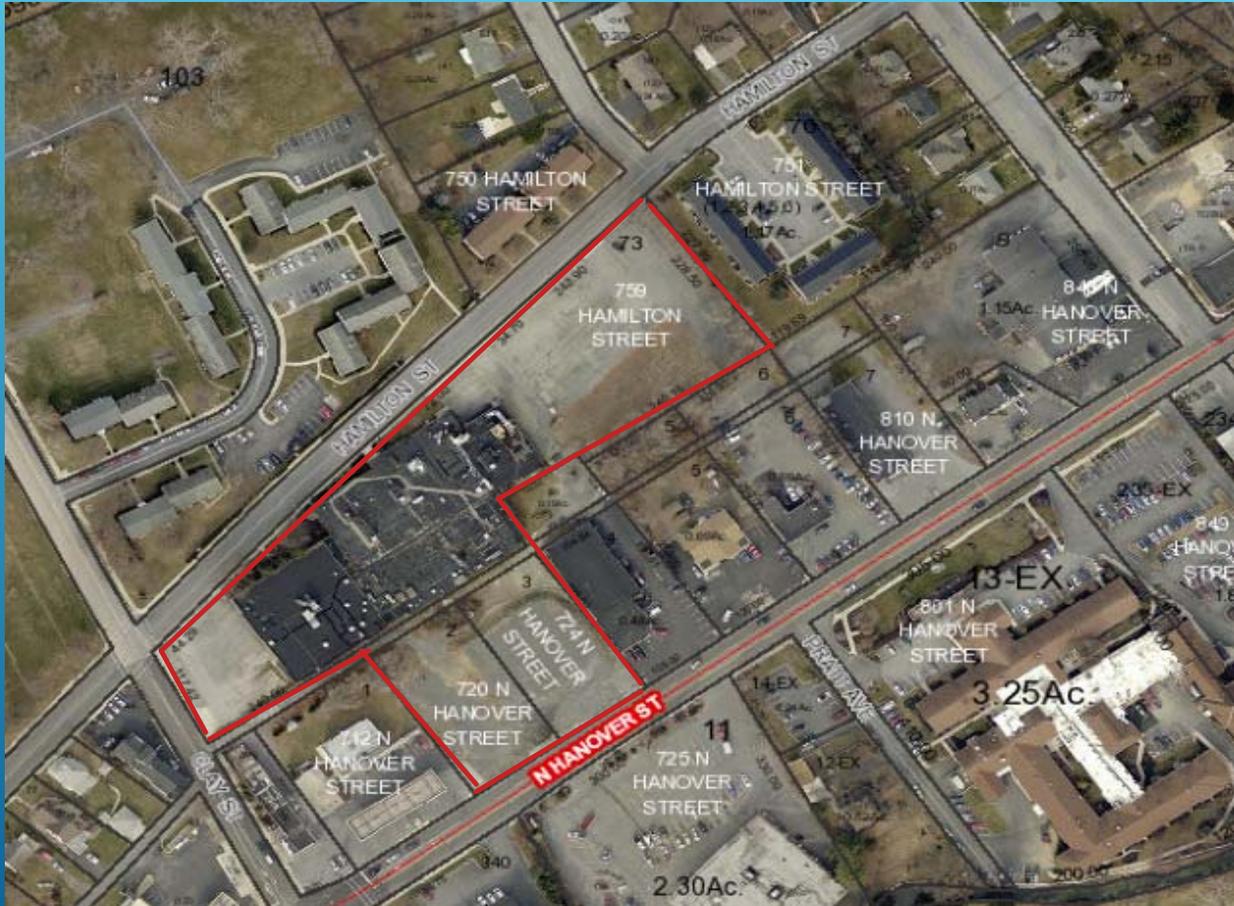
	2017 YTD	2017 anticipated	2016	2015	2014	2013	2012	2011*	2010	2009	2008	TOTAL
Memberships \$'s	2245		5000	7220	12000	4500	6100	2500				
Number of Dogs	124		100	134	110	90	110	50				
lifetime dogs	24		26	29	28							
OPERATING BUDGET												
INCOME												
Membership	2245		5000	6720	5500	4500	6100	2500				32565
\$500 lifetime				500	6500							7000
Donations	2878		2317	5243	1432	5517	17977	12937	10117	3015	613	62046
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TOTAL	5513		9417	15708	15932	12475	26686	15437	10337	3015	1609	116129
Insurance \$'s	2357	759	4360	4310	4402	3872	3870	2967	3084	1878		31859
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Park Improvements	153		1537	3821								
Postmaster	76		70	62	62	105	29	46				
Other Insurance		750	1268	750	750	750	750	750		103		
Rentals					525	450			150	200		
Supplies	168		387	1329	818	1950	1654			125		
Web Design/Service			256		32				875			
Misc.				25								
Total	1817		4911	12962	8301	10484	26237	12120	1865	1213	285	80195
Expected Exp.		1509										
Total Exp with Ins.												112054

