Borough of Carlisle
Council Workshop Minutes
August 2, 2023
6:00 PM

Present at the meeting: Councilors Crampsie, Hicks, Mellen, Perry, Stuby, Deputy Mayor Landis and Mayor Shultz. Also present were: Borough Manager Armstrong, Assistant Borough Manager Snyder, Police Chief Landis, Public Works/Engineer Malarich, Sustainable Community and Economic Planning Director Woolston, Finance Director Juday, Parks & Recreation Director Crouse, Human Resource/Risk Management Manager Berrier, Fire Chief O'Donnell, Public Information Coordinator Taylor and Borough Secretary Stone.

I. Call to Order & Pledge of Allegiance

Mayor Shultz called the Workshop Meeting to order at 6:00 p.m. and lead the Pledge of Allegiance.

II. Citizens to be Heard

Kevin Rockwood, 243 South West Street, Carlisle, Pennsylvania, a partner in Rogue Duck Hospitality. Mr. Rockwood remarked that they currently operate One13 Social and have submitted a loan request for a new restaurant, Pitt Street Station, at 10 North Pitt Street. Mr. Rockwood thanked Council for their consideration for the upcoming loan request.

Don Smith, 350 H Street, Carlisle, Pennsylvania spoke of his dislike of the trash billing fees being attached to his utility bill.

III. Meeting Minutes

A. Borough Council voted 7-0 to approve the July 5, 2023 Workshop Meeting Minutes. (Landis/Mellen)

IV. Presentation

A. Downtown Carlisle Association Director Stacey Gould presented a PowerPoint that provided an overview of Carlisle's inviting attributes, successful activities and beatification initiatives for downtown streets. Ms. Gould thanked Borough Council for their ongoing partnership and continued financial support. The PowerPoint is attached to these minutes.

V. Sustainability & Community Planning

A. Tomorrow's Neighbors

Borough Council voted 7-0 to approve a letter of support request from Tomorrow's Neighbors for a Special Exception or Variance application at 343 East North Street, Carlisle, to operate a transitional re-entry housing facility for male individuals returning to the community after being released from prison. (Hicks/Landis)

Attorney Hubert Gilroy, representing Tomorrow's Neighbors provided details regarding a Special Exception or Variance request submitted to the Zoning Hearing Board. He clarified the proposed request will contain the following conditions:

- Limit the living capacity to eight residents rather than the original thirteen. This will be for a trial period of one year. Then review in one year to possibly expand if no violations occur.
- Assigned probation officer to the residence to provide State and County oversite.

Kurt Danysh reported that over the past year the program has housed five individuals without incident. He noted the program has received support from the Attorney General's Office, law enforcement, Department of Corrections, Democrat and Republican lawmakers, and Borough Council. The property requiring a special exception was previously used as group home that housed sixteen individuals. The request from Tomorrow's Neighbors was to house eight individuals for the first year. Mr. Danysh remarked that Penn State will be studying the program and using the data to improve re-entry programs across the state and beyond. He asked for Council's support in alignment with the Borough's strategic mission statement.

Cutis Hetrick, 319 East North Street, spoke in favor of the program however he asked for any police incidents to be tracked/ reported and shared with the community if possible. Attorney Gilroy noted he will suggest to the Zoning Hearing Board that the facility is willing to work with the Police Department to authorize sharing of that information.

Mayor Shultz recapped that the request is simply for a letter of support from Council for the conditions discussed, and that the Zoning Hearing Board will make the legal decisions regarding the Special Exception or Variance request.

Councilor Hicks asked Attorney Gilroy to provide primary reasons why this would not be considered a group home. Attorney Gilroy responded that in the analysis letter sent from the Zoning Officer, it was not seen as a group home.

Councilor Stuby asked Attorney Gilroy to explain why, at this point, the effort to go before the zoning hearing board is occurring, since the property and the facility are already in use as opposed to this happening prior to the facility opening. He noted it was brought up that there were a number of people on the 300 block of East North Street, the East Side Neighbors Association, and the Borough that were somewhat unaware that the property would be used for this specific type of facility. Attorney Gilroy responded that Mr. Danysh was correct in receiving money from the County and support from various constituencies but was unaware that a zoning permit was needed for the property. Mr. Danysh then contacted Attorney Gilroy for legal advice to proceed with the zoning permit.

Councilor Stuby stated that he feels it is important for future conversations to occur prior to facilities opening.

Discussion ensued among Council regarding providing a letter that is only in support of the project at that site. They agreed to provide a letter and leave the legal determination up to the Zoning Hearing Board as to if the use meets the standard for a variance.

VI. Mayor's Report

A. Borough Council voted 7-0 to approve the Domestic Violence Services of Cumberland and Perry Counties (DVSCP) request to tie purple colored ribbons to Borough lampposts as a sign of solidarity for Domestic Violence Awareness Month contingent upon the following:

- Ribbons permitted to be hung from Borough downtown street lamp poles beginning September 30 through October 31. The ribbons shall be removed no later than the morning of November 1, 2023.
- Ribbons need to be secured tightly and at a height that prevents them from being easily removed by pedestrians or inclement weather.
- Inspect the area periodically to ensure that the ribbons remain secure and in good condition. (Shultz/Landis

B. Vision Zero Resolution:

Deputy Mayor Landis explained a discussion was held in May regarding the concerns and issues that are occurring in the Borough and surrounding areas that are related to traffic violence and keeping residents safe. Draft resolutions were presented to Council that will be used a guiding document to focus on reducing traffic deaths and serious injuries to zero by taking measures to design and build streets that are safe and convenient for all users. Deputy Mayor Landis remarked that adopting a resolution would be the starting point. The resolution will include initiatives from the Climate Action Plan and the Truth and Reconciliation Commission that encompass certain groups of people who are more likely to be injured through traffic violence. This document will be a guiding document for future Council and staff to follow.

Discussion ensued among Council regarding the language in each draft resolution. The conversation concluded with Council recommending staff revise the current resolutions and providing a final resolution at the August Council meeting.

Brian McDermott, 343 G Street, Carlisle, Pennsylvania, noted he is involved in many bicycle-focused projects in Carlisle. He remarked that a plan like Vision Zero makes sense when promoting the downtown events where people are outside of their cars, walking around. Mr. McDermott liked that Council is considering this resolution.

VII. Budget & Finance

A. Outside Agencies Guidelines Revisions:

Councilor Stuby provided an overview of the proposed changes to the Outside Agency Guidelines. Those changes include:

- Allocating $10,000 twice annually (subject to change) to fund outside agencies and considers requests from organizations that want to improve the Borough of Carlisle.
- Funding is limited to $2,000 per organization per calendar year or an amount subject to Council's discretion.

Following a discussion among Council, there was agreement to provide a revised document at the August Council meeting to be formally adopted.

VIII. Economic Development

A. RDH Downtown CDBG Loan

Borough Council voted 7-0 to approve a Borough of Carlisle Community Development Block Grant Shopsteading Loan and authorize the Mayor to execute the appropriate loan documents to provide $70,000 (seventy thousand dollars) in CDBG Program Year 2022 funds to RDH Downtown, 10 N. Pitt Street, Carlisle. The loan shall reflect a 25-year amortization, two-percent (2%) interest rate, with a balloon payment at seven (7) years. Approval shall be subject to the Borough Solicitor's satisfactory review and approval of said loan documents and provisions outlined by staff. (Crampsie/Perry)

IX. Budget & Finance

A. Electric Vehicle Charging Stations

1. Borough Council voted 7-0 to approve the drafting and advertising of an ordinance amending the Code of the Borough of Carlisle, to establish rates for the Borough's electric vehicle charging stations. (Stuby/Crampsie)

   Councilor Crampsie suggested exploring incentives to offer to residents that use the EV charging stations. He suggested a discount on parking garage fees.

   Councilor Hicks suggested placing revenues into separate account to be used for green incentives. Borough Manager Armstrong clarified that the cost per hour for electrical use is fifty-nine cents and Charge Point is charging a fee of eight cents per hour. That leaves eight cents additional funds that could be purposed for operating and maintenance expenses of the stations.

2. Borough Council voted 7-0 to authorize the submission of a rebate voucher to the Driving PA Forward – Level 2 EV Charging Rebate Program seeking reimbursement for a portion of the EV Charging Station purchase costs. (Stuby/Crampsie)

B. Alternative Fuels Incentive Grant

Borough Council voted 7-0 to approve AFIG agreements. As part of AFIG, Carlisle Borough will replace five vehicles with electric vehicles. (Stuby/Crampsie)

C. Grant Agreements

Borough Council voted 7-0 to approve grant agreements with Cumberland County for the purchase of Motorola radios. (Stuby/Crampsie)

X. ERCP

A. Climate Action Committee Appointment

Borough Council voted 7-0 to approve the appointment of Ms. Molly Wilkinson to a term on the Climate Action Committee. The motion was amended to indicate the appointment as an alternate member. The term will become effective immediately. (Landis/Mellen)

XI. Sustainability & Community Planning

A. Floodplain Ordinance:

Sustainable Community and Economic Planning Director Woolston explained the Borough participates the National Flood Insurance Program, which entitles certain residents with in the floodplain to obtain insurance policies and make flood damage claims. The Borough must update its flood ordinance and regulations to reflect the newest maps by September 7, 2023. Mr. Woolston recommended for Council direct the Solicitor to advertise the ordinance for approval consideration at the September Workshop meeting. There was consensus among Council to move forward with this action.

