

Borough of Carlisle
Workshop Meeting Minutes
January 31, 2018

Present at the meeting: Councilors Crampsie, Flower-Webb, Fulham-Winston, Guido, Landis, 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 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. Presentation:

- A. Mr. Gary E. Lenker, Executive Director of Tri-County HDC, Ltd., provided an overview of the Tri-County HDC stating that they are a non-profit agency and a certified housing development organization (CHDO) within the tri-county region. He -explained that Tri-County develops affordable housing for low and moderate-income, first time homebuyers, through rehabilitation and new construction in Central Pennsylvania. Mr. Lenker provided examples of recently completed homes or are in the process of rehabilitation. He noted the Cumberland County Redevelopment Authority is willing to assist with application submissions for HOME Investment Partnerships Program funds that DCED has recently made available. Mr. Lenker noted the Tri-County HDC is willing to be the CHDO on the Borough's behalf for the submission of –this round of HOME funds -if deemed appropriate.

III. Meeting Minutes:

- A. Borough Council voted 7-0 to approve the January 2, 2018 Workshop Meeting Minutes. (Shultz/Fulham-Winston)

IV. Mayor's Report:

- A. Action Item: Borough Council voted 7-0 to allow Forest Park Health Care and Rehabilitation to tie donated scarves, gloves, and hats for anyone in need of these item(s) in parks and areas within the Borough for a week at a time over the next four weeks and as approved by Parks and Recreation Director Andrea Crouse. (Guido/Flower-Webb)

Kristine Fiorilla of Forest Park Rehabilitation, 700 Walnut Bottom Road, Carlisle, -- requested Council's consideration/approval for Forest Park to tie donated scarves, hats and gloves onto Borough street trees throughout the Carlisle community. The purpose – would be to help anyone who may in need of -those item(s). Following a discussion among Council, it was determined that the scarves should be located in the Borough parks only and not on street trees throughout the community. The items will remain for one-week, and then are removed and replaced with new items over a consecutive four- week period. Council also granted permission to Forest Park to attach a note to each item indicating that Forest Park donated the items. Council requested that Ms. Fiorilla contact Andrea Crouse to coordinate the project.

- B. Borough Council's Goals: Mayor Scott requested a poll of Council and staff for scheduling a date in February or March to hold a Council Goal Setting session. He also noted that the meetings are open to the public and asked that a representative from each neighborhood group organization be invited too. Council also was provided in advance of the meeting

a spreadsheet indicating the status of the prior years' goals.

V. Community Planning & Smart Growth Committee:

- A. Borough Council voted 7-0 to approve scheduling a public hearing for Thursday, February 8, 2018 at 6:55 p.m. for the purposes of receiving public comment on a proposed application to the Pennsylvania Department of Community and Economic Development (DCED) for up to \$553,000 in HOME Investment Partnerships Program funds. Additionally, Borough Council may furthermore consider designating Tri-County Housing Authority as the Borough of Carlisle's Community Housing Development Organization (CHDO) for the aforementioned application. (Crampsie/Flower-Webb)
- B. Borough Council voted 7-0 to grant a time extension period to record an approved subdivision plan (Mellott Quality Construction-NE corner of "F" Street and Factory Street). Extension (180 days) shall expire on July 30, 2018. (Crampsie/Flower-Webb)
- C. Borough Council voted 7-0 to grant a time extension period to record an approved subdivision plan (Chapel Pointe Place- south side of Ritner Hwy. (U.S. 11), 400 ft. west of W. Pomfret St). Extension (180 days) shall expire on July 30, 2018. (Crampsie/Flower-Webb)
- D. Dickinson College Re-zoning: Planning/Zoning/Codes Manager Skelly noted the Planning Commission has reviewed the plans and -agreed that the changes in the draft ordinance are consistent. Discussion ensued regarding residential housing designated for off-campus housing. Mr. Ken Shultes, Associate Vice President for Sustainability and Facilities Planning at Dickinson College, stated that the houses in the zoning request would remain used for student housing subsequent to the building of the new dormitory. Councilor Guido questioned if all houses now leased by Dickinson will continue to be off campus housing for students after the new dormitory is completed. Mr. Shultes responded that once the new dormitory is completed, the College might consider divesting some of their other leased properties, but feels the present rezoning is favorable and conforms in a better way. Councilor Crampsie questioned whether currently leased, off campus, houses are considered part of campus housing. Mr. Shultes replied that they are considered part of the campus and are maintained by the college. Councilor Flower-Webb inquired if there has been a reaction from owners of two properties located near the potential rezoned location. Mr. Shultes stated there are two houses and a warehouse that received letters announcing the purposed rezoning. The College has not received opposition from them regarding the rezoning.
- E. Keeping of Backyard Chickens Ordinance: Councilor Landis inquired how the 5,000 square feet lot size minimum was established and if the requirement could be changed to a 4,000 square feet allowance. Mr. Skelly noted that the 5,000 square feet was based on a reasonable amount in terms of R1 and R2 density. Councilor Landis expressed concerned that the 5,000 square feet allowance would limit the number of property owners that would be able to participate in chicken keeping. Councilor Guido questioned if it is best to be more restrictive now and then revisit the criteria later. Mr. Skelly noted that approving an area of 4,000 square feet allowance would encompass 80-85% of the borough. Councilor Landis expressed concern that the ordinance if too restrictive, would not allow citizens of multiple classes to take advantage of keeping chickens. Deputy Mayor Shultz recommended revisiting the ordinance in six months to evaluate the number of granted versus denied permits. Mr. Skelly noted that it is better to approach chicken keeping as a permitting process and not a zoning issue, which would be more restrictive. He suggested the ordinance could be re-evaluated in the event a sizable number of requests are submitted over the next few months.

Following the prior discussion, Borough Council voted 7-0 to direct the Borough Solicitor to advertise the proposed back yard chicken ordinance as presented. (Crampsie/Flower-Webb)

VI. Economic Development Committee:

- A. Borough Council, by a roll call vote of 7-0, adopted an ordinance approving an Agreement between the Downtown Carlisle Association (DCA) and the Borough of Carlisle (Borough) retroactive to January 1, 2018 through December 31, 2018. (Flower-Webb/Fulham-Winston)

VII. Employee Relations/Citizen Participation Committee:

- A. Human Relations Commission (HRC) Appointment and Alternate Member Discussion: Councilor Guido communicated to council that the HRC has requested Council consider adding alternate position(s) to the commission. Alternate member(s) would offer a greater opportunity of a quorum during meetings held by the Commission. Councilor Guido - suggested appointing a current member of the Commission, whose term will expire at the end of February, to one of the two alternate positions. She also suggested that an advertisement be sent out announcing the new alternate position. Assistant Borough Manager recommended adding an action to the February 8, 2018 Council agenda to have the solicitor draft and advertise the appropriate ordinance.

VIII. Public Safety Committee:

- A. Anti-Heroin Coalition Update: Councilor Guido updated - Council of a meeting that took place between the Partnership for Better Health and the Cumberland County Drug and Alcohol. The purpose of the meeting was to discuss- and brainstorm how to decrease the number of heroin and opioid deaths. Chief Landis noted that programs are being developed and that most at risk age group are those whom recently graduated from high school.
- B. Towing Bid Initiative: Chief Landis explained that a bid document has been disseminated to implement best practice in procuring more than one towing service with a standard rate, in a rotation for an ordinary towing call.

Kurt Mullen of Mullen's Towing, 1003 South Hanover Street, and Melinda Hix of Hix Towing, were present at the Workshop Meeting. Discussion ensued regarding specifics of the towing process during police calls. The parties agreed to meet privately to discuss details.

IX. Public Works Committee:

- A. PA Small Water and Sewer Program Grant Opportunity: Public Works Director Mark Malarich advised that a resolution would be presented to Council at the February Council meeting asking them to approve the submission of a PA Small Water and Sewer Project Grant application. The money would assist in the cost of the Water Valve Replacement and Additions Program.
- B. Carlisle Urban Stormwater Park Status Update: Public Works Director Mark Malarich noted that sixty percent (60%) of conceptual design has been secured and staff has been working with the redevelopment program manager, HRG to improve the overall conceptual design. He provided the following updates for future improvements to the IAC site.
- Improvements would help maximize the volume of stormwater that is controlled

on the -IAC site and downtown.

- Implement an approach to make the project cost affordable and eligible for funding.
- Held a meeting with Penn Vest, a Pennsylvania entity that provides funding for storm water construction projects.
- Submitted a funding application to Penn vest, which will determine the schedule of the project
- The Stormwater Park is a multiphase project that includes the redevelopment infrastructure at the IAC site, modifications to the base for stormwater facilities and recreation facilities.
- HRG will conduct a public outreach meeting at the April 4, 2018 Council Workshop meeting.
- The timeline for infrastructure completion at the IAC site is 2018, the first phase of the stormwater component completed in 2019, and the recreation component completed thereafter.

X. Parks and Recreation Committee:

- A. Wayfinding Signage Landscaping Project: Parks and Recreation Director reported that the Rotary Club received a \$5,000 (five thousand dollar) grant for improvements to the landscaping around the Borough's wayfinding signs at South Hanover Street and Route 11. She noted that FSA will receive and manage the grant monies. They will develop a design and contract with a landscaper for the plantings. Carlisle parks maintenance will then be responsible for the up keep of the landscaping.

XI. Public Comment

None

XII. Adjournment

There being no further business or public comment, the meeting adjourned at 7:15 p.m.

Timothy A. Scott,
Mayor

Joyce E. Stone
Borough Secretary