1. Annual membership numbers see above.
2. Since inception we have had a total of 342 members. 132 Carlisle Borough, 93 N. Middleton, 53 S. Middleton, 23 Middlesex and 41 other.
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6. No insurance claims.
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REDEVELOPMENT OF
THE FORMER TYCO
ELECTRONICS PLANT
(759 HAMILTON STREET)



LOCATION



SITE DETAILS

279 Hamilton Street

- ▶ 3 acre former Tyco Electronics building
- ▶ Built in 1980, approximately 55,511 SF
- ▶ Brownfield with deed restriction
- ▶ Mixed Use zoning (changed by borough from Industrial)

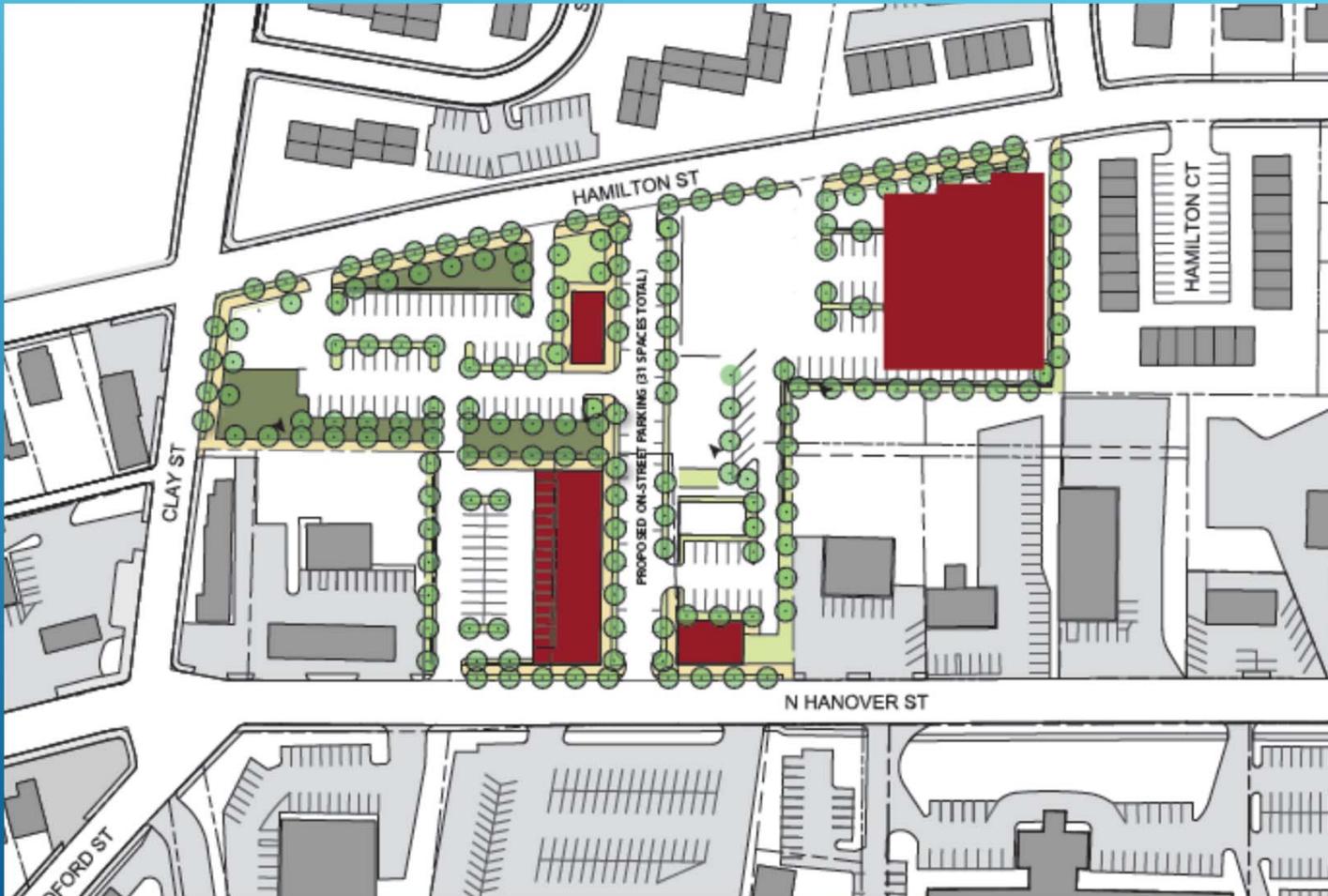
720-724 N Hanover Street

- ▶ 1 acre
 - ▶ Vacant land
 - ▶ Commercial Neighborhood zoning
- 

CONSTRAINTS

- ▶ Tyco is a brownfield with a deed restriction only permitting industrial uses.
 - ▶ The Mixed-Use zoning of the site does not allow for industrial uses required by the restriction.
 - ▶ Commercial land is roughly estimated to be valued between \$200,000-\$300,000 an acre in this corridor. (4 acres: \$800,000-\$1,200,000)
 - ▶ Significant demolition and remediation costs of approximately \$1.4 million leaves the property financially unfeasible without local and state incentives to offset negative value.
- 
- A decorative graphic consisting of several parallel white lines of varying lengths and orientations, located in the bottom right corner of the slide.

POTENTIAL REDEVELOPMENT