XII. Public Works Committee

A. Alleyways-Traffic Calming:

Public Works/Engineer Malarich spoke of complaints received regarding speeding in Borough alleys. He explained alleys are designed to provide access to the rear of properties and to utilities, as well as serve as a passageway for pedestrian bicyclist/walkers. The approach for addressing speeding in an alley should be different that a street. A traffic study was performed on alleys versus streets with the results showing the average daily trips and speeds are much lower in alleys. He spoke of traffic calming measures that would lower the speeding in alleys by changing the feel of the road and making it less comfortable for a driver to feel they can travel at a higher rate of speed. A PowerPoint that containing the traffic study statistics is attached to these minutes.

Additional conversation was held in regards to changing alleys from two-way to one-way. Mr. Malarich explained this action would remove the need for vehicles to slow down to accommodate other motorists, which would likely result in higher speeds and increase in vehicle miles traveled. He noted the current one-way alleys are such because of sight restrictions.

XIII. New Business

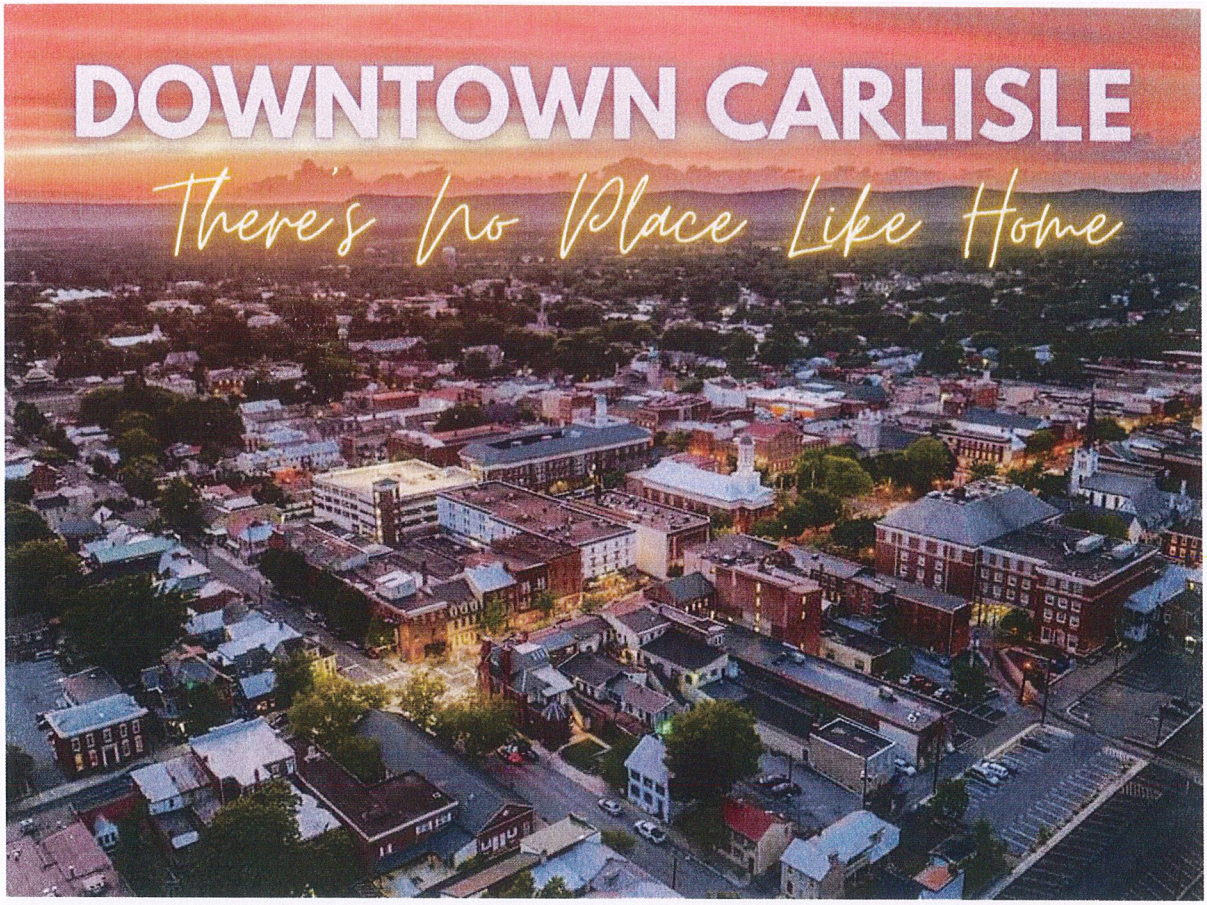
No new business was heard.

XIV. Public Comment

No public comments were heard.

XV. Adjournment

There being no further business or public comment, the meeting adjourned at 8.19 p.m.



CARLISLE

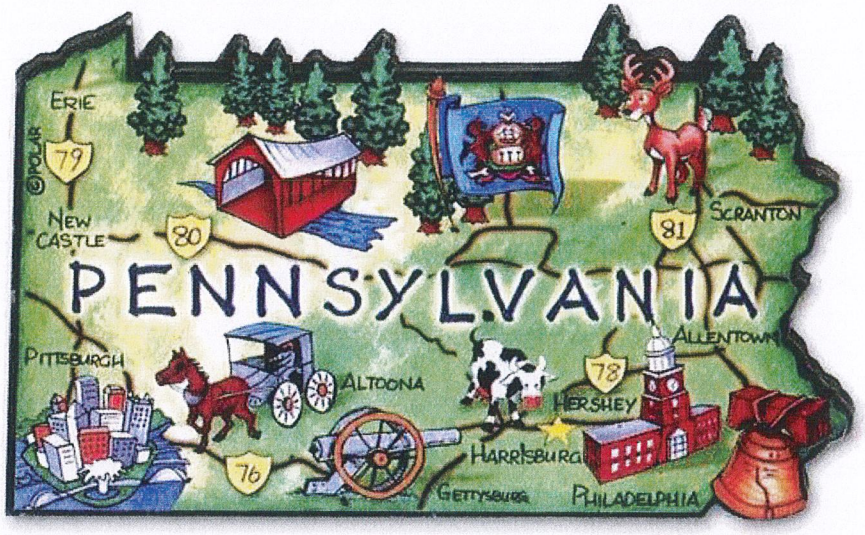
is **#2** on *Visit Pennsylvania's* list of the
Best Walkable & Shoppable Small Towns in PA

#10 on the list of **Top 10**
Places for Millennials to Live

Recognized in 2022 as the
#4 Best Historic Small Town
in *USA Today's* 10 Best contest

In 2021, it was **one of ten**
All-America City winners





WorldAtlas recently named Carlisle one of the
8 Cutest Small Towns in Pennsylvania
& also recognized our downtown for having
one of the **Best Main Streets** in the state!

DOWNTOWN CARLISLE

is <u>also</u> one of the oldest and most established
Accredited Main Street Programs
in Pennsylvania.

MAIN STREET AMERICA®

Main Street America is a national organization committed to strengthening communities through preservation-based economic development in historic downtowns & commercial districts.

LoveCarlisle
DOWNTOWN CARLISLE ASSOCIATION

MISSION STATEMENT

The mission of the DCA, or Downtown Carlisle Association, is to market the assets of Carlisle to improve the quality of life, and increase downtown business, tourism and economic development opportunities.





Although we focus on **revitalization**, **beautification** and **historic preservation**, our primary mission is to put feet on the streets and ensure that our downtown merchants are thriving.



Our events bring in **thousands of participants** while providing the opportunity to explore our unique shops, eateries & breweries.

