

Borough of Carlisle  
53 W. South Street  
Carlisle, PA 17013  
P: 717-249-4422

**BOROUGH OF CARLISLE  
COUNCIL MEETING MINUTES  
August 12, 2021**

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

Council members present: Councilors Crampsie, Fulham-Winston, Hicks, Landis, Stuby and Mayor Scott. Also present were: Borough Manager Armstrong, Assistant Borough Manager Snyder, Police Chief Landis, Water Resources Director Malarich, Fire Chief Doyle, Human Resource/Risk Management Manager Berrier, Public Information Coordinator Taylor, Solicitor Brenneman, and Borough Secretary Stone.

*Scribe note: Council voted 6-0 to permit Deputy Mayor Shultz to participate in the meeting via Zoom.*

*Scribe note: Deputy Mayor Shultz was not able to attend the Council meeting via Zoom due to a work obligation.*

**CONSENT AGENDA**

**A.** *Councilor Crampsie made a motion, seconded by Councilor Stuby to approve the Consent Agenda. Council unanimously voted (6-0) to approve the Consent Agenda, which consisted of the following items:*

**B. Minutes:**

*Council Meeting 07/08/2021  
Special Council Meeting 7/15/2021*

**C. Approval of Bills and Investment Transactions:**

**Expenditures as of July 31, 2021**

<i>General Fund</i>	<i>\$ 1,003,516</i>
<i>Water Fund</i>	<i>\$ 372,438</i>
<i>Sewer Fund</