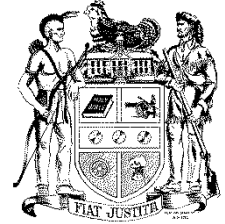


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**BOROUGH OF CARLISLE
COUNCIL MEETING MINUTES
April 12, 2018**

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

Councilmembers present: Councilors 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, Human Resource Supervisor Hamilton, Public Information Coordinator Taylor, Solicitor Brennehan, Dickinson Law School Student Ambassador Lewis and Borough Secretary Stone.

- A. Councilor Flower-Webb announced that the Borough of Carlisle received the “Project of the Year” award from CAEDC for the development of the Carlisle Urban Redevelopment Plan. She provided an account of the loss in industry and jobs that was created and the need for the redevelopment. Councilor Flower-Webb recognized Perry Heath for his valuable involvement in the development of the project while serving on Council.
- B. Ms. Linda Brunski, 818 Fairview Road, Carlisle, Pennsylvania expressed concern regarding the lack of parking enforcement in her neighborhood during the car show events. She noted historically the parking restrictions were put into place due to car show attendees parking in the neighborhood streets for an entire week. This also resulted in problems with trash and waste being dumped in front of homes. Ms. Brunski remarked that there has been a lack of police enforcement during the recent car show events and asked that additional police enforcement be added in their neighborhood during the car show events.

Borough Manager Candland remarked the Police Chief and Parking Enforcement will work together to better enforce that area.

CONSENT AGENDA

Councilor Guido made a motion, seconded by Councilor Flower-Webb, to approve the Consent Agenda. Council unanimously voted (6-0) to approve the Consent Agenda, which consisted of the following items:

A. **Minutes:**

- 1. *Council Meeting 03/08/2018*
- 2. *Special Meeting 03/10/2018 (Council Goal Planning Session)*

Approval of Bills and Investment Transactions:

Expenditures as of March 31, 2018:

<i>General Fund</i>	<i>\$ 924,319</i>
<i>Water Fund</i>	<i>\$ 266,323</i>
<i>Sewer Fund</i>	<i>\$ 410,143</i>

<i>Solid Waste Fund</i>	\$ 63,761
<i>Parking Fund</i>	\$ 18,477
<i>Capital Projects Fund</i>	\$ 286,795

B. HARB:

Council approved the following HARB items:

1. *A request by David and Robyn Wampler for a Certificate of Appropriateness at 121 East South Street to install approximately 59 linear feet of privacy fencing at side and rear of the house.*
2. *A request by DVRE L.P. for a Certificate of Appropriateness at 27 West High Street to remove approximately 40' of a deteriorated brownstone water table and replace with precast stone similar in color, shape and texture.*
3. *A request by Caprice Properties for a Certificate of Appropriateness at 139 West High Street to install a sign on the front of building for the Molly Pitcher Brewing Co.*
4. *A request by Caprice Properties for a Certificate of Appropriateness at 139 West High Street to install AZEK molding and Boral TruExterior trim to be painted black and, essentially to frame and accent the existing storefront.*
5. *A request by Ethel and Haddon Carryer for a Certificate of Appropriateness at 152-154 West South Street to replace a front lower-level entry door with a six-panel wooden door, and to replace two first-floor front windows.*

C. Attendance Approvals:

1. *Biosolids Supervisor Jeff Heimbaugh to attend the 27th Annual Industrial Pretreatment Conference on April 19 – 20, 2018 in Wyomissing, Pennsylvania and the PennTec 2018 Annual Conference on June 4 – 5, 2018 in Hershey, Pennsylvania.*

D. ERCP:

1. *Borough Council accepted the resignation of Griffin Hamilton from the Municipal Authority effective January 17, 2018.*
2. *Borough Council accepted the resignation of Stephen Hughes from the Parks and Recreation Board effective immediately.*
3. *Borough Council accepted the resignation of James Lisk from the Municipal Authority effective January 17, 2018.*

E. Parks & Recreation Committee:

1. *Borough Council approved the 2018 Summer Recreation Program Fee Resolution.*
2. *Borough Council accepted a monetary donation of \$1,000.00 from Kirsten Guss for the Carlisle Community Pool for the purchase of a bench with plaque and other miscellaneous items that will benefit users of the municipal pool.*