EVENT SCHEDULE

First Weekend February
ICE ART FEST

Two Weeks Prior to Easter
DOWNTOWN PEEP SHOW

May - June - July
SECOND SATURDAYS

First Saturday June
FORD PARADE PARK & PARTY

Second Saturday August
WELCOME JAM

Third Saturday August
CORVETTE PARADE PARK & PARTY

Third Saturday September
HARVEST OF THE ARTS FESTIVAL

Second Saturday October
MOLLY PITCHER BIRTHDAY BASH

Second Saturday November
HOLIDAY OPEN HOUSE

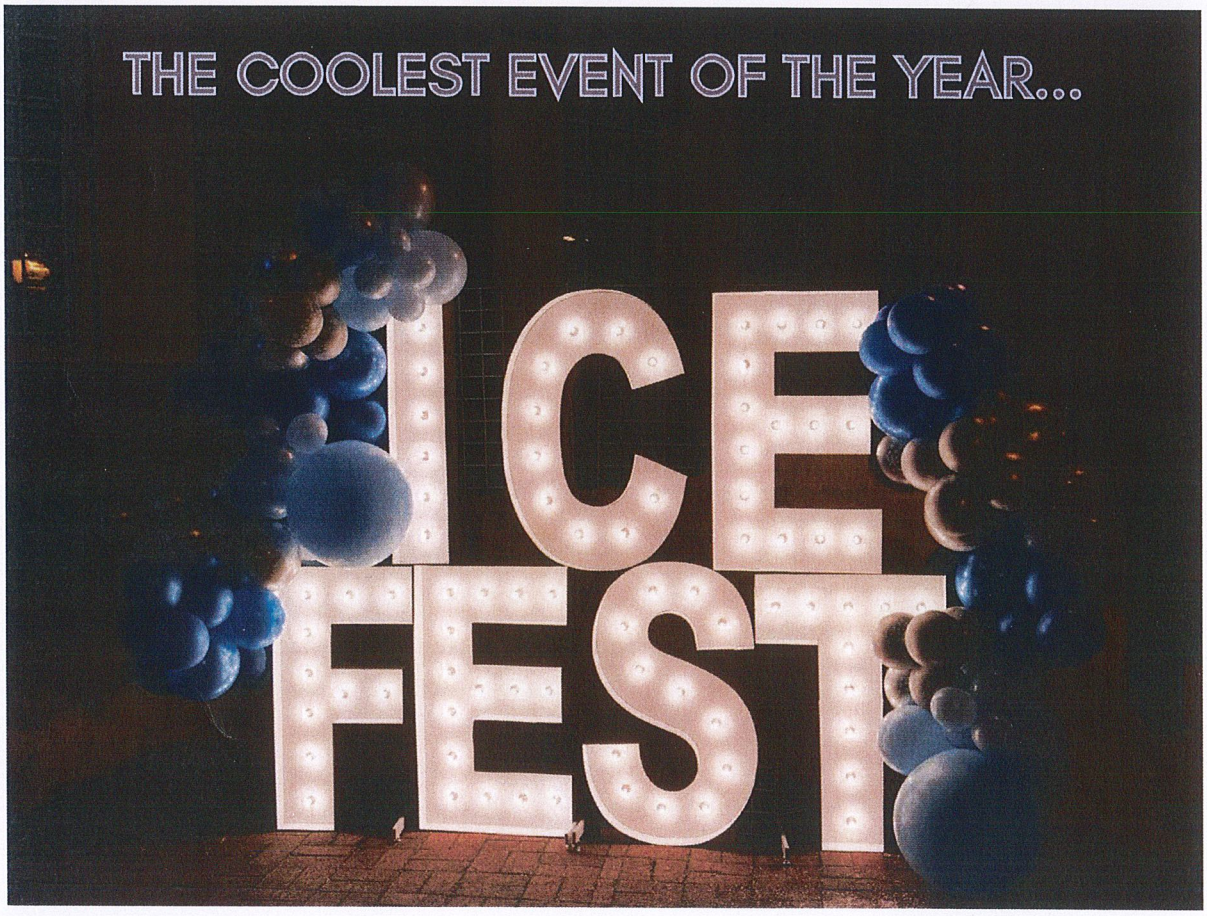
Saturday after Thanksgiving
SMALL BUSINESS SATURDAY

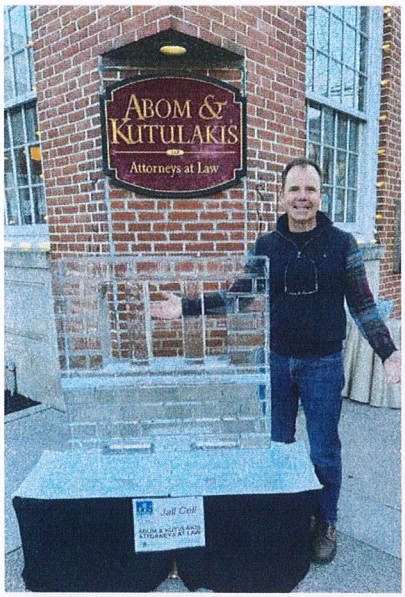
Thursday After Thanksgiving
HOLIDAY PARADE

