

**Borough of Carlisle  
Special Council Meeting  
CDBG-CV Activities  
Minutes  
June 19, 2020**

The meeting was called to order at 2:00 p.m. on June 19, 2020. This meeting was held via Zoom due to COVID-19 restrictions and guidance for social distancing.

Present at the meeting: Councilors Fulham-Winston, Hicks, Landis, Deputy Mayor Shultz, Mayor Scott and Stuby. Also present were: Borough Manager Armstrong, Assistant Borough Manager Snyder and Borough Secretary Stone.

Mayor Scott announced the purpose of the meeting was to discuss an amendment to the Borough's Citizen Participation Plan and Fiscal Year 2019 CDBG Annual Action Plan Substantial Amendment.

I. The Borough will undertake the following CDBG-CV activities:

**Economic Development:** Provide loans or grants to avoid job loss caused by business closures related to COVID-19 by providing short-term working capital to small businesses to enable retention of jobs. Technical assistance may also be provided to navigate other loan programs or funding to help small businesses meet CDC guidance on social distancing. Proposed allocation: \$150,000.00

**Pre-Application Costs:** The Borough will seek reimbursement of costs incurred to prevent, prepare for, and respond to coronavirus. Proposed allocation: \$40,000.00

**Planning and Administration:** General administration and oversight to implement the CDBG-CV program. Proposed allocation: \$37,901.00

Borough Manager Armstrong received the following comments from Ms. Stephanie Gilbert of Destination Carlisle and shared with Borough Council:

1. Administration Allocation of \$37,901: Ms. Gilbert expressed concern for the amount earmarked by the Borough of \$37,901.00 for administrative and planning and thought the agencies could do the work on a "skeleton budget", which would ultimately allow more monies to be earmarked toward small business. Ms. Armstrong explained that under this federal program, the reporting takes a significant amount of time and expertise given the responsibilities and obligations imposed. To name a few, there are expenditure reports, performance reports, accomplishment reports, drawdown criteria/deadlines, etc. Depending on the activity and associated terms and conditions, oversight and reporting are significant. Thus, the amount of funding set aside for administration of this program (CDBG-V), along with the underwriting responsibilities by each agency, the allocation is considered justified. In fact, under the CARES Act, the administration allocation is permitted to be twenty percent (20%) of the funding and the proposed allocation of \$37,901 falls within these parameters.
2. Pace: Ms. Gilbert expressed concern for the length of time that it has taken and the need for the Borough to make the CDBG-V a priority. Ms. Armstrong explained that as soon as the information was received from HUD, the Borough took immediate action to create the plan as we awaited information and guidance from HUD. Once the Borough Council approves the aforementioned CDBG-CV activities and amendment for submission, it will then undergo a review and approval process by HUD.
3. Funding Decisions: Ms. Gilbert inquired who was going to make the funding decisions and was hoping that Council would hold the final approval power. Ms. Armstrong explained the process was envisioned to be as

follows: The applications will go through a review process by the underwriter to ensure that all applicable information has been submitted. They will also go through a HUD review by the Redevelopment Authority expert to ensure that all criteria is met. Following those reviews, a Grant Relief Committee comprised of five (5) individuals selected by Borough Council will review the applications. Two of those members are envisioned to be borough councilors at this time. If Borough Council determines that they as a full body wish to have final approval, it will add additional time and another level of oversight, but that is at their discretion.

Mr. Chris Rafferty, Community Development Director with the Cumberland County Housing and Redevelopment Authorities stated that his office did not receive any comments during the five-day comment period.

Mayor Scott read a statement submitted by Councilor Crampsie who was unable to be present at the meeting.

Councilor Crampsie's statement:

"I want to thank Borough Staff for their work on this important issue and our business community for their patience and understanding.

I support the amendment to the Borough's citizen Participation Plan and CDBG budget. I feel we need to move this important step forward to continue the process and get money into the hands of our business owners as quickly as possible"

Councilor Fulham-Winston made a motion, which was seconded by Deputy Mayor Shultz to move forward since notice has been given to undertake the following CDGB-CV activities as outlined in the amendment. Borough Council voted 6-0 to approve the motion.

## **ADJOURNMENT**

There being no further business or public comment, the meeting adjourned at 2:09 p.m.

---

Timothy A. Scott  
Mayor

---

Joyce E. Stone  
Borough Secretary