F. Public Safety Committee:

1. *Borough Council authorized the execution of a Letter of Understanding (LOU) between the Carlisle Borough Police Department and the Commercial Vehicle Safety Division of the Pennsylvania State Police known as MCSAP subject to the Borough Solicitor's satisfactory review and approval.*
2. *Borough Council approved three (3) Special Events Applications submitted by DCA involving the following street closures. Approvals shall be subject to the DCA submitting a valid Certificate of Liability Insurance form naming the Borough of Carlisle and PennDOT as additional insureds and obtaining PennDOT final approval.*

Ford Parade, June 2, 2018 from 6:30 p.m. – 10:00 p.m.; streets to include:

Bryn Mawr Road – I Street. (south to) Carlisle Springs Road/Hanover Street from North Street (south to) South Street/High Street from Bedford (west to) West Street, North and South Pitt from Louther to Pomfret; East Pomfret to Eagles Lot. No parking between North and Penn Street on Hanover.

Corvette Parade, August 25, 2018 from 6:30 p.m. – 10:00 p.m.; streets to include:

Bryn Mawr Road – I Street (south to) Carlisle Springs Road/ Hanover Street from North Street (south to) South Street/High Street from Bedford (west to) West Street, North and South Pitt from Louther to Pomfret; East Pomfret to Eagles Lot. No parking between North and Penn Street on Hanover.

Harvest of the Arts, September 22, 2018, 6:00 a.m. – 8:00 p.m.; streets to include:

High Street from Hanover Street (West to) College Street. Pitt Street from Louther (South to) Pomfret/West Street from Dickinson Alley (South to) Church Avenue.

3. *Borough Council approved the Carlisle Holiday Parade sponsored by the DCA scheduled for November 30, 2018 from 6:00 – 7:30 p.m. including staging time (3-7 p.m.). Staging area will be E. North Street between Spring Garden Street and Hanover Street. Hanover Street would be closed from Penn Street to Willow Street (the same route as the annual Halloween Parade). Schedule line up from 3-7 p.m. at CE parking lot across from IAC site. Approval is subject to receipt of a valid Certificate of Liability Insurance form naming the Borough and PennDOT as additional insureds.*
4. *Borough Council approved the Ice Art Festival sponsored by the DCA. Street closure to include Dickinson Avenue from North Hanover to North Courthouse; South Courthouse from W. High Street to West Church Avenue; West Church Avenue from South Courthouse to South Hanover and, restricted parking on West Pomfret Street (north side) and South Hanover to School Avenue (south side) and South Hanover to CALC (Pomfret Street). Closures and restricted parking to begin at 10:30 a.m. on February 8 through 10:00 p.m. on February 10, 2019. Approval is subject to receipt of a valid Certificate of Liability Insurance form naming the Borough as an additional insured.*

REGULAR AGENDA

TABLED, CONTINUED, AND RECURRING ITEMS

None

REPORTS FROM ELECTED OFFICIALS

A. Mayor's Reports:

No report

REPORTS FROM COMMITTEES

B. Budget & Finance Committee:

1. Borough Council voted 6-0 to adopt a resolution approving the sale and disposition of vehicles and other equipment (listed in Exhibit A of the Resolution) that may be sold through Municibid. (Shultz/Flower-Webb)
2. Borough Council voted 6-0 authorizing staff to release the Stuart Foundation grant funding (totaling \$30,000) for payment of the Special Fire Police's purchase of replacement radios. The Stuart Foundation's donated funds were restricted specifically for said purchase. (Shultz/Flower-Webb)

C. Community Planning & Smart Growth:

1. Borough Council may consider a proposed zoning ordinance amendment (map and text changes) with respect to changes to Chapter 255, Zoning, of the Borough Code.
**Scribe note: No action was taken due to the request from Deputy Mayor Shultz to continue the public hearing indefinitely.*
2. Borough Council voted 6-0 to approve a waiver for the filing of a Preliminary Land Development Plan (226-17;19). Furthermore, Borough Council may approve a Final Land Development Plan, submitted by FSA Associates, on behalf of 398 E. High St. LLC, located on the SW corner of E. High St. & S. Spring Garden Street (C-3 General Commercial District) subject to the conditions imposed by staff. (Flower-Webb/Shultz)
3. Borough Council voted 6-0 to approve a waiver for the filing of a Preliminary Land Development Plan (226-17;19), and other associated design waivers. Furthermore, Borough Council may approve a Final Land Development Plan, submitted by Akens Engineering Assoc., on behalf of Amish Country Bakehouse, located at 457 E. North St. (C5 – Entranceway Business District) subject to the conditions imposed by staff. (Flower-Webb/Shultz)