First Saturday December
HOLLY JOLLY JUBILEE

New Years Eve
HOTCHEE NEW YEAR

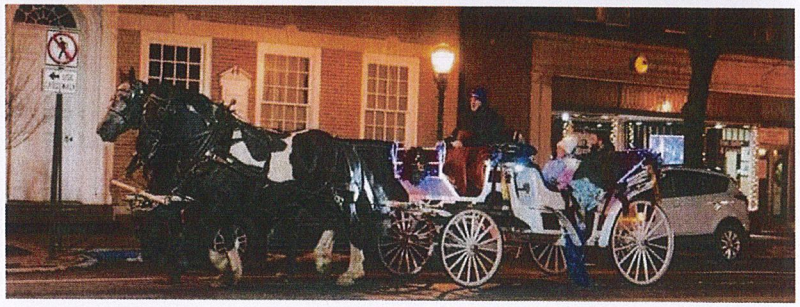

CARLISLE
THE TRUTH
JUNE 1459
SPONSOR BERKSMITH
featuring
SIGNATURE
EVENTS

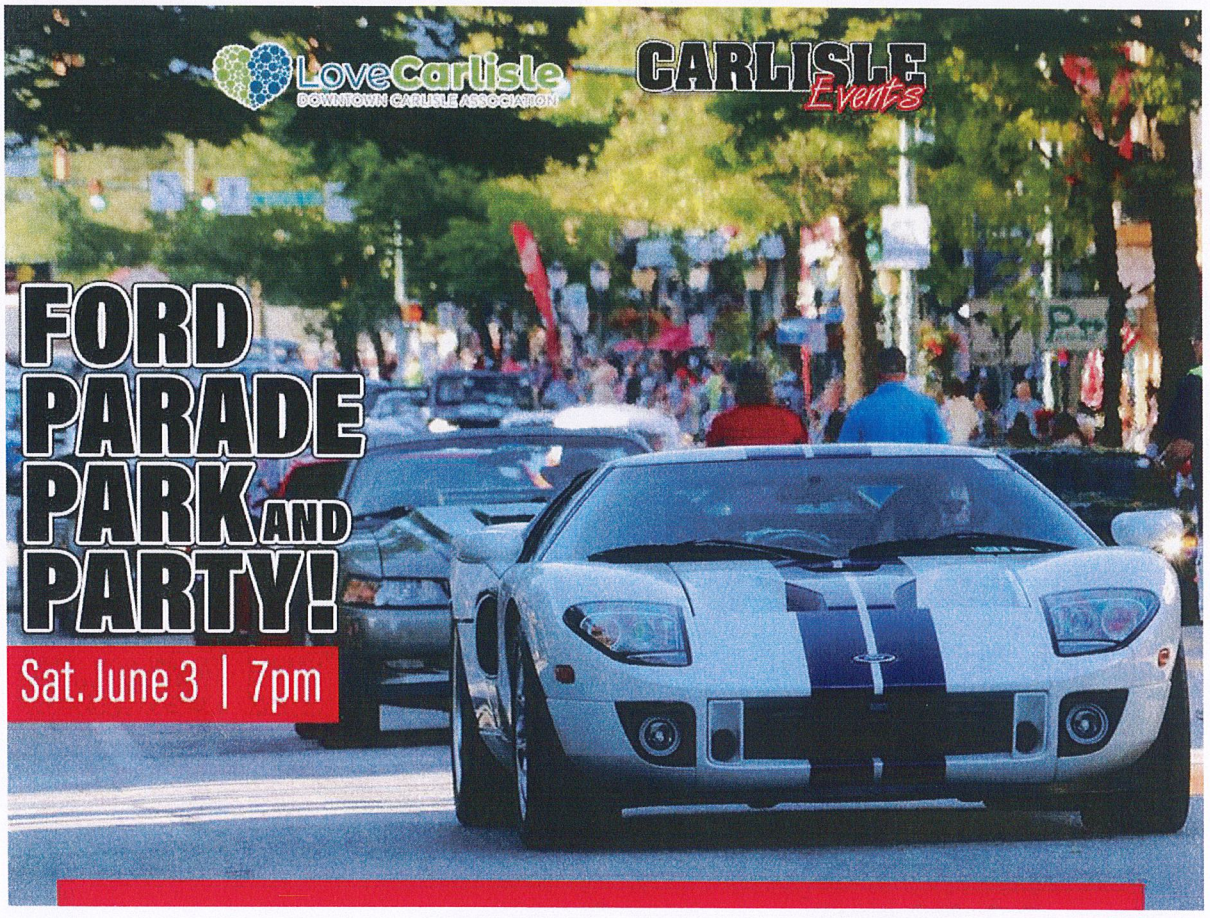

THE COOLEST EVENT OF THE YEAR...
ICE
FEST

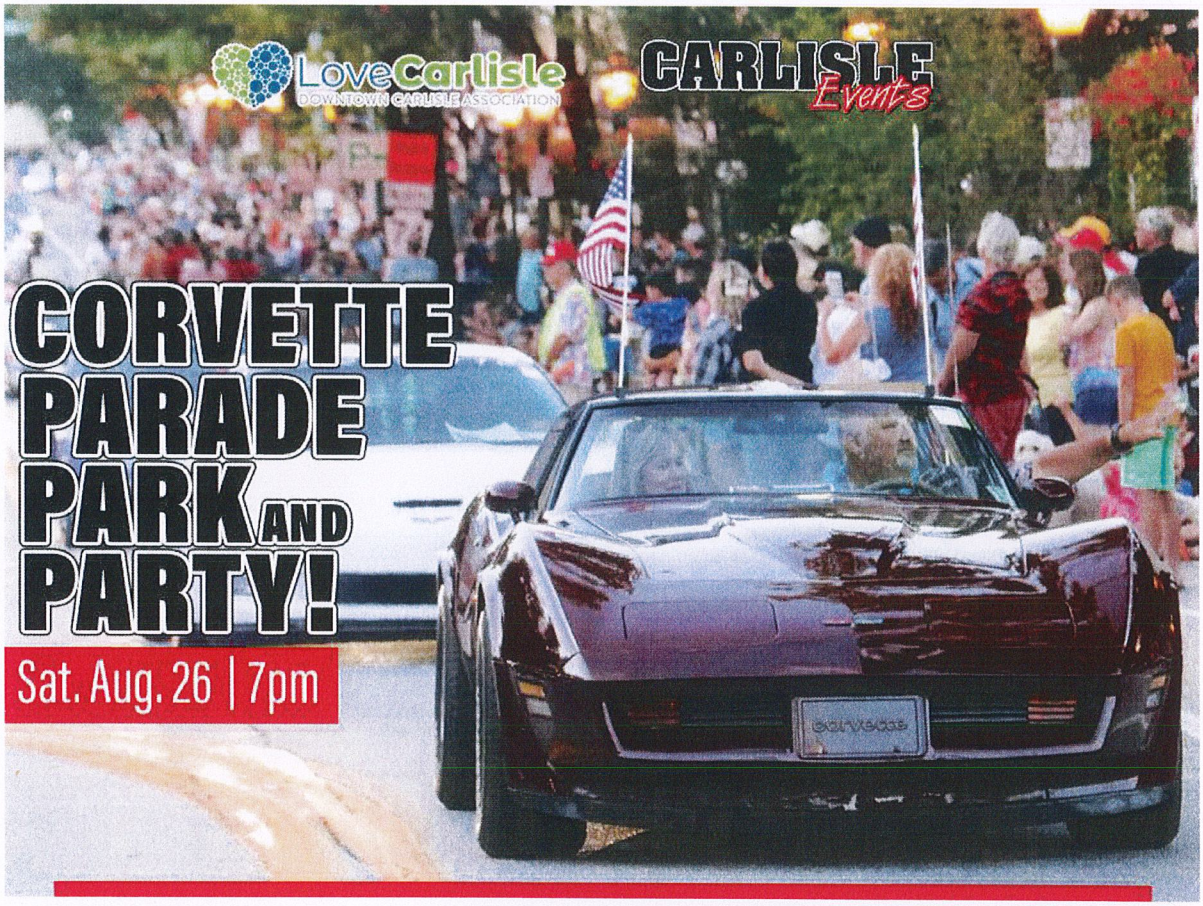

ABOM & KUTULAKIS
Attorneys at Law
Jail Cell


UPMC






LoveCarlisle
DOWNTOWN CARLISLE ASSOCIATION
CARLISLE Events
FORD PARADE PARK AND PARTY!
Sat. June 3 | 7pm


LoveCarlisle
DOWNTOWN CARLISLE ASSOCIATION
CARLISLE Events
CORVETTE PARADE PARK AND PARTY!
Sat. Aug. 26 | 7pm


Welcome to Carlisle!
U.S. ARMY WAR COLLEGE
WELCOME JAM!
SAT. AUG. 12
11AM-3PM
Don't Miss The Band
Not Quite Rite
On the Town Square from 11am-1pm


YOU'RE INVITED TO JOIN US!
ARMY
Scavenger Hunt, Activities, Live Music & More


WELCOME JAM



THIS FESTIVAL FEATURES OVER 100 ARTISAN EXHIBITORS:

Painting, photography, plants, pottery, sculpture, glass, jewelry, soaps, candles, clothing, fiber, floral arrangements, woodworking & more!





CARLISLE
Making Spirits Bright
HOLIDAY PARADE

Thursday, November 30th at 7pm

SPONSORED BY:

FOE
FRATERNAL ORDER OF EAGLES ★ COM
Carlisle, PA • (717) 249-2711

Carlisle
PARKS & RECREATION

LoveCarlisle
DOWNTOWN CARLISLE ASSOCIATION



Holly Jolly JUBILEE

SATURDAY, DECEMBER 2 FROM 3-6PM

Join us on the Town Square for
Tons of Free Activities for Kids

INCLUDING...

Visits with Santa

THE ANNUAL

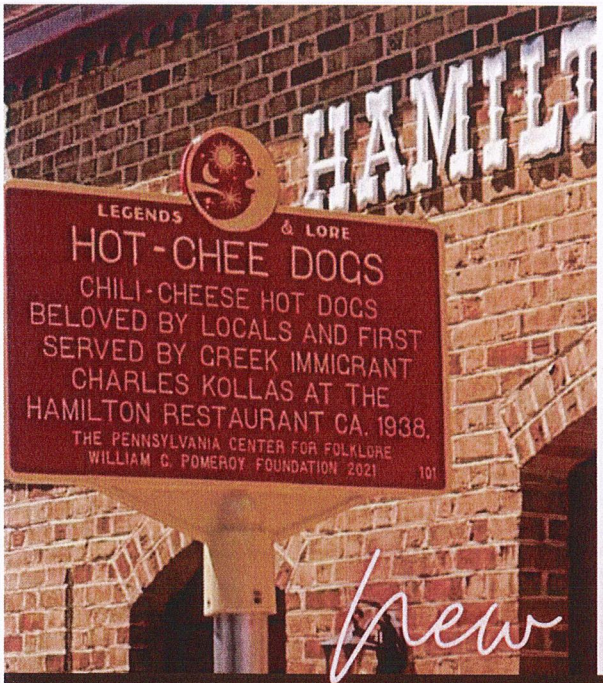
Tree-Lighting Ceremony

AND SO MUCH MORE!




Santa Visits


Tree Lighting





New Event

HOTCHEE NEW YEAR

New Year's Eve Drop of the Signature Hot Dog



also **RETAIL PROMOTIONS**

LoveCarlisle
DOWNTOWN CARLISLE ASSOCIATION

PEEP SHOW

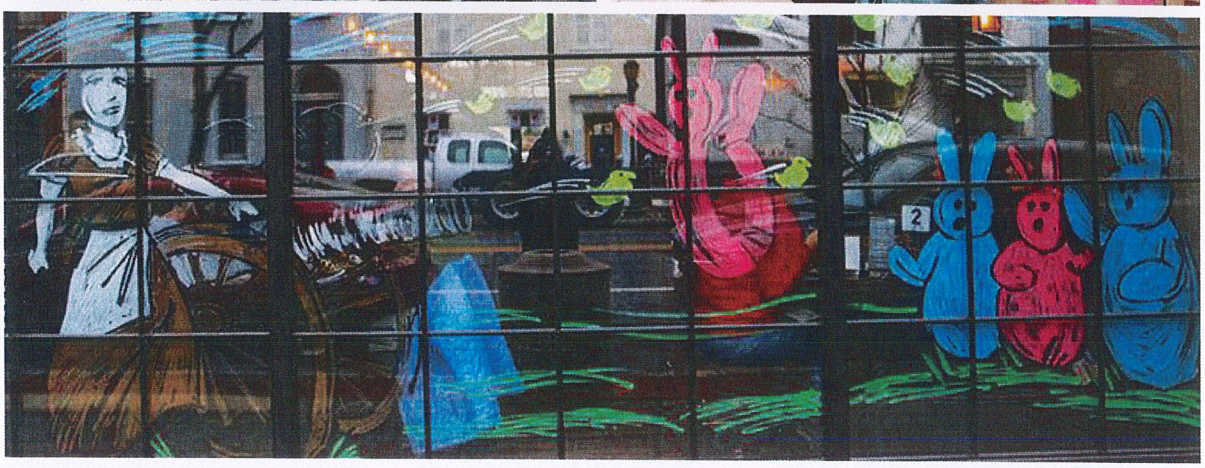
Take a peep at what's new
this Spring in Downtown Carlisle!

