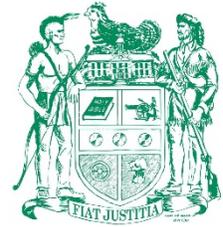


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**BOROUGH OF CARLISLE
COUNCIL MEETING MINUTES
May 14, 2020**

This meeting was held via Zoom due to the restrictions of social distancing put in place do to Covid-19.

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

Council members present: Councilors Crampsie, Fulham-Winston, Hicks, Landis, Stuby, Deputy Mayor Shultz and Mayor Scott. Also present were: Borough Manager Armstrong, Assistant Borough Manager Snyder, Police Chief Landis, Finance Director Juday, Water Resources Director Malarich, Parks & Recreation Director Crouse, Fire Chief Snyder, Public Information Coordinator Taylor, Solicitor Brenneman, Dickinson Law School Student Ambassador Speer and Borough Secretary Stone.

PRESENTATION

Paige Baisley a Dickinson College Student presented her findings on implementing a Carlisle Municipal Composting program. The presentation is attached to these minutes

Councilor members agreed that a pilot program such as this could be a benefit to the Borough in assisting and addressing environmental justice and would have a positive effect on the local environment.

Mayor Scott recommended for Council members to look at the proposal and then discuss it at a future Council meeting.

OPPORTUNITY FOR CITIZENS AND VISITORS TO BE HEARD

No citizens were heard.

CONSENT AGENDA

Deputy Mayor Shultz made a motion, seconded by Councilor Landis, to approve the Consent Agenda. Council unanimously voted (7-0) to approve the Consent Agenda, which consisted of the following items:

A. Minutes:

*Council Biennial Goal Setting Meeting 03/14/2020
Council Meeting 04/09/2020*

B. Approval of Bills and Investment Transactions:

<i>General Fund</i>	<i>\$ 924,103</i>
<i>Water Fund</i>	<i>\$ 400,850</i>
<i>Sewer Fund</i>	<i>\$ 914,027</i>
<i>Stormwater Fund</i>	<i>\$ 182,522</i>
<i>Solid Waste Fund</i>	<i>\$ 520,946</i>
<i>Capital Projects Fund</i>	<i>\$ 46,095</i>
<i>Parking Fund</i>	<i>\$ 27,818</i>

C. Community Planning & Smart Growth:

1. Borough Council approved a Resolution to develop and implement a strategy to reduce Greenhouse Gas (GHG) emissions consistent with U.S. International Paris Accord commitments.

D. ERCP:

1. Borough Council reappointed Mr. Dave Runkle to a five-year term on the Pension Advisory Commission. The term will become effective immediately and shall expire March 30, 2025.

E. HARB:

The HARB received approval for the following item:

1. A request by Leslie Rhodes for a Certificate of Appropriateness for 16 W. Pomfret Street to install a new hanging sign that will be roughly 36" x 36" and will be hung 13' above the sidewalk.
2. A request by Jeremy Burke for a Certificate of Appropriateness for 131 E. High Street to replace an existing fence on the west side of the property.
 - a. The new fence will be a 60" tall aluminum fence, with four posts and finials. The new fence will be self-supporting.
3. A request by Mimi Sigworth and the West Pomfret Street Professionals for a Certificate of Appropriateness for 60-62 W. Pomfret Street.
 - a. The existing 46" x 66" wooden sign will be replaced with a new approximate 60" x 56" sign made of composite material.
 - b. The existing 12" x 24" metal sign on the front façade will be replaced with an aluminum sign of the same size.
4. A request by Kirk Ream for a Certificate of Appropriateness for 117 N. Hanover Street to install a new 24" x 40" sign made of composite material that would hang from a metal bracket.

F. Public Safety Committee:

1. Borough Council accepted a donation of new shin guards for training purposes from the Carlisle Sunrise Rotary Club to the Carlisle Police Department.