D. ERCP Committee:

1. Borough Council voted 6-0 to approve the appointment of Mr. Ryan Ferguson to a first full, five-year term on the Municipal Authority. The candidate's term will become effective immediately and expire on December 31, 2022. (Guido/Shultz)
2. Borough Council voted 6-0 to approve the appointment of Mr. Charles Stoup to a partial term, on the Municipal Authority. The candidate's term will become effective immediately and expire on December 31, 2018. (Guido/Shultz)

3. Borough Council voted 6-0 to approve the appointment of Mr. Thomas Paup to a first full, five-year term on the Pension Advisory Commission. The candidate's term will become effective immediately and expire on March 31, 2023. (Guido/Shultz)
4. Borough Council voted 6-0 to appoint Mr. Joel Hillison to a partial term on the Sewer System Authority. The candidate's term will become effective immediately and shall expire on March 31, 2020. (Guido/Shultz)

E. Parks and Recreation Committee:

1. Borough Council, by a roll call vote of 6-0, adopted an ordinance authorizing the lease of the Thornwald Park Gatehouse. (Landis/Fulham-Winston)
2. Borough Council voted 6-0 to approve Cianfichi Scholl Architecture/Engineering to develop and design construction plans and documents for the design of an HVAC system for the gymnasium at the Stuart Community Center. The professional services agreement shall be at a fixed fee of \$16,925.00 (sixteen thousand nine hundred twenty-five dollars). (Landis/Fulham-Winston)

F. Public Safety Committee:

1. Borough Council, by a roll call vote of 6-0, adopted an ordinance establishing a temporary parking ban affecting certain borough streets in conjunction with Carlisle Production's 2018 schedule of events. (Scott/Guido)
2. Borough Council voted 6-0 to amend its January 11, 2018 action by approving a revised Special Events Application and street closure request from the Employment Skills Center to conduct the annual Downtown Mile Race/Walk to include the closure of Ritner Highway immediately west of Orange Street to Hanover Street and North Pitt Street from West High Street to Dickinson Avenue. Said approval shall be contingent upon the applicant receiving PennDOT approval; receipt of a valid Certificate of Liability Insurance form naming the Borough of Carlisle and PennDOT as additional insureds; notifying impacted residences of this event and the closure; and, reimbursing the Borough of Carlisle 100% of the variable costs and 10% of the fixed costs incurred by the Borough. The event shall be held Thursday, May 17, 2018 from 5:00 p.m.- 8:30 p.m. An amendment to the motion was made by Councilor Guido, directing staff to draft a letter to the Employment Skill Center requesting that future events begin east of Orange Street and to the square, in order for traffic control measures to allow traffic to flow through High and Orange Streets or if not acceptable to choose a different street or route. (Scott/Guido)
3. Borough Council voted 6-0 to approve a Special Events Application and street closure as well as lifting of the Sidewalk Ordinance for the annual Amani Festival to be held on Saturday, May 5, 2018 from 6:00 a.m.- 7:00 p.m. The event is to take place on the first two (2) blocks of W. High Street and the first block of North and South Streets to W. Louthier Street and W. Pomfret Street. (Street closure is scheduled from 5:00 a.m. – 7:00 p.m.). Approval shall be contingent upon the applicant receiving PennDOT approval; receipt of a valid Certificate of Liability Insurance form naming the Borough of Carlisle and PennDOT as additional insureds; and, reimbursing the Borough of Carlisle 100% of the variable costs and 10% of the fixed costs incurred by the Borough. (Scott/Guido)

Furthermore, Borough Council voted 6-0 to approve the erection of (4) temporary banners/flags to be hung on Borough lamp posts the day of the event (Saturday, May 5). The banners/flags would be hung in close proximity to the band stage area from 5:00 a.m. to 7:00 p.m. (Scott/Guido)

4. Borough Council voted 6-0 to approve a Special Events Application for Northside Ride-Community Bike Ride on Saturday, April 14, 2018 from 1:00 – 2:30 p.m. sponsored by the LifeCycle-New Life Community Church. Approval is subject to receipt of a valid Certificate of Liability Insurance form naming the Borough of Carlisle as an additional insured; and the applicant reimbursing the Borough 100% of the variable costs and 10% of the fixed costs incurred by the Borough for this event. (Scott/Guido)
5. Borough Council voted 6-0 to table the following motion and have placed on the May 2, 2018 workshop agenda. (Guido/Fulham-Winston)

Borough Council may consider approving proposed revisions to the March 23, 2011 Civil Service Rules and Regulations.