March 25-April 8

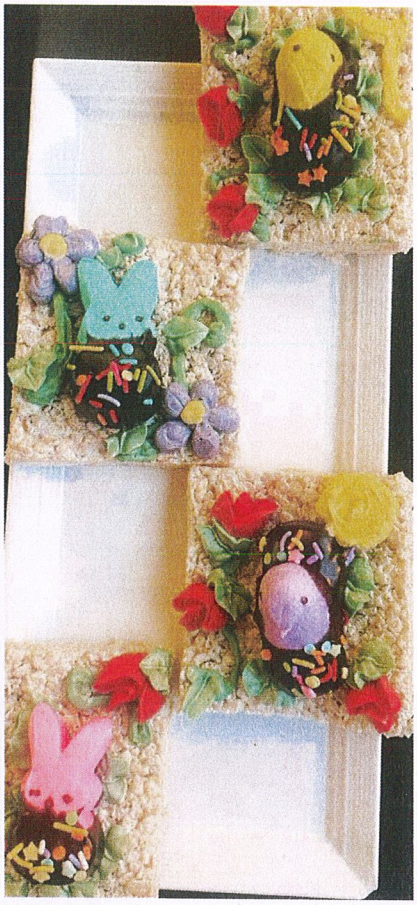
Peep Show Window Decorating Contest











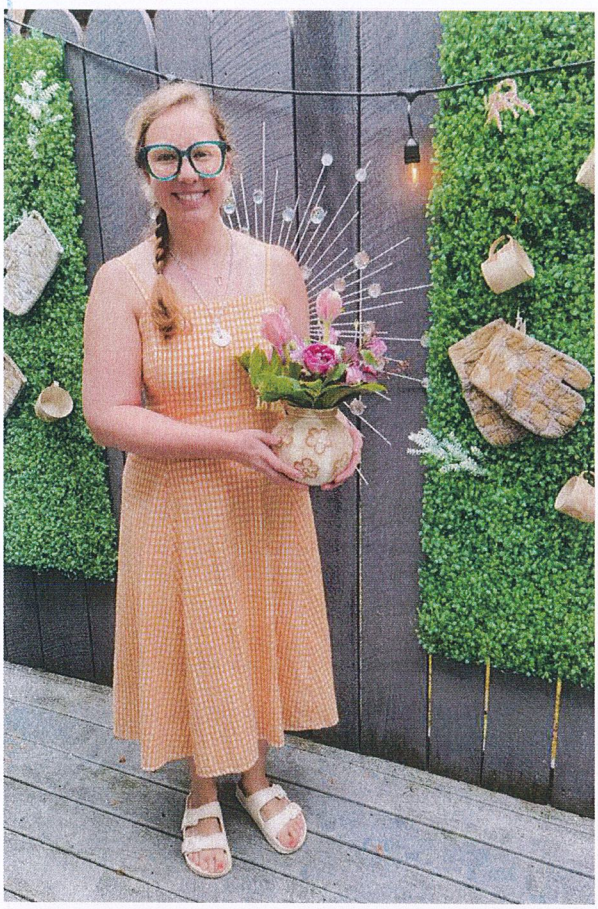
SECOND saturdays

May - June - July

A shop local promotion with a

SWEETS & TREATS theme

SIDEWALK SALES




Blooming Arts Farm


MOUNTAINS AND CAMPING
BE WITH YOU

Christmas in July

July 22-25 • Downtown Carlisle

Summer Santa visits through downtown on July 22 & 25!

Shop deals & specials with our local merchants!

Food & Drink specials at our local restaurants!

Decorated windows throughout downtown!

Selfie with an Elfie Contest for a chance to win prizes!



CELEBRATE THE MOST WONDERFUL TIME OF THE YEAR IN DOWNTOWN CARLISLE!

LoveCarlisle
DOWNTOWN CARLISLE ASSOCIATION

PROMITIONAL CONTEST



Selfie WITH AN Elfie

DOWNTOWN CARLISLE

Holiday Open House

NOVEMBER 11 - 12 -13

NOVEMBER 11 THRU 28

CHRISTMAS CAROL SCAVENGER HUNT

SATURDAY, NOVEMBER 12

COMPLIMENTARY COOKIE CONTEST






on Pomfre
Scavenger


HATA
yoga

Christmas Carol

Scavenger Hunt

CLUE #1

This Christmas carol is named after the German word for "FIR TREE"

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Christmas Carol

Scavenger Hunt

CLUE #2

In the carol "JINGLE BELLS" what did they use to dash through the snow?

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DOWNTOWN CARLISLE ASSOCIATION

Shop Local
CAMPAIGN



LoveCarlisle

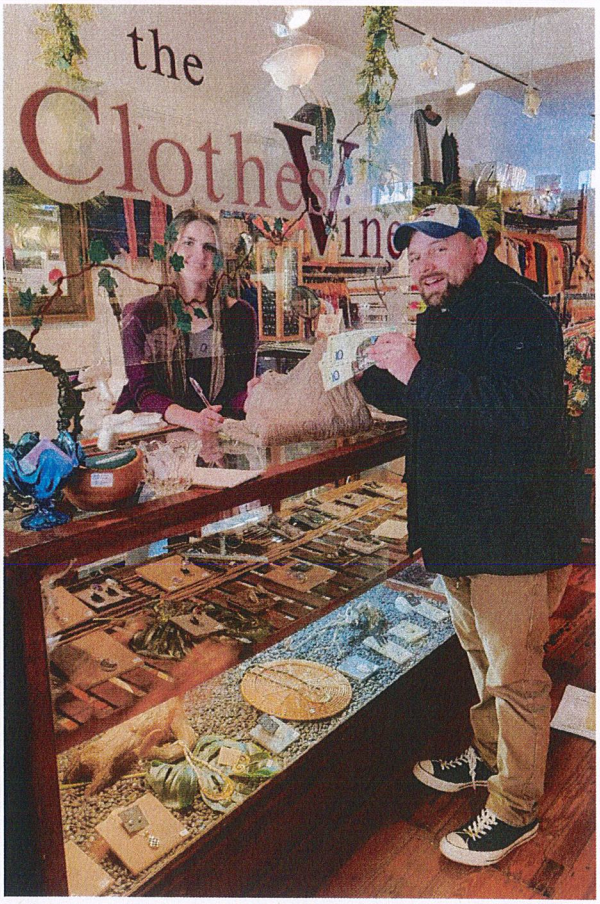
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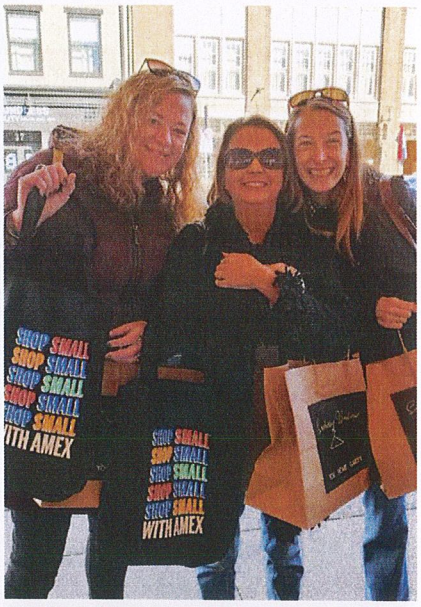
LoveDining
LoveShopping
LoveMovies
LoveMusic
LoveDowntown
LoveBucks

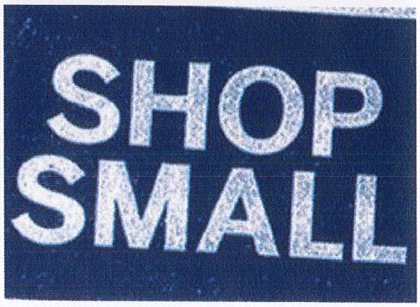



the
Clothes
Vine

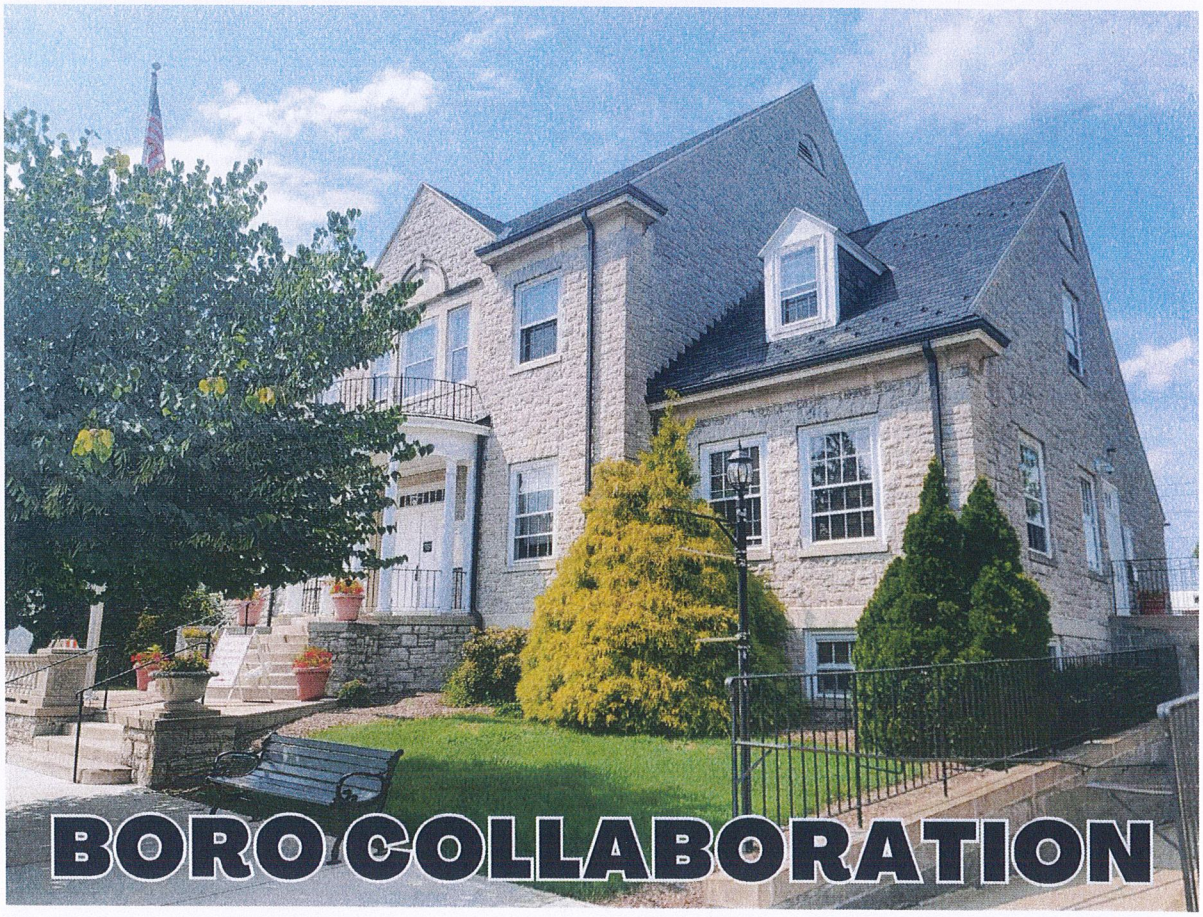

LoveCarlisle
Downtown Carlisle Gift Certificate
ten
bucks
MOLLY PITCHER
Carlisle, Pennsylvania