REGULAR AGENDA

TABLED, CONTINUED, AND RECURRING ITEMS

None

REPORTS FROM ELECTED OFFICIALS

A. Mayor's Report:

1. Mayor Scott introduced a Proclamation honoring and recognizing May 10 – 15, 2020 as Peace Officers Memorial Day and Police Week. With a motion by Councilor Fulham-Winston and a second by Councilor Crampsie, Council unanimously reaffirmed the proclamation.

2. COVID-19: Economic and Community Recovery

Councilor Hicks acknowledged it is important for the Borough to begin soliciting ideas from local businesses and customers regarding ways that Borough council and staff can assist in accommodating new health measures while sustaining a customer base. He recommended the following beginning steps:

1. Identified ordinances and zoning rules that could be temporarily lifted during a public health crisis.
2. Temporarily repurposing public space for local business activity such as:
 - Street closures for pedestrian-only access
 - Quasi-permanent structures on public property or streets
 - Parking Enforcement changes
 - Public handwashing stations
3. Hold public meeting within the next seven day

Deputy Mayor Shultz spoke with several businesses and he sees the need to be flexible in what is opened, such as streets and parks. The processes to open and providing permits should be seamless and friction-free.

Councilor Landis was enthusiastic to begin this process to help local businesses. She noted utilizing creative thinking to make space for people, such as streets or private parking lots. Recommended that staff begin investigating initiatives that can be implemented quickly.

Councilor Crampsie remarked this is a very important issue and we need to show support for small businesses. He recommended obtaining feedback from businesses regarding blind spots and get new ideas.

Councilor Fulham-Winston noted the city of Seattle has closed 20 miles of its roads to create more opportunities for social distancing. She recommended the Borough should be open to new and different ideas to be responsive and make the community strong. Councilor Fulham-Winston recommended thinking of ways to help reduce a potential spike in the virus this fall by working together.

Councilor Stuby noted it is important to come up with tangible ideas to discuss in the near future. He noted taking recommendations sooner than later would be good.

Student Ambassador Stephen Speers noted the Dickinson School of Law and Penn State University are working on new and innovative ways to perform businesses.

Mayor Scott noted the National League of Cities sent out the following recommendations on best practices for actions that municipalities can take to help local businesses.

- Tax payment deferrals and extension of the discount tax period
- Relief fund to direct financial support to businesses with a variety of options
- Enhance help with businesses applying for Small Business Loans
- Gaining data through surveys and round table discussions
- Borough acting as an online repository for recovery information for businesses to utilize

Councilor Landis remarked that some municipalities have changed ordinances to make accommodations. She asked Council and the citizens to help expedite the recovery process by sharing documents that have been passed in other municipalities promoting recovery.

REPORTS FROM COMMITTEES

A. Budget & Finance:

1. Borough Council voted 7-0 to adopt a resolution to provide real property tax relief related to the payment of Municipal Real Estate Taxes due to the COVID-19 Disaster Emergency. (Shultz/Crampsie)

B. Public Works:

1. Borough Council voted 7-0 to award the unit price construction contract for the Pump Station No.1 Interceptor Sewer Lining and Manhole Repair Project to the lowest responsive bidder, Aegion, Inc. of Warrendale, Pennsylvania, in the amount of \$151,901.00 (One Hundred Fifty-One Thousand, Nine Hundred and One- Dollars and zero cents), pending receipt of the required bonds and insurances for the project. Borough Council also authorized any contract change order needing prompt action in an amount not to exceed \$10,000 (Ten thousand dollars) each, to be approved at the discretion of the Borough Manager and brought before Council for retroactive approval. (Fulham-Winston/Landis)

NEW BUSINESS

No new business was presented.

REPORTS FROM COUNCIL MEMBERS & STAFF

Councilor Fulham-Winston noted that she participated in calls with a community group and Partnership for Better Health. She remarked that she was so proud to live here because of the level at which people are standing up to support the community is truly amazing.

Councilor Hicks asked for consent from Council to convene a Climate Action Committee and to begin working with staff on a plan to form a committee in the upcoming weeks.