G. Public Works Committee:

1. Borough Council voted 6-0 to authorize the Mayor to sign the Pennsylvania Department of Environmental Protection Sewage Facilities Planning Module Exemption Form for a connection to the Borough's sanitary sewer system from the proposed El Rodeo Restaurant at 398 East High Street. (Fulham-Winston/Landis)
2. Borough Council voted 6-0 to authorize the reduction in the amount of financial security posted by G&G 24A PA General Partnership for the Meetinghouse Heights Development in the amount of \$70,950 (seventy thousand nine hundred fifty dollars). (Fulham-Winston/Landis)
3. Borough Council voted 6-0 to award the unit price construction contract for the 2018 Pedestrian Curb Ramp Rehabilitation Project to the lowest responsive bidder, Galbraith PreDesign, Inc. of Carlisle, Pennsylvania, in the amount of \$118,800.39 (one hundred eighteen thousand eight hundred dollars and thirty-nine cents). Borough Council may also authorize any contract change orders needing prompt action in an amount not to exceed \$4,000 (four thousand dollars) each, to be approved at the discretion of the Borough Manager and brought before Council for retroactive approval. (Fulham-Winston/Landis)
4. Borough Council voted 6-0 to enter into an Engineering Contract with Herbert, Roland and Grubic, Inc. (HRG) to provide construction phase engineering services to the Borough of Carlisle in the amount of \$150,600 (one hundred fifty thousand six hundred dollars) to provide construction phase engineering services for the LeTort Interceptor Rehabilitation Project subject to the Borough Solicitor's satisfactory review and approval. (Fulham-Winston/Landis)
5. Borough Council voted 6-0 to approve a resolution accepting the revised Right-of-Way Plan for Part 1 of the Carlisle Connectivity and authorize the Mayor to sign the Plan. (Fulham-Winston/Landis)
6. Borough Council voted 6-0 to authorize the Borough Solicitor to draft and advertise an ordinance amending the Borough Code with respect to Chapter 212, Solid Waste and Recyclables, to revise the definitions of Bulky Waste and Rubbish to reflect current industry standards. (Fulham-Winston/Landis)

NEW BUSINESS

No new business.

REPORTS FROM COUNCIL MEMBERS & STAFF

Dickinson Law School Student Ambassador Lewis remarked that the law school will hold a 5K run to raise funds for student summer internships.

Councilor Landis will participate in a Northside Neighborhood cleanup and the Northside Ride-Community Bike Ride on Saturday, April 14, 2018.

Councilor Fulham-Winston attended the East Side Neighbors Association meeting. They announced a concert will be held at Biddle Mission Park on June 15, 2018.

Councilor Guido provided a reminder of the upcoming Opioid Action Forum on April 23, 2018 at Wilson Middle School at 6:00 PM. The Borough will host a table for citizens to sign up for the Neighborhood Associations or a crime watch organization. She mention it was Crime Victims Rights Week and attended a rally where she gave a proclamation on behalf of the Mayor.

Mayor Scott announced that an executive was held prior to the Council meeting to discuss personnel, real estate and litigation.

Councilor Flower-Webb noted the Carlisle Tool Library has opened to offer citizens tools to borrow for home repairs. She attended the Carlisle Young Professionals meeting, the Molly Pitcher Award Dinner and toured the recently renovated Gatehouse and Shaffer Cabin. Councilor Flower-Webb commended Andrea Crouse for the project management of the Gatehouse and Shaffer Cabin.

Parks & Recreation Director Crouse noted the Carlisle Pool will celebrate its 50th anniversary of the pool on June 9, 2018 with activities and cake.

Mayor Scott noted that prior to the meeting he swore in six auxiliary fire police.

ADJOURNMENT

There being no further business or public comment, the meeting adjourned at 7:35 p.m.

Timothy A. Scott,
Mayor

Joyce E. Stone
Borough Secretary