CARLISLE
SMALL BUSINESS
SATURDAY
LOVE CARLISLE


SHOP SMALL
WITH AMEX


SHOP
SMALL


CARLISLE
COMEDIAN
EARL DAVID REED
SEP 29 730 PM
DOWNTOWN CARLISLE ASSOCIATION PRESENTS...
COMEDIAN
EARL DAVID REED
THURSDAY
SEPTEMBER 29
7:30-9PM
HBO
THE TONIGHT SHOW
MTV
MUSIC TELEVISION
CARLISLE THEATRE
40 WEST HIGH STREET
CARLISLE, PA
SHOW TIME: 7:30PM
DOORS: 7PM
TICKETS START AT: $25
CARLISLETHEATRE.ORG
CARLISLE theatre


BORO COLLABORATION

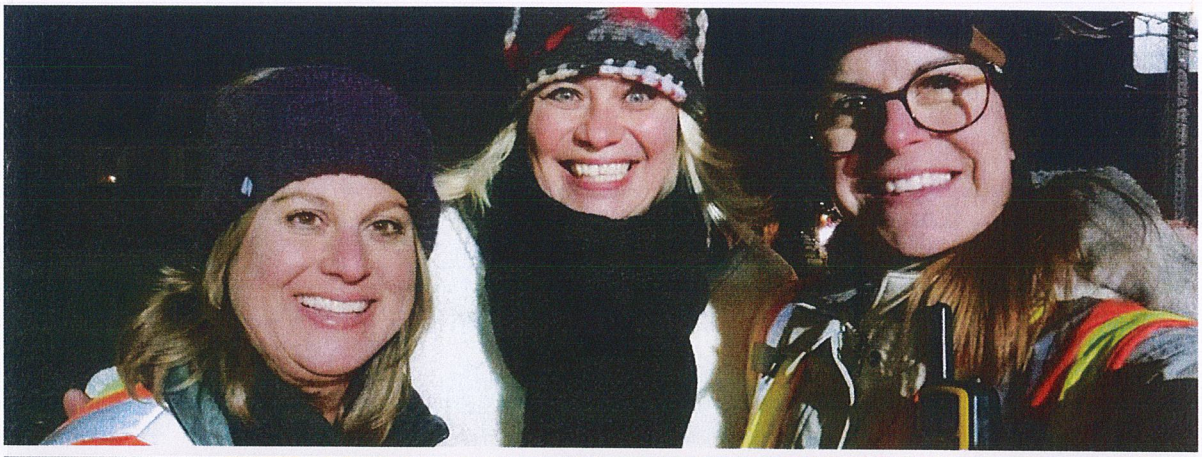

BRIDESMAIDS
HAPPEN HERE
CARLISLE
BOROUGH

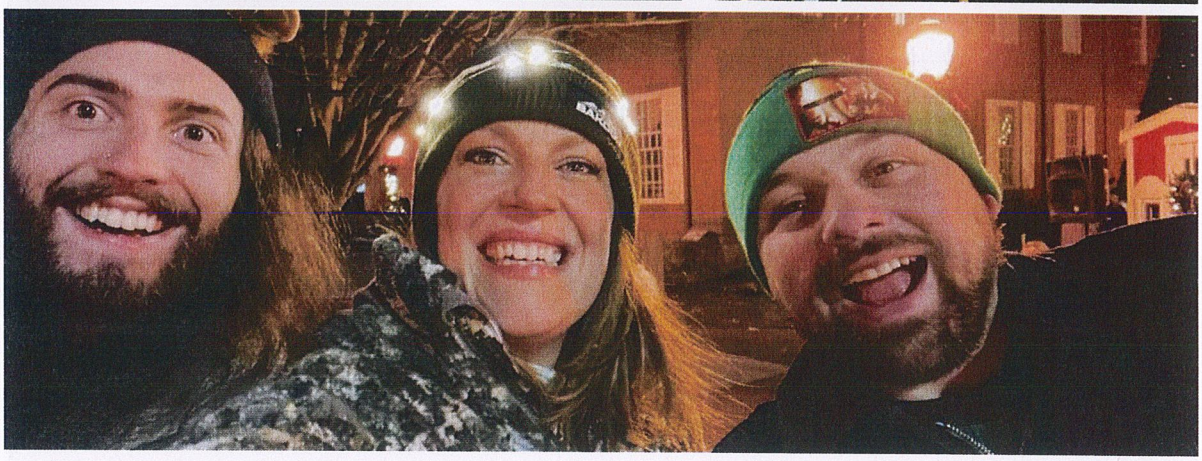

NO PARKING
MONDAY
AND
FRIDAY
SAMPLE
2
4X4


DUR-A-LIFT
CAUTION
WHEN LIGHTS
ARE FLASHING