Councilor Landis thanked Borough Manager Armstrong and Mark Malarich for their collaboration to implement the “no-touch” crosswalk lights. She mentioned it is reassuring to live in this community with such supportive people. Councilor Landis also expressed her kudos to the Parks and Recreation staff for reeducating and reconnecting people with the park spaces within the Borough. She noted the Facebook posts have brought information about our parks that make them shining. Parks and Recreation Director noted that kudos should go to Kelsey Najdek, who has been working on that project.

Councilor Crampsie thanked staff for getting Zoom up and running for the meetings and on Facebook. He thanked the residents for staying strong and overall the community is doing its best. Councilor Crampsie encouraged the residents to complete their 2020 Census to help get funding for the Borough. He also encouraged citizens to register to vote on June 2, 2020 to have their voice heard.

Deputy Mayor Shultz encouraged citizens to turn in their voting ballots early to help the staff at the Bureau of Elections. He noted he has had discussions with the Borough Manager concerning the \$227,000 in additional CDBG funding that the Borough will receive. Recommendations will be brought to Council on how to process and utilize the funds that will be used for helping businesses that have been affected by this crisis.

Student Ambassador Speer remarked Penn State Hershey Med is on the front line treating patients, but Penn State University is behind the scenes assisting in research and vaccine preparation. He noted the law school is continuing their Children’s Advocacy Clinic while practicing social distancing.

Police Chief Landis thanked the Borough Council and Borough Manager Armstrong and staff for their support of the Police Department. He also thanked Glenn White for his support during a trying time.

Borough Manager Armstrong provided a follow up on the COVID-19 Community Economic and Community Recovery discussion and thanked Council for their involvement and accessibility during this time of crisis. She noted staff is looking forward to creating opportunities and eliminating barriers to help accelerate economic recovery for the businesses in the community, which will be the number one priority of the Borough. A team will be assembled to begin a comprehensive plan to help pave a pathway to recovery.

Fire Chief Snyder remarked the fire department did an outstanding job to contain fire exposure to adjacent buildings during a recent fire in the Borough. He noted the subcommittee of the Emergency Working Group met and comprised three drafts to present to the committee on how to come to a standard of coverage to reduce fire apparatus.

ADJOURNMENT

There being no further business or public comment, the meeting adjourned at 8:10 p.m.

Timothy A. Scott
Mayor

Joyce E. Stone
Borough Secretary

Carlisle Municipal Compost

Community Action Plan

Paige Baisley

Dickinson College
Department of
Environmental Studies



(CCC 2020)

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This report outlines the benefits of including municipal compost in Carlisle's waste management program. It makes suggestions about infrastructure that is necessary for a successful municipal composting program in Carlisle based on current resources available, including existing waste management infrastructure. It draws on recommendations from the Environmental Protection Agency (EPA) and key lessons learned from other successful composting programs.

Compost as Sustainable Waste Management

Compost provides a solution to the environmental challenge of food waste disposal and provides an additional environmental benefit to agriculture systems. (EPA 2020)

Food waste is defined as pre- and post-consumer foods and food by products, as well as organic items that may accompany food-- such as manufactured organics and paper products.

Food waste is a growing environmental concern because it consumes resources, mainly freshwater and fossil fuels, during production and disposal. As it decomposes, it also generates methane, a potent greenhouse gas, that traps heat in the atmosphere and contributes to climate change.

(Christensen 2009, Hall et al. 2009)

Composting reduces the resources required to dispose of food waste and decreases the emissions generated during decomposition compared to landfills and incineration (Fig. 1).

Compost is created by:

- Combining organic wastes, such as wasted food, yard trimmings, and manures, in the right ratios into piles, rows, or vessels.
- Adding bulking agents such as wood chips, as necessary to accelerate the breakdown of organic materials; and
- Allowing the finished material to fully stabilize and mature through a curing process.

