

Borough of Carlisle
Workshop Meeting Minutes
November 1, 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, Assistant Finance Director Juday, Parks & Recreation Director Crouse, Fire Chief Snyder, 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:

No public speakers were heard

III. Meeting Minutes:

- A. Borough Council voted 7-0 to approve the October 4, 2017 Workshop Meeting Minutes. (Shultz/Flower-Webb)

IV. Community Planning & Smart Growth Committee:

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

Planning/Zoning/Codes Manager Skelly indicated that the Planning Commission will review the revised plans provided by Dickinson College and bring back a recommendation to Council for their review and public hearing at a future meeting.

- B. Keeping of Chickens in Residential Zones Report

Council and staff discussed the prospect of permitting Borough residents to keep chickens on residential property. There was conversation regarding the potential health risks in keeping chickens in the Borough. It was noted that the CDC website issued an Alert regarding the increasing incidents of Salmonella bacteria infections associated with backyard chickens.

Planning/Zoning/Codes Manager Skelly provided the following provisions that other municipalities are currently using to regulate the keeping of chickens:

- All of the seven municipalities regulate the keeping of chickens by their Code – domestic pets / nuisances;
- Most do not use zoning to regulate this particular activity;
- Most use an annual permitting system;
- More than half, place limits on the number of chickens, and allowing only hens;
- A couple of municipalities require that lots be a minimum of 40,000 ft².

Mr. Skelly recommended that if implemented, an annual permitting fee would be advisable to recoup costs associated with managing this new regulatory responsibility. He also suggested setting up a one-year monitoring period and then reevaluate the keeping of chicken coops.

To assist in making a final decision, Council asked that staff, along with not more than three members of Council, visit properties in local municipalities that permit the keeping of home-based chicken coops.

V. Economic Development Committee:

A. Revolving Loan Application:

Borough Council voted 7-0 to endorse the Redevelopment Authority of Cumberland County's pursuit of a U.S. Environmental Protection Agency (EPA) Brownfields Revolving Loan Fund (RLF) application to support cleanup activities within Carlisle's Area Wide Plan and other sites deemed priorities within Carlisle Borough limits. (Flower-Webb/Heath)

Prior to Council's vote, Assistant Borough Manager Armstrong explained to Council the foundation of the revolving loan fund and the rationale for permitting the Borough's grant writing/lobbying firm, Sustainable Strategies, to assist the Redevelopment Authority in its pursuit for loan funds. Following are specifics on how this endorsement would benefit the Borough.

- This funding source has the potential to assist in carrying out cleanup activities at those sites deemed contaminated with hazardous substances and/or petroleum which will ultimately improve the environment;
- Bring properties up to the standards necessary for reuse/redevelopment that can potentially lead to an increase in the tax base and job growth;
- Provides the Borough an opportunity to tap into funds for use at the linear stormwater park, etc.; and,
- Redevelopment Authority assumes the liability/risk as the lender in issuance of loans.

It was also noted that if the Redevelopment Authority is successful in obtaining such loan funds, a subsequent Memorandum of Understanding (MOU) would be brought forward for Council's action. The MOU would be entered into by and between the Borough and RACC. It would outline the priorities and criteria for lending and provide procedures for the administration and approval of any loans/grants. The process is envisioned to be similar to the Borough's CDBG streetview grants and shopsteading loans.

VI. Public Works Committee:

A. Green Light Go Application:

Borough Council voted 7-0 to adopt the Resolution supporting a "Green Light Go" grant application for funding of traffic signal improvements (signalization system upgrades) for the intersection of High and Orange Streets (SR0011 and SR0641). (Guido/Fulham-Winston)

B. Stormwater User Rate Fee Study Discussion

Borough Manager Candland recommended to Council that a "fee system" be implemented to fund the stormwater improvements.

Public Works Director Malarich presented the following steps that will be necessary to implement a storm water fee.

- Perform a complete analysis of nonresidential parcels in the borough and define the

amount impervious coverage. Also expand the 5% estimate that was performed on residential properties to 30% of the properties to develop an average impervious coverage.

- Formulate an impervious fee rate structure.
- Implement a Policy for the rate structure billing. Policy should include an appeals process for residents to dispute fees.
- Prepare the rate structure to implement the fee in Spring of 2018 and go live in 2019.

Councilor Fulham-Winston recommended adding remediation to the appeals process for residents that make permeable improvements to their properties.

C. Water Distribution System Update

Public Works Director Malarich provided an overview of the study performed Gannet Fleming of the Boroughs for repair and replacement of the water distribution system. See attached power point.

VII. Public Safety Committee:

A. Farmers on the Square Event:

Borough Council voted 7-0 to approve a Special Event Application and the lifting of the Borough's Sidewalk Ordinance for the Farmers on the Square (a Downtown Carlisle Association sponsored event) to be held on Wednesdays from 1:00 p.m. to 8:00 p.m. The event shall continue through December 20, 2017 and reconvene on May 2 through December 19, 2018. Approval should be subject to receipt of a valid Certificate of Liability Insurance form naming the Borough as an additional insured. (Scott/Guido)

B. G.B. Stuart Charitable Foundation Grant Acceptance:

Borough Council voted 7-0 to accept a grant in the amount of \$30,000 from the G.B. Stuart Charitable Foundation for the Carlisle Regional Special Fire Police to be used specifically towards purchase of 20 (twenty) portable radios. Approval is subject to satisfactory review and approval by Chief Snyder. (Scott/Guido)

Chief Snyder commented that he will review with Fire Police Captain Wertz the current number of radios assigned to the fire police, who will receive new radios and the current radios that need repairs.

C. South College Street Parking Restrictions Modification

Public Works Director Malarich provided an overview to Council of a proposal to modify the prohibition against the parking of vehicles at all times and certain locations around the intersection of South College Street and West Walnut Street. Council will be presented with the complete proposal at the December Council meeting.

VIII. Budget and Finance Committee:

A. Tax Collection Services Agreement Discussion

Assistant Finance Director Juday noted that the Borough will begin collecting real estate taxes for the Borough, Cumberland County and Carlisle School District in January 2018.

Council was provided copies of draft letters that will be sent to the county and school district asking them to adopt resolutions appointing the Borough Finance Director to collect real estate taxes. The letter also requested compensation for the service of tax collection that is to be paid annually to the Borough by each entity.

Borough Council voted 7-0 to authorize sending the letters to School District and the County regarding tax collection fees. (Heath/Crampsie)

IX. Public Comment

Mr. Wayne Ulsh expressed concern for various streets in the Borough that have been damaged by street cuts from current projects. He asked for the balance of the liquid fuels account and if the monies could be used to pay for the road repairs. Public Works Director Malarich responded that the current balance is 1.2 million dollars and the monies can be used to pay for road maintenance, traffic signal adjustment, curb ramp upgrades and street sweeping.

X. Adjournment

There being no further business or public comment, the meeting was adjourned at 7:00 p.m.

Timothy A. Scott,
Mayor

Joyce E. Stone
Borough Secretary