VEHICLE IS
PREPARING TO
STOP





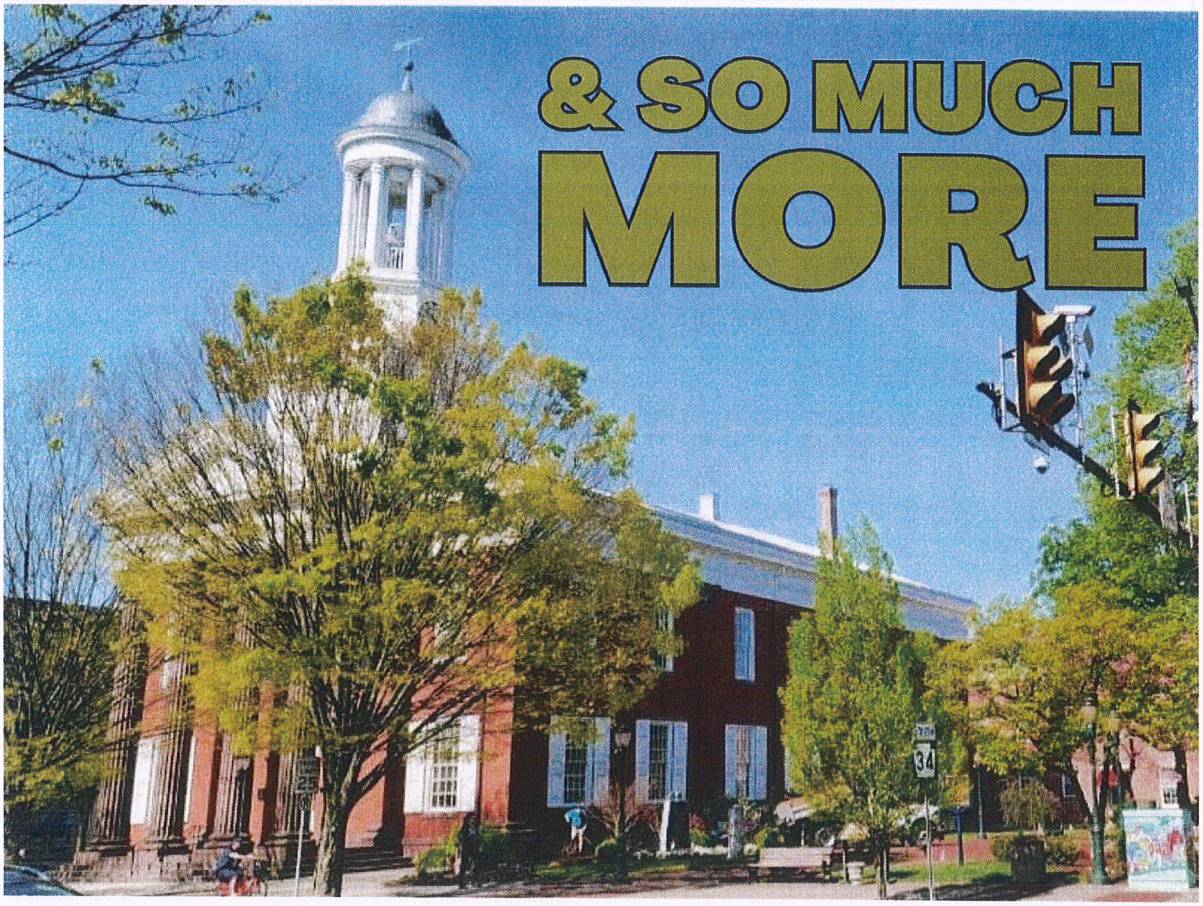







BRINGING YOU A BETTER DOWNTOWN
lovecarlisle
DCA




& SO MUCH
MORE


Volunteers
COMMUNITY SUPPORT

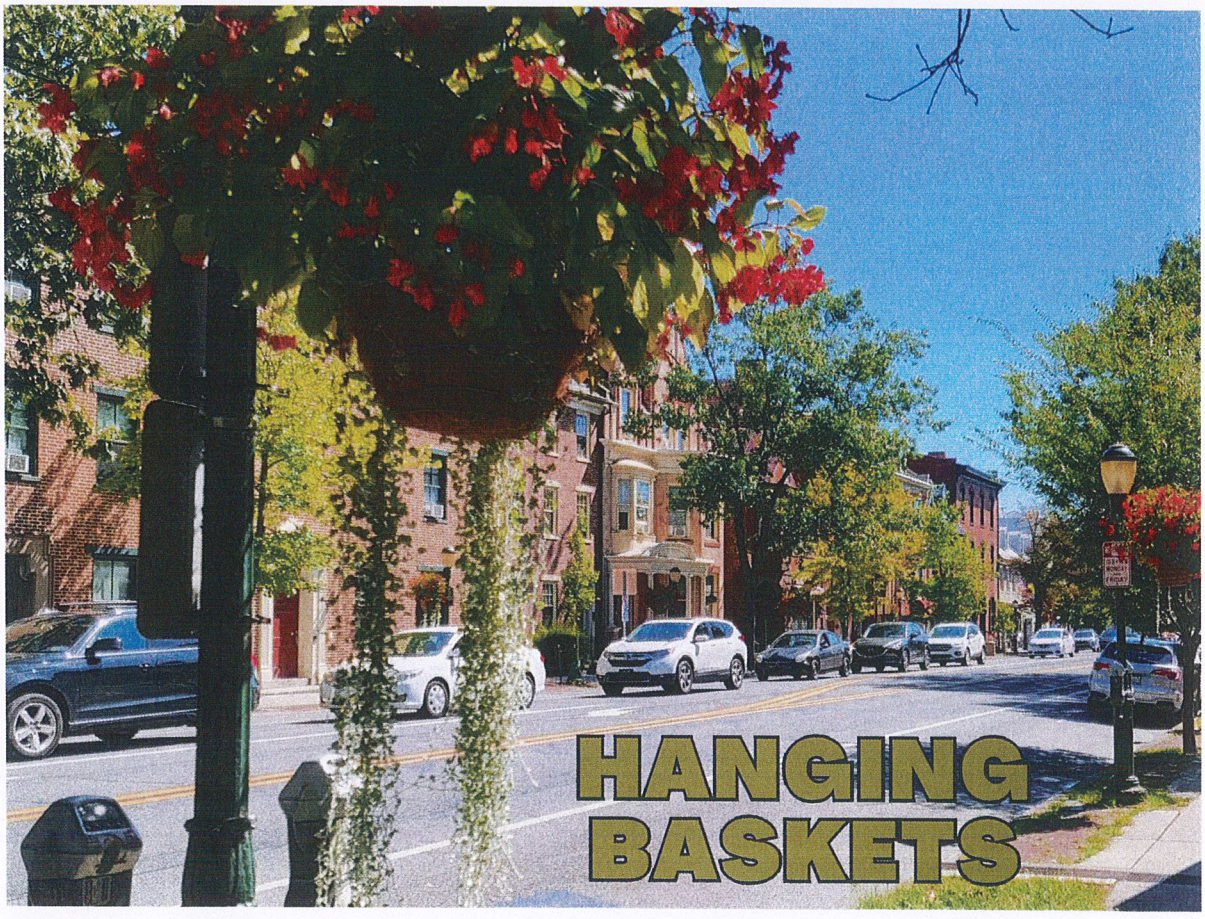

Volunteers
SCOUTS ON
TRASH DUTY

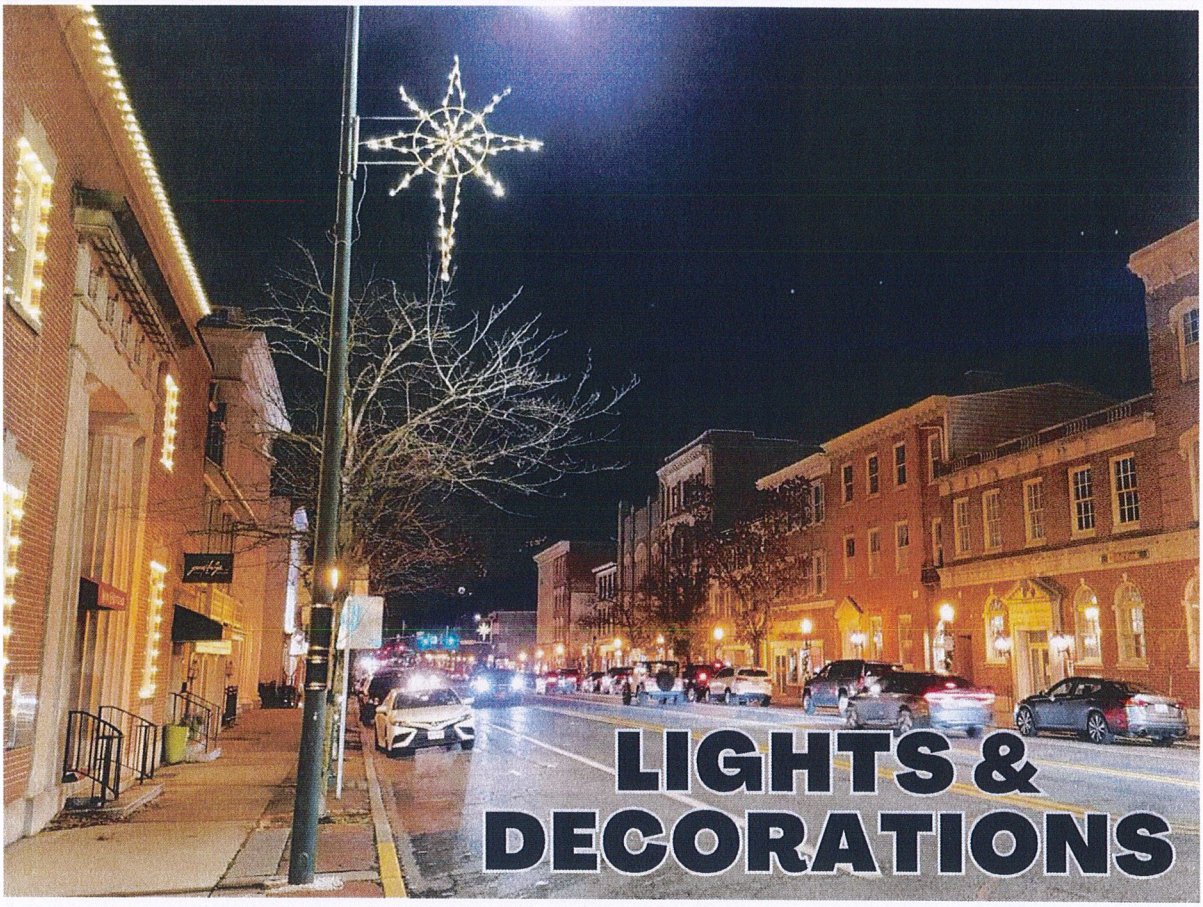

DOWNTOWN CARLISLE ASSOCIATION
VOLUNTEER OPPORTUNITY
Spring
Cleanup Day
Join Us...
FRIDAY, APRIL 14TH
(Meet at the Borough Office at 9am)
53 W South Street
CARLISLE


Fall
CLEANUP DAY

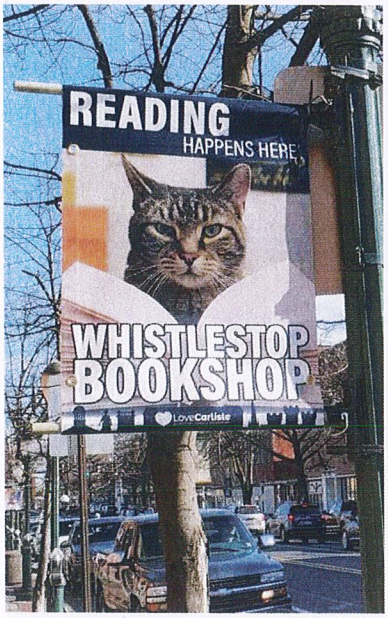

Bloomin' Carlisle


Beautiful begonias and vinca vines line the sidewalks in planters and hanging baskets
Bloomin' Carlisle