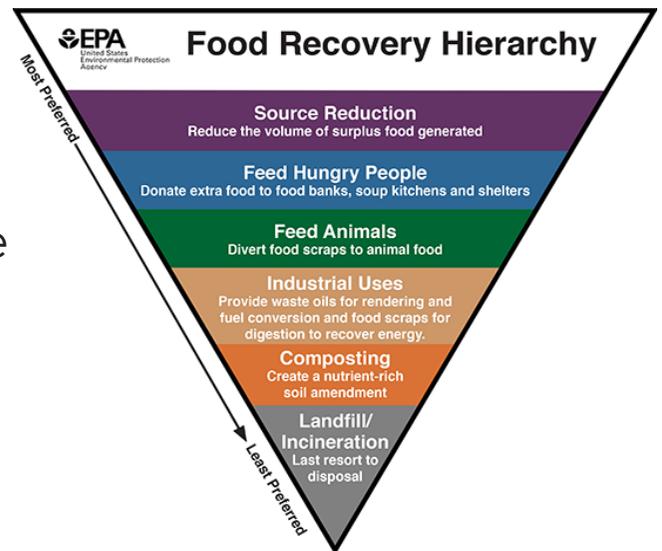


Figure 1 (EPA 2020)



Finished compost can be used in agricultural systems to reduce the need for chemical fertilizers, promote higher crop yields, and enhance soil quality. (Hall et al. 2009)

Waste Management in Carlisle

Competitive market conditions between waste disposal groups dictate the destination of waste in Cumberland County according to the Cumberland County Municipal Waste Management Plan. However, this competitive market is predominantly contained to landfill and incineration facilities with recycling plants being the only alternative. The recycling program, detailed in the Plan, successfully decreased the amount of recyclables directed into landfills. This suggests that alternative disposal options can be successful. Alternative waste disposal options will allow individuals to exercise consumer, or in this case disposer, choice that aligns with their values and may lead to more sustainable lifestyles (Cumberland County Waste Management Authority 2015)



(Cumberland County Waste Management Authority 2015)

Organic waste comprises the largest percentage of residential waste in Pennsylvania.

Compost programs are generally less expensive than trash collection.

- Compost programs average about 1/3 trash collection rates.
- Average cost for compost programs is \$5.40 a month per a household (Freeman and Skumatz 2010)



The EPA has documented successful food waste collection programs in communities similar in size, demographic, and layout to Carlisle. Local colleges or universities are also a common factor among towns with successful food waste collection programs. (Freeman and Skumatz 2010)

- For example, Community Compost Company (CCC) provides composting services to towns of similar development to Carlisle and similar proximity to farms. CCC is located in New Paltz, New York, a college town in the agriculture rich Hudson Valley. They have partnered with local waste collection groups and farms to develop a model that supports a wide variety of customers.

Exploring a composting program with a subset of Carlisle's residents through a pilot program is the first step to transitioning to a community wide municipal compost program in Carlisle.

Pilot Program Suggestions

The following suggestions for Carlisle's municipal compost pilot program are based on the "typical" municipal compost model in the U.S. with adjustments to accommodate the resources currently available in Carlisle. (Freeman and Skumatz 2010)

Compost Facility

The yard waste composting facility on Post Road, Carlisle PA, can be adapted to accept food waste with few alterations.

Incorporating food waste collection into existing yard waste collection and composting programs has been successful for many composting programs. Yard waste composting facilities can be adapted to accept food waste with few alterations.

(Christensen 2009)

Necessary Alterations



A review of the carry capacity, processing methods, and runoff patterns at the Post Road composting facility should be conducted before the facility receives food waste.

The facility must be prepared to

- handle a higher volume of compostables
- alter the amount of wood chips or other bulking material added to compost to balance the higher nitrogen content of food waste
- adjust management practices, such as aeration techniques, to better manage odor and moisture levels

(Christensen 2009)

Collection Method

Research on existing successful compost programs suggests that programs with curbside collection of residential compost have higher participation and diversion rates than programs with drop-off only compost collection. However, curbside collection is also more labor intensive and requires more planning and resources. Additionally, yard waste collection in Carlisle does not occur on a weekly basis, so there is no framework to provide easy transition into food waste collection. A drop off program is more viable for a pilot program in Carlisle and curbside collection should be considered when moving to a more permanent program. (Christensen 2009)

Drop off compost collection is the most viable option for a pilot program in Carlisle.



Drop off locations should have:

- Limited drop-off days to help control odor. (EPA 2020)
- Large bins or dumpsters that have the capacity to handle liquids (Christensen 2009)
- Access limited to only participating members of the compost program
 - This limits unpaid disposal and contamination by non-compostable materials (Freeman and Skumatz 2010)

Collection Locations

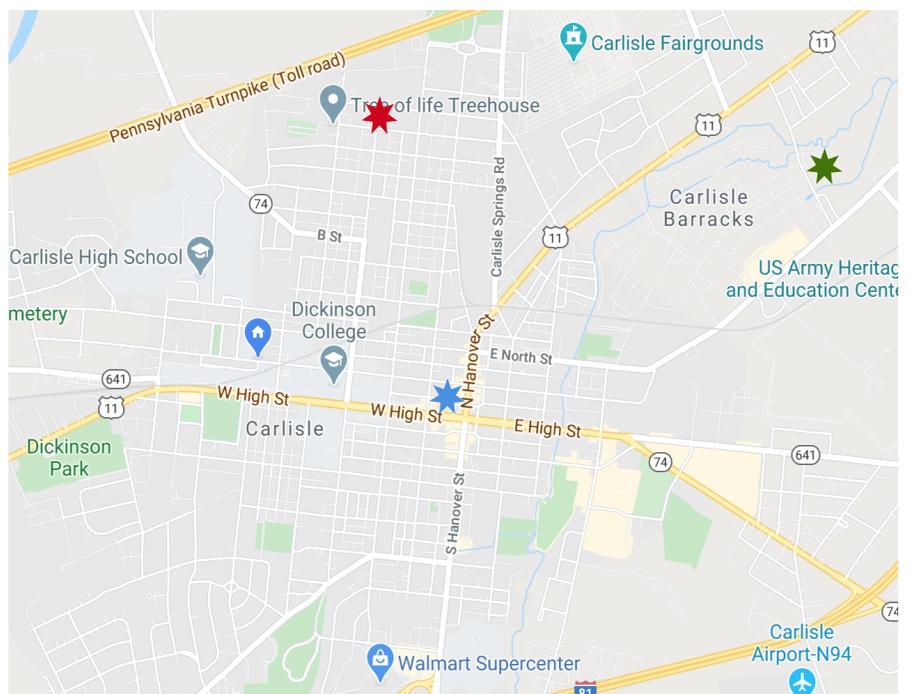
Drop-off sites must be:

- easily accessible
- geographically dispersed
- have the capacity to receive food waste

Having three drop off locations at the compost facility on Post Road, Farmers on the Square, and the YWCA ensures geographic dispersal. Farmers on the Square is easily accessible to residents of downtown Carlisle and patrons of the farmers market. The YWCA is easily accessible to many residents of north west Carlisle. The compost facility

may be the least accessible location for most Carlisle residents due to distance, but it is the most capable of receiving waste. Encouraging residents to drop waste directly at the composting facility will also reduce the cost of transportation and labor.

Carlisle, PA



- ★ Compost facility (Post Rd., Carlisle, PA)
- ★ Farmers on the Square (2 N Hanover St., Carlisle, PA)
- ★ YWCA (301 G St., Carlisle, PA)

Collection Materials

"Pay-as-you-throw" garbage bag policy in Carlisle may assist with implementing compost program because residents are already familiar with that payment method and composting may reduce their overall expenses. (Freeman and Skumatz 2010)



(CCC 2020)



(CCC 2020)

Collection Material Options

- Tight closing totes for residential compost. (Lindsay 2020)
 - Residents should be allowed to use personal totes or purchase/rent totes through the program
 - Average toter cost \$50-\$100
 - Programs in similarly developed areas do not report issues with compost in these bins attracting wildlife (Lindsay 2020)
- Bin Bags
 - May help limit odor

Education

The primary goals of an education initiative should be to increase knowledge about compostable materials and reduce the “yuck” factor surrounding compost.

YES! ✓

COMPOST . . .

GREENS:

- fresh vegetable & fruit scraps
- egg shells (crushed!)
- cut flowers & green plants
- most garden & grass clippings
- coffee grounds & filters
- tea bags (no staples!)

BROWNS:

- fall leaves
- untreated straw
- shredded newspaper
- plant stalks, twigs, & branches
- untreated wood chips & shavings

NO! X

DO NOT COMPOST . . .

ANY OF THE FOLLOWING:

- cooked foods
- cheese & dairy
- meat & bones
- pet waste
- used tissues & paper towels
- produce stickers
- oils & greases
- glossy or coated paper
- treated or painted wood
- aggressive weeds & grasses
- poisonous or diseased plants

Lack of knowledge and the "yuck" factor are major barriers to participation.

(Mustapha 2013, Freeman and Skumatz 2010)

(Institute for Local Self-Reliance 2020)

Increasing knowledge about compostable materials will reduce the risk of contamination by non-compostable materials. A cleaner compost stream will reduce labor necessary to sort and process the compost. Increasing participant knowledge and confidence may increase participation and diversion. (Christensen 2009)

Discussing the composting process as “an environmentally sound and beneficial means of recycling organic materials, not as a means of waste disposal” is an effective method of maintaining a positive perception about compost among residents. Emphasizing to residents that food waste is not a new material, just the same waste in a different container, is also effective at reducing the “yuck” factor. (Mustapha 2013, Freeman and Skumatz 2010)

Education should be instated through a variety of avenues to reach the maximum amount of community members.

In program education should include:

- Bins clearly labelled with lists of compostable and non-compostable materials
- Information upon sign up for the program including pamphlets and/or a webinar.
- information should be reiterated through monthly newsletters.

Education to get community members involved should include:

- A composting education booth at Farmer's on the Square, potentially in partnership with Dickinson College students or LEAF.
- School lessons about composting in science classes and field trips to the composting facility

(Institute for Local Self-Reliance 2020)



(Institute for Local Self-Reliance 2020)



Expansion Suggestions

When expanding beyond the pilot program, Carlisle should seek to increase the compost capacity and simplify the process for participants.

Compost Facility

There is precedent for integrating local farms into compost programs.

(DCF 2020)



- Community Compost Company processes compost from multiple municipalities on one farm. (Lindsay 2020)
 - space and equipment on the farm is helpful for processing the compost (Lindsay 2020)
- The multitude of farms surrounding Carlisle present options for where to locate a larger compost facility.
 - Dickinson College Farm is a successful local example as they accept and process compost for Dickinson College.

Partnerships

Partnerships with local waste collection groups to use resources such as collection trucks, transfer stations, and dumpsters may reduce the costs and labor required to expand the compost program

- Community Compost Company has successfully used transfer stations belonging to state run waste disposal groups as they have expanded their compost program.

Curb-side collection routes can be modeled after existing waste collection routes.

Outlets for Finished Compost



(CCC 2020)

Partnering with local farms to serve as future composting sites and purchasers of finished compost will support local food systems and engage the wider Carlisle community. Compost can be sold to residents or wholesale to local farms. (Institute for Local Self-Reliance 2020)

- Community Compost Company has experienced demand from local growers for finished compost. (Lindsay 2020)

Final Suggestions

Establish a municipal compost pilot program in Carlisle:

- Adjust the yard waste composting facility to collect food waste
- Establish compost drop-off locations around Carlisle
- Utilize existing waste management infrastructure to help transport compost
- Educate community members about composting



(CCC 2020)

A municipal composting program in Carlisle will incite a shift toward reduction of materials to landfills. Shifting practices of disposal will contribute to long term changes in perceptions of waste and consumer practices. A municipal compost program may help the community by reducing disposal costs for Carlisle residents. Additionally, valuing food waste and compost as a product creates a closed-loop system that retains compost as a community resource and supports local food production.

Created by Paige Baisley for Dickinson College's Environmental Studies Capstone taught by Professor Heather Bedi in the Spring of 2020

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