POTENTIAL REDEVELOPMENT



ECONOMIC IMPACT

▶ Retail (Est)

- ▶ 43K SQ FT
- ▶ \$150/SQ FT

Impact Type	Employment	Labor Income (\$)	Value Added (\$)	Output (\$)
Direct Effect	54	2702837.661	4065358.219	6235173.42

▶ Office (Est)

- ▶ 30K SQ FT
- ▶ \$135/SQ FT

Indirect Effect	11.42692783	562327.9336	817562.0495	1507403.288
Induced Effect	17.07696795	772690.7327	1309987.924	2208885.877
Total Effect	82.5	4,037,856	6,192,908	9,951,463

ECONOMIC IMPACT TAX IMPLICATIONS

Hamilton Street	County Tax Income Increase	\$ 9,005.09
	Municipal Tax Income Increase	\$ 13,330.28
	School District Tax Income Increase	\$ 53,536.61
	Total Tax Income Increase	\$ 75,871.98
Hanover Street	County Tax Income Increase	\$ 14,978.18
	Municipal Tax Income Increase	\$ 6,717.83
	School District Tax Income Increase	\$ 89,052.08
	Total Tax Income Increase	\$ 110,748.09

SOLUTION

- ▶ Potential Tax Incremental Financing
 - ▶ Allows for redevelopment and remediation of the site
 - ▶ Increased tax income from the site in the future and encourages redevelopment throughout the North Hanover corridor
 - ▶ Completes the final redevelopment proposed in the Carlisle Urban Redevelopment Plan
- 
- A decorative graphic consisting of several parallel white lines of varying lengths, slanted upwards from left to right, located in the bottom right corner of the slide.

NEXT STEPS

- ▶ Creation of a TIF Committee
 - ▶ Complete Due Diligence
- 

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