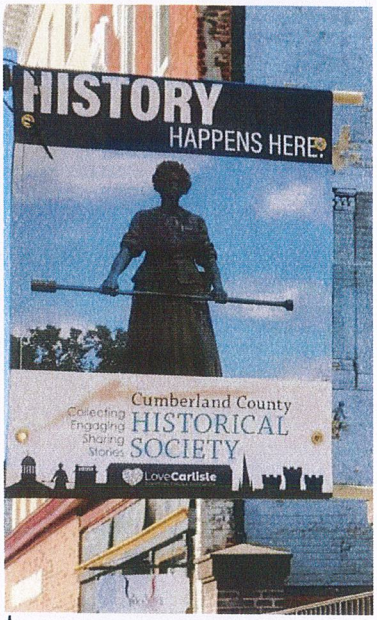

HANGING BASKETS



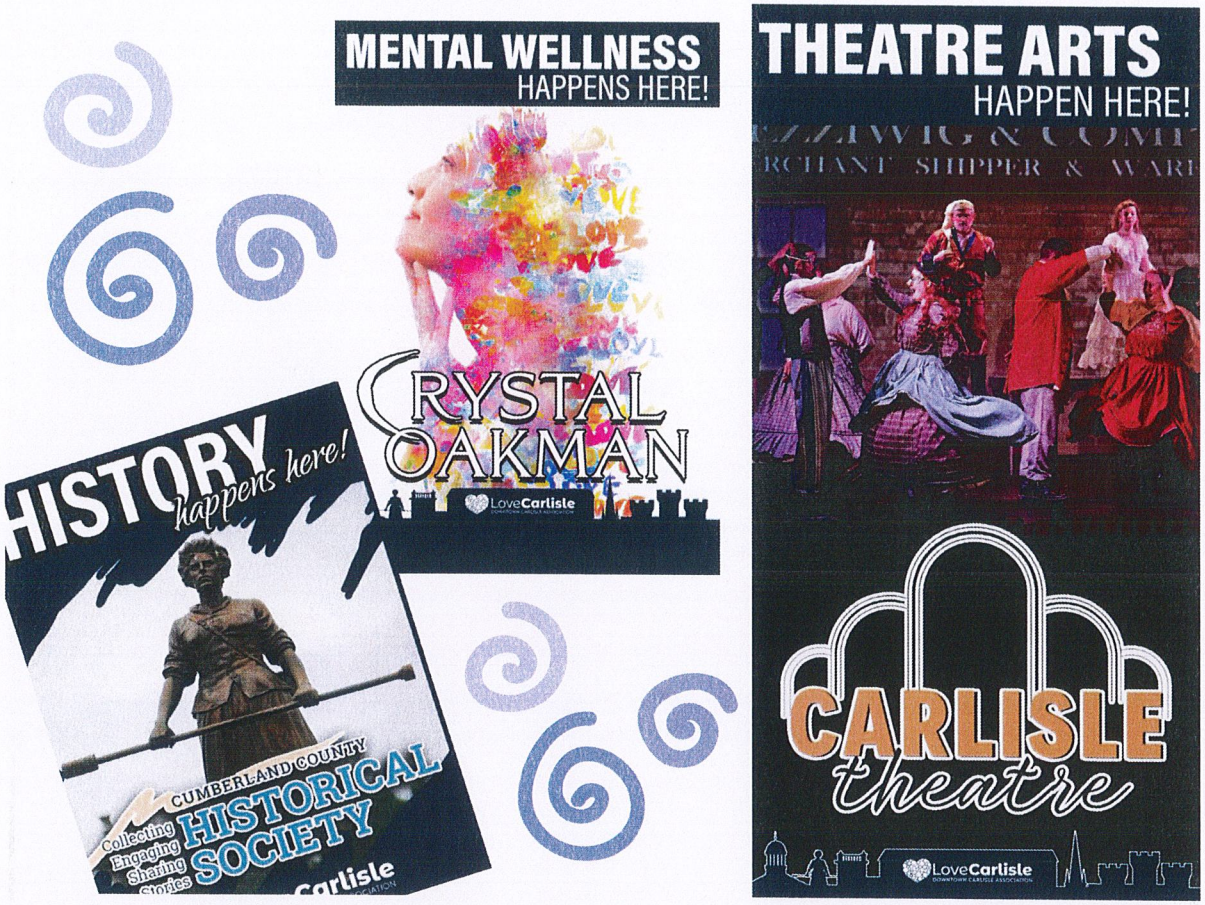
Vibrant **BANNERS** line downtown streets







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DOWNTOWN CARLISLE ASSOCIATION


MENTAL WELLNESS
HAPPENS HERE!
CRYSTAL OAKMAN
LoveCarlisle
HISTORY happens here!
CUMBERLAND COUNTY
Collecting
Engaging
Sharing
Stories
HISTORICAL SOCIETY
THEATRE ARTS
HAPPEN HERE!
CARLISLE theatre
LoveCarlisle


Celebratory
RIBBON-CUTTINGS



Special Guest Presentations at Carlisle Rotary & Kiwanis Club Meetings



INVITATION-ONLY EVENTS







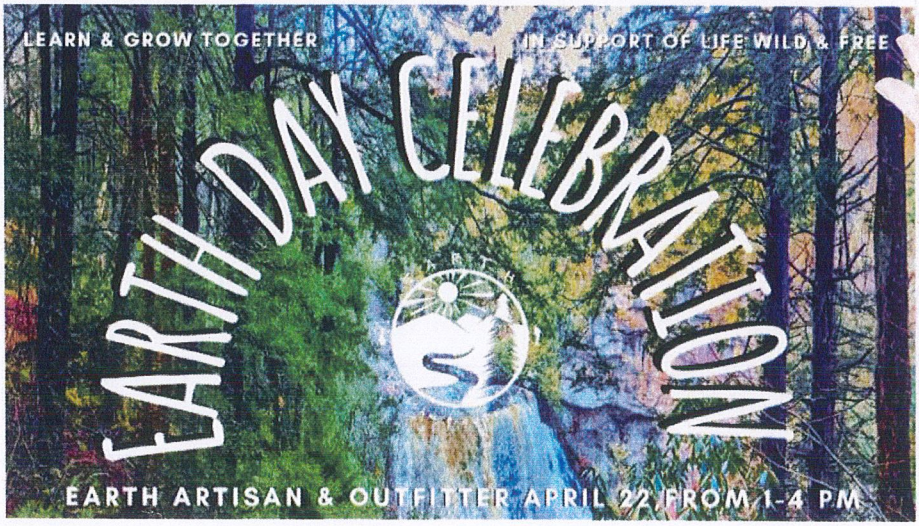


Love Carlisle
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Join Earth Artisan & Outfitter for an adventure as they Celebrate The Earth, The Arts and Life Wild & Free on Earth Day, Saturday, April 22 from 1-4pm!

Enjoy an afternoon outside with eco-educators & earth-based organizations, learning, growing & sharing together, discovering ways to live & adventure mindfully connected to the planet at home, on the water, in the garden & on the trail.

The Earth Day Celebration will take place in the borough parking lots outside of Earth A... See more





National Occasions

Happy National Hot Dog Day!
Celebrate with a Hotchee Dog!

Hamilton Restaurant
1d ·

NATIONAL HOT DOG DAY!!'



Need Pampering?

Downtown Carlisle *offers* *Be You tiful options*



A Cut Above
39 West Pomfret Street
717-218-8995

Benjamin's Hair Designers
51 West Chapel Avenue
717-243-0838

Boundless Beauty Salon & Spa
37 West High Street
717-906-1576

Cachet Salon
64 South Pitt Street
717-701-8032

Déjà vu Nails
150 North Hanover Street
717-240-1290

Fades Em All
29 East North Street
717-249-6414

GQ Barbershop
128 North Hanover Street
717-422-5803

HJ Barbershop
6 South Hanover Street
717-906-1873

Indigo Color Salon
201 North Hanover Street
717-422-5113

Kirkpatrick's Barber Shop
24 West Louther Street
717-243-3269

Mansfield Hair Studio
10 South Pitt Street
717-386-7514

Michel's Barbershop
12 South Pitt Street
717-998-0633

Opal Hair Salon
61 West Pomfret Street
717-254-6707

Prime Cut Hair Design
21 East Louther Street
717-249-6222

Roudabaugh's Barber Shop
42 West Pomfret Street
717-249-1763

Ryan's Barbershop/Salon
14 North Hanover Street
717-462-6734

Salon Debonair
28 West Louther Street
717-249-2026

Salon Soleil
55 West Louther Street
717-975-7294

Visions of You Hair Salon
138 North Hanover Street
717-249-5556

Monday, June 26th

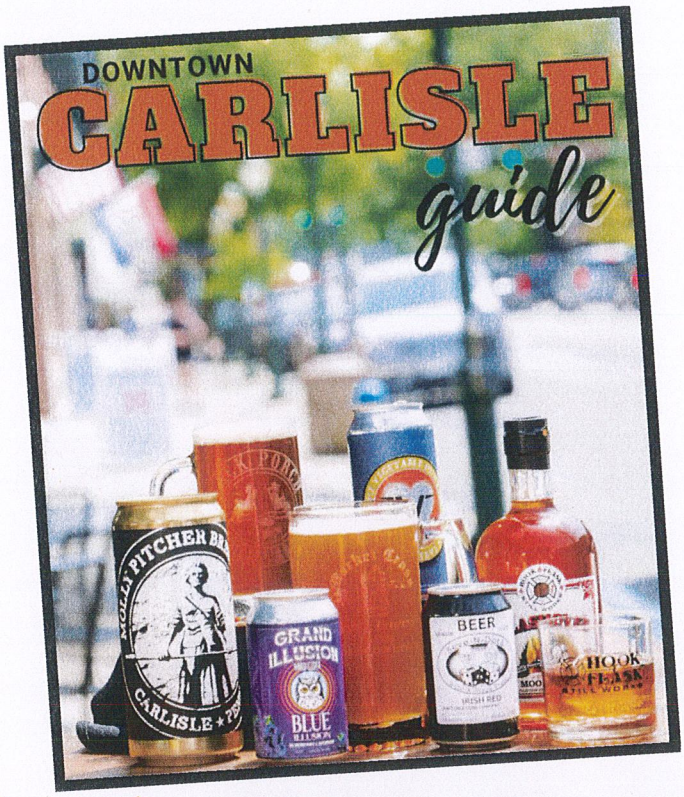
National

BEAUTICIANS DAY




TASTE of the TOWN





featuring

Local Advertising

DCA Schedule of Events

Downtown Map

Bars, Restaurants & Eateries

Specialty Shops

Service Organizations

Craft Brew Article

PICK UP ONE TODAY

Thank You

BOROUGH COUNCIL

for your continued support