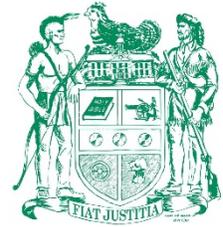


Borough of Carlisle
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Carlisle, PA 17013
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**BOROUGH OF CARLISLE
COUNCIL MEETING MINUTES
June 11, 2020**

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

Mayor Scott called the Council Meeting to order at 7:00 p.m. and Councilor Hicks 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, Community Development Manager Skelly, Parks & Recreation Director Crouse, Fire Chief Snyder, Public Information Coordinator Taylor, Solicitor Brenneman, Dickinson Law School Student Ambassador Speer and Borough Secretary Stone.

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 Meeting 05/14/2020

B. Budget & Finance

- 1. Borough Council adopted a resolution approving the sale and disposition of equipment (listed in Exhibit A of the Resolution) that may be sold and delivered to the Annual COG Surplus Equipment Auction on July 15, 2020.*

C. Approval of Bills and Investment Transactions:

Expenditures as of May 31, 2020

<i>General Fund</i>	<i>\$858,789</i>
<i>Water Fund</i>	<i>\$235,303</i>
<i>Sewer Fund</i>	<i>\$431,960</i>
<i>Stormwater Fund</i>	<i>\$ 52,218</i>
<i>Solid Waste Fund</i>	<i>\$135,252</i>
<i>Capital Projects Fund</i>	<i>\$ 48,637</i>
<i>Parking Fund</i>	<i>\$ 14,881</i>
<i>Highway Aid Fund</i>	<i>\$ 4,140</i>

D. ERCP:

1. Borough Council reappointed Mr. Eric Oakman to a first full term on the Parks and Recreation Board. This term will become effective July 1, 2020 and shall expire on June 30, 2024.

E. HARB:

The HARB received approval for the following item:

1. A request by James Kistler for a Certificate of Appropriateness for 34 S. East Street to repair any deteriorated or cracked stucco, approximately 120 square feet. This section for repairs faces north towards Liberty Avenue.
2. A request by Cumberland County Republican Committee for a Certificate of Appropriateness for 212 N. Hanover Street to install a new 25" x 26" sign made of PVC board.

F. Public Safety Committee:

1. Borough Council approved several special events/street closures requested by Dickinson College as outlined below:

A. Event: First Year Student Orientation Move in Day

Date: August 24, 2020

Time: 7:00 a.m. – 3:00 p.m.

Location: Cherry Street between W. High Street and W. Louther Street

B. Event: First Year Student Orientation Move in Day

Date: August 27, 2020

Time: 7:00 a.m. – 3:00 p.m.

Location: Mooreland Avenue between W. High Street to West South Street and Cherry Street

Between W. High Street and W. Louther Street

C. Event: Homecoming

Date: November 7, 2020

Time: 11:00 a.m. – 2:00 p.m.

Location: Belvedere Street between W. High Street and Biddle Avenue South

Dickinson College shall be responsible for 100% of the variable costs and 10% of the fixed costs incurred by the Borough, and be required to submit a Certification of Liability Insurance naming the Borough of Carlisle as an additional insured for these events.

REGULAR AGENDA

TABLED, CONTINUED, AND RECURRING ITEMS

None

REPORTS FROM ELECTED OFFICIALS

A. Mayor's Report:

1. COVID-19 Update

Borough Manager Armstrong announced that Borough Hall would reopen on Monday, June 15, 2020 with limited public access to the main floor lobby. She provided an update on the lifting of the open container law, noting that the police department reported there were no issues in the downtown since the ordinance was lifted. Ms. Armstrong noted the following modifications were implemented to assist increase sales in the downtown businesses.

- Curbside drop off has been expanded for restaurants and retailers
- Temporary permit applications available for tents in business parking lots
- Temporary parking lot permits for the use of a Borough Parking lot
- Opened Borough parks for commercial activities
- Focusing on CARES stimulus monies allocation of \$150,000 to be primarily designated in the C-1 District for economic development.

Chris Rafferty provided an overview of the CARES Act money allocation process under HUD. He explained that two billion dollars were allocated to the CDBG funds through the CARES Act. Of that money, the Borough was allocated \$227,000. HUD guidelines stated that the allocated monies must be used for the prevention or preparation for COVID 19. The monies cannot be used for a duplication of services because the funds are intended to fill the gaps in the community. The Borough must submit a grant request and be approved by HUD. Once approved the borough will receive the money for distribution to the sub-recipients.

REPORTS FROM COMMITTEES

A. Budget & Finance:

1. Borough Council voted 7-0 to approve an addendum to the service contract with Davenport & Company LLC to provide compensation for advisory services as it pertains to the 2017 Tax Increment Financing Note and related matters in an amount not to exceed \$15,000 (fifteen thousand dollars). (Shultz/Crampsie)

B. Community Planning & Smart Growth:

1. Councilor Hicks provided an overview of a Climate Action Plan PowerPoint that explained a partnership with the Borough, Dickinson College and DEP to move forward with the plan. He explained a commission would be developed, comprised of borough staff and council, along with members of the business and academic community, along with members of the community. He remarked that this commission would be an advisory body to strategize on how to move forward with the climate action plan. The PowerPoint is attached to these minutes.

Councilor Hicks voted 7-0 to create a commission pursuant directly to the resolution. (Hicks/Shultz)

Councilor Landis recommended reaching out the members of the Planning Commission, Zoning Hearing Board and the County Planning Commission in order to have a broad range of persons on the commission that bring different life perspectives.

Mr. Tim Tilton of the Planning Commission commented that he was excited to be part of the process in order to meet and move the initiative forward.

Councilor members agreed that a broad range of commission members should represent this initiative and that the initiative is timely.

2. Borough Council voted 7-0 to approve a Final Subdivision Plan for Chesterfield Phase 2B, prepared by PennTerra Engineering, Inc., dated March 9, 2020, subject to the applicant's acceptance and satisfactory resolution of the conditions listed herein. (Crampsie/Stuby)

Councilor Landis questioned if there are plans in future for the subdivision to include:

- Connecting the streets adjacent to the land in North Middleton Township.
- Will the cul-de-sacs be permanent and not connect to other streets
- What is the possibility of including parkland in the plan or payment of place of

Community Development Manager Skelly explained the preliminary plans for the first phase of this development were approved in 1996. He noted it is unclear why they did not plan to connect surrounding municipality roads. Mr. Skelly remarked that there is still land that could be considered for parkland.

Tony Fruchtl, 3075 Enterprise Drive, State College, Pennsylvania, Consultant for S&A Homes noted the builder will move forward with single-family homes and the temporary cul-de-sac will eventually connect with Sussex Drive to New Castle Drive.

Water Resources Director Malarich noted the subdivision plans for the streets do include connecting to each other. He noted the land to the west is precluded from development due to the location of a cemetery.

Deputy Mayor Shultz noted that S&A Homes owns the land to the northeast of the subdivision and there would be opportunity for adding parkland during the next phase.

3. Borough Council voted 7-0 to approve a waiver for the submission of a Preliminary Subdivision Plan for 100 WPS Partners LLC, located at 614-620 Walnut Street (226-19) and furthermore; approved a modification for the use of an existing joint use access driveway. (226-24.K.6) (Crampsie/Stuby)
4. Borough Council voted 7-0 to approve a Final Subdivision Plan for 614-620 Walnut Street, prepared by FSA Associates Inc., dated May 8, 2020, for 100 WPS Partners, subject to the applicant's acceptance and satisfactory resolution of the conditions imposed by staff. (Crampsie/Stuby)
5. Borough Council voted 7-0 to approve a second time extension to satisfy the conditions of a plan approval and recording for the Wolf & Tiger LLC, Final Land Development Plan located at 1625 Ritner Highway, approval is subject to this extension expiring on June 12, 2021. (Crampsie/Stuby)

C. Public Works:

1. Borough Council, by a roll call, voted 7-0 to adopt an ordinance amending Chapter 223 of the Code of the Borough of Carlisle with respect to the requirements for restoration of streets in the Borough after a utility cut is made within the street. (Fulham-Winston/Landis)
2. Borough Council voted 7-0 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 residential lots for Chesterfield Phase 2B Land Development Plan. (Fulham-Winston/Landis)

3. Borough Council voted 7-0 to award the bids for various chemicals used at the water and wastewater plants to the lowest, responsive bidders outlined in staff's bid tabulation document, attached to these minutes. The contract term shall be June 21, 2020 to December 31, 2021. (Fulham-Winston/Landis)

NEW BUSINESS

Ms. Wanda Hunter, 234 Walnut Bottom Road, Carlisle, Pennsylvania inquired if a planned protest must be vetted through the police department or the Borough prior to the event. Discussion ensued that planned events must be channeled through the police department unless they are held on private property. If they are held on the square, they must contact the Court House. Borough Manager Armstrong explained that if the event requires a street closure, Council must approve a special event permit.

REPORTS FROM COUNCIL MEMBERS & STAFF

Councilor Hicks inquired how the CARES funds would be distributed in reference to the incoming requests from businesses. Borough Manager Armstrong explained that the Borough would be working with CAEDC and the Redevelopment Authority to sort out the details and to establish a loan review committee that will assist in the disbursement. She added further details of the distribution would need to be completed, as well as the decision by Council if they will approve the loans or have the loan review committee provide approval. A special meeting of Council is to be scheduled next week to discuss these issues.

Councilor Fulham-Winston participated on a Community Action Network phone call that included over forty individuals from the Carlisle community that discussed how to help one another in the community. She expressed her thanks for the level of goodwill that is being demonstrated in Carlisle.

Councilor Landis noted that Hope Station would hold a virtual Juneteenth celebration this year. She added the Lincoln Cemetery Committee would tie ribbons on to the fence posts in the cemetery in honor of those 600 persons known to be buried there. Councilor Landis expressed her desire for council to be well informed in their decision making when approving land developments in the Borough. She expressed the importance of equity in future land development to afford all classes of citizen the opportunity for housing options.

Councilor Crampsie thanked staff for their work during this time of the pandemic and the thoughtful decisions made for the community. He encouraged citizens to continue their support of the downtown businesses during this time.

Deputy Mayor Shultz proposed that Council schedule a facilitated, town hall meeting to hold a conversation regarding race relations within the Borough and to seek actions the Borough can implement. He noted the discussion would help generate new pathways for those in the community that often go unheard.

Councilor Fulham-Winston remarked the community is at a changing point to make this a more equitable place for people to live and now is the time to do something real.

Student Ambassador Speer shared that two Dickinson Law students were chosen as a Rural Summer Legal Corp Student Fellow. He explained this is a prestigious honor for them to have been chosen from over 400 students. The students will focus on the effects of COVID-19 in rural areas across the nation. He remarked the Law School is working to bring back the student to the campus in the fall. Mr. Speer spoke of the law school's viewpoint on the recent race relations, noting that they denounce racism. The school will add the interaction between race and law to their curriculum.

Water Resource Director Malarich was pleased to announce that construction will begin on the Carlisle Connectivity Project at West and B Street to replace the existing water pipelines.

Parks and Recreation Director Crouse noted that since the Borough has moved the Green Phase, the spray pools and recreation facilities would be opening and they are also working on a variety of outdoor programs for the summer. She reported that five businesses are interested in holding activities at borough parks.

Ms. Wanda Hunter inquired about the use of the Community Center by Cares. Borough Manager Armstrong responded that Cares plans to transition out during the week of first week of July 1 and asked the community for help finding a new available for Cares to relocate.

ADJOURNMENT

There being no further business or public comment, the meeting adjourned at 8:39 p.m.

Timothy A. Scott
Mayor

Joyce E. Stone
Borough Secretary

2020-21 CHEMICAL BID TAB
BOROUGH OF CARLISLE, CUMBERLAND COUNTY, PA
BID OPENING JUNE 2, 2020

Tabulation of Bids Received

DESCRIPTION	APPROX. QUANTITY	UNIT	Chemtrade	JCI Jones	Gulbrandsen	Carmeuse	Coyne Chemical	Shannon Chemical	Kuehne Chemical	Univar	Evoqua
2.12 Liquid Chlorine (2000 lb.) bulk	53 tons	cwt		\$75.00					\$100.00	\$40.40	
2.13 Liquid Chlorine (150 lb.)	4 tons	cwt		\$133.3333						\$98.80	
2.14a Pelletized Chlorine	500 lb.	cwt									
2.14b Granular Chlorine	500 lb.	cwt					\$181.5625			\$183.00	
2.14c Chlorine3" Tablets	500 lb.	cwt					\$309.5601			\$240.00	
2.15 Liquid Aluminum Sulfate (bulk)	60 tons	cwt	\$23.25								
2.16 Liquid PAC (bulk)	76,000 gal.	gal.	\$4.20		\$1.44						
2.17 Caustic Soda Liquid (bulk) 25%	40 dry tons	cwt		\$38.00					\$50.00	\$28.10	
2.18 Hydrated Lime (bulk)	900 tons	cwt				\$9.15					
2.19 Potassium Permanganate	6 tons	cwt					\$187.5199	\$158.58		\$351.00	
2.20 Activated Carbon	30 tons	cwt									
2.21 Hydroflossilicic (bulk)	3,000 gal.	gal.								\$2.22	
2.22 Polymer - Sewer Plant	6 tons	cwt					\$219.3889			NR*	
2.23 Polymer - Water Plant Sludge	6 tons	gal.					\$185.5771			\$197.30	
2.24 Hydrogen Peroxide	17,000 gal.	gal.					\$3.9855				\$3.936
2.25 Potassium Chloride (potash)	80 tons	cwt									
Bid Security 10% (check/bond)			Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Non-Collusion Affidavit (Y/N)			Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

Notes:

cwt = 100 pounds; gal = gallon

NR* = Univar did not perform required pre-bid testng. Therefore bid of \$219.00 for item 2.22 Polymer - Sewer Plant defined as non-responsive.

2020-21 CHEMICAL BID TAB
BOROUGH OF CARLISLE, CUMBERLAND COUNTY, PA
BID OPENING JUNE 2, 2020

Tabulation of Bids Received

DESCRIPTION	APPROX. QUANTITY	UNIT	Greer Lime	US Alco	Donau	Polydyne	Cabot Norit	Brenntag	Chemrite			
2.12 Liquid Chlorine (2000 lb.) bulk	53 tons	cwt										
2.13 Liquid Chlorine (150 lb.)	4 tons	cwt										
2.14a Pelletized Chlorine	500 lb.	cwt										
2.14b Granular Chlorine	500 lb.	cwt										
2.14c Chlorine3" Tablets	500 lb.	cwt										
2.15 Liquid Aluminum Sulfate (bulk)	60 tons	cwt		\$18.109								
2.16 Liquid PAC (bulk)	76,000 gal.	gal.		\$1.6313								
2.17 Caustic Soda Liquid (bulk) 25%	40 dry tons	cwt						\$35.94				
2.18 Hydrated Lime (bulk)	900 tons	cwt	\$10.48									
2.19 Potassium Permanganate	6 tons	cwt						\$160.25	\$156.00			
2.20 Activated Carbon	30 tons	cwt			\$61.322		\$64.00		\$64.45			
2.21 Hydroflousilicic (bulk)	3,000 gal.	gal.										
2.22 Polymer - Sewer Plant	6 tons	cwt				NR**						
2.23 Polymer - Water Plant Sludge	6 tons	gal.				\$114.00						
2.24 Hydrogen Peroxide	17,000 gal.	gal.										
2.25 Potassium Chloride (potash)	80 tons	cwt										
Bid Security 10% (check/bond)			Yes	Yes	Yes	Yes	Yes	Yes	Yes			
Non-Collusion Affidavit (Y/N)			Yes	Yes	Yes	Yes	Yes	Yes	Yes			

Notes:

cwt = 100 pounds; gal = gallon

NR** = Polydyne did not perform required pre-bid testng. Therefore bid of \$202.00 for item 2.22 Polymer - Sewer Plant defined as non-responsive.



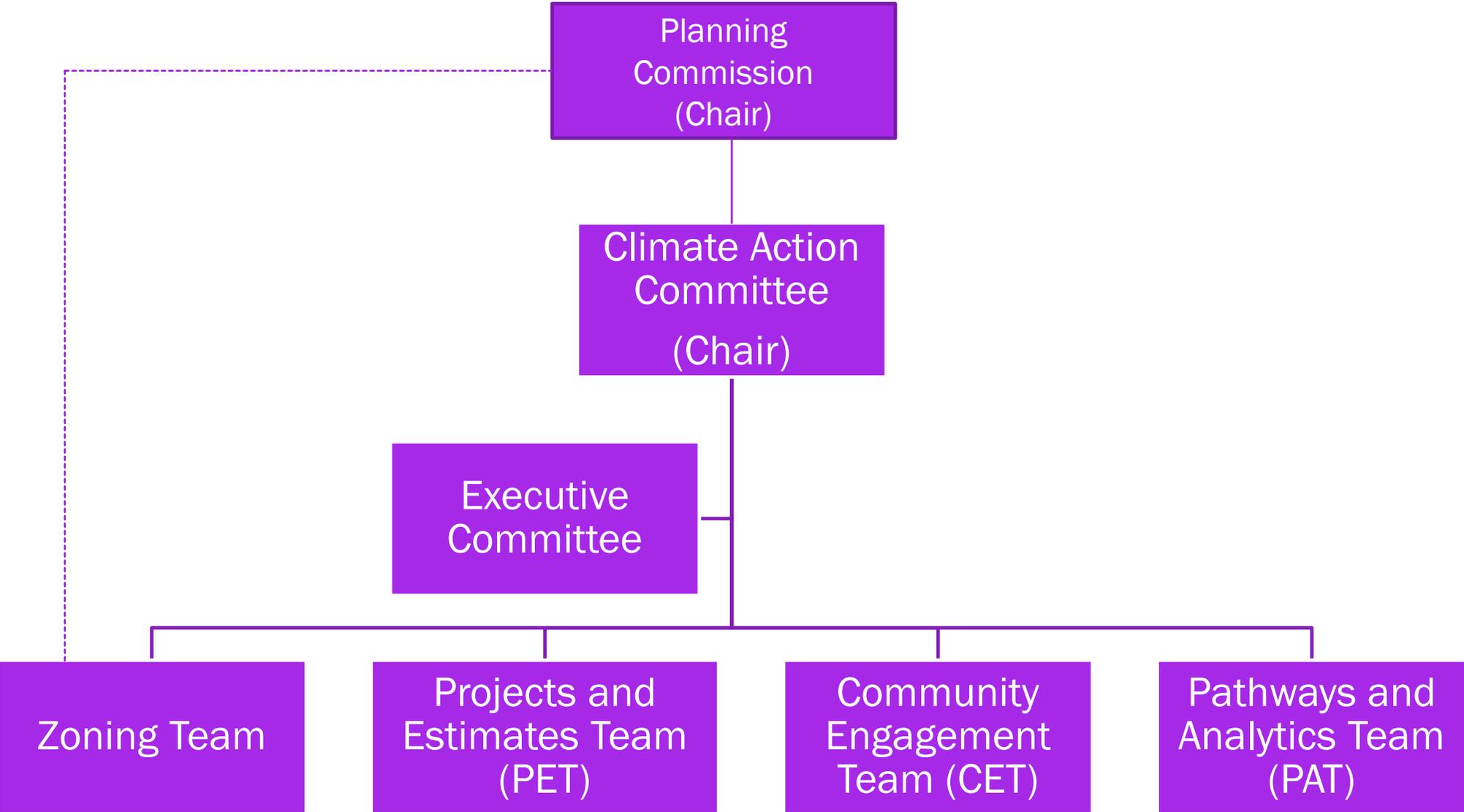
IDEAS FOR FORMING CLIMATE ACTION COMMITTEE

- RESOLVED, That the Carlisle Borough Council form a Carlisle Climate Action Committee to provide alternative pathways for reaching, and equitably implementing, the borough's climate goals; and be it further
- RESOLVED, That the Carlisle Borough Council appoint members to the Carlisle Climate Action Committee that shall include individuals from borough staff, borough council, the business community, the academic community, and any other individuals as the council deems appropriate; and be it further
- RESOLVED, That the public have opportunity to discuss and debate any alternative pathways or recommendations made by the Carlisle Climate Action Committee; and be it further

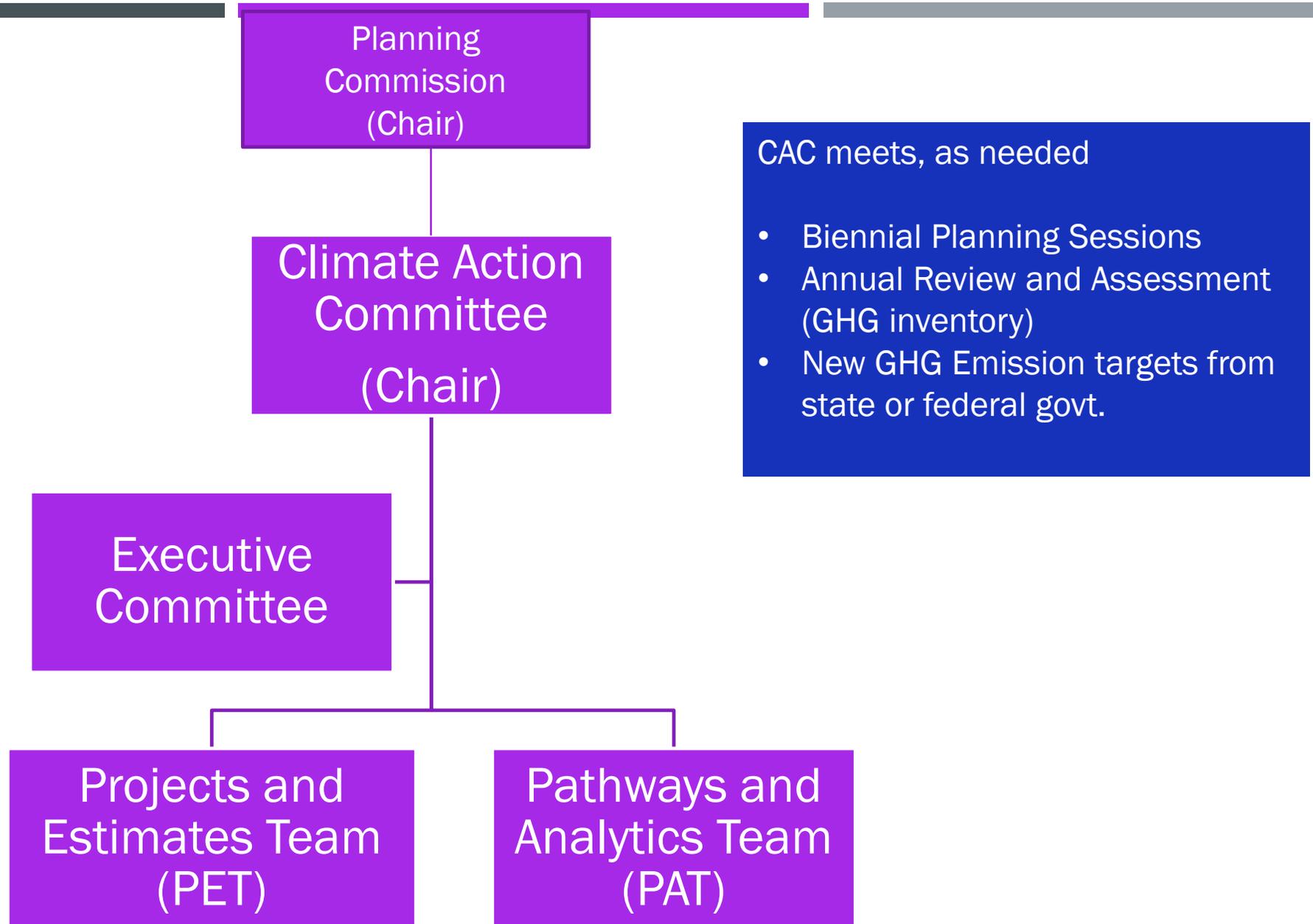
KEY OBSERVATIONS FROM COMMUNITY ENGAGEMENT STRATEGY (CES) PROVIDED BY ICLEI/DICKINSON STUDY

- “incorporating public participation in these processes can facilitate community growth, ease previous community tensions related to trust, race, and class separations, and build collaboration among diverse community stakeholders”
- Planners and organizers must take time to develop intentional and strategic modes and methods of public participation, tailored to the unique challenges of the Carlisle community, in order to create effective community engagement for the CAP.
- The planning committee should comprise of representatives from key community constituencies such as:
 - nonprofit organizations
 - Business
 - elected officials
 - multiple levels of governments
 - Industry
 - Utility providers
 - economic development
 - faith-based organizations
 - the philanthropic community,
 - other local leaders and interested public in general

Pre-Climate Action Plan (CAP) Organization



Post-Climate Action Plan (CAP) Organization



EXECUTIVE COMMITTEE

- Function: Primary Oversight of Climate Action Teams
- Membership: Chair +Team Leads + Borough Manager + Council Member
- Duties:
 - Assigns specific tasks to teams, as needed, based on full CAC meetings
 - Provides schedule and timelines for CAP draft
 - Approves PAT candidate pathways for CAC review and final recommendation
 - Brief Council on final recommendations and as required
 - Approves requests for coordination input with Borough Staff who are not assigned to CAC
 - Determines Borough activities requiring CAC approval
 - Drafts Climate Action Plan (CAP) for Planning Commission (Chair) Co-signature



PATHWAYS AND ANALYTICS TEAM (PAT)

- Function: Conducts GHG Inventory and Generates Alternative Pathways for CAC Evaluation
- Membership: Dickinson/ICLEI
- Duties:
 - Conducts annual GHG Inventory
 - Generates Alternative Pathways for Evaluation by CAC Teams

ZONING AND STANDARDS TEAM

- Function: Makes zoning recommendations for implementation of potential projects
- Membership: Borough Staff (Zoning Officer), Planning Commission member, Solicitor
- Duties:
 - Provides zoning advice concerning implementation of specific projects
 - Primary interface to Planning Commission regarding potential changes required to Zoning Ordinance
 - Primary legal advisor for potential implementation of CAP
 - Maintains and updates applicable changes to ordinances resulting from implementation of CAP

PROJECTS AND ESTIMATES TEAM

- Function: Primary Costs/Benefits Analysis for Potential Mitigation/Resiliency Projects
- Membership: Borough Staff, DCA, Business owners, School Board member, CAEDC
- Duties:
 - Coordinate and determine costs and benefits of potential projects
 - E.g. cost of level-2 charging station installations, energy efficiency upgrades of public bldgs., etc.
 - Identify potential funding strategies, including loans, grants, and subsidies for projects
 - Conduct assessment reviews/lessons learned of similar projects conducted by other municipalities or cities

COMMUNITY ENGAGEMENT TEAM

- Function: Provides primary communication function with Carlisle community, soliciting inputs and reporting activity within the CAC
- Membership: Public Information Officer, Community Leaders, Neighborhood Assn. Reps
- Duties:
 - Conduct community surveys to understand attitudes and perceptions regarding the Climate Action Plan
 - Evaluate how equitable costs/benefits are of potential CAP activities
 - Organize/execute public hearings for non-CAC members
 - CAC information documentation, media and public relations campaigns, social marketing/media communication, educational meetings and workshops, exhibitions and events, and email notices
 - Primary interface with NGO's and interest groups



KEY COMPONENTS OF CLIMATE ACTION STRATEGY

- 1. Develop consensus towards a roadmap for local climate protection
- 2. Generate creative approaches to address complex problems
- 3. Build transparency and community trust in government processes
- 4. Demonstrate leadership in climate protection and sustainability
- 5. Allow the public to take ownership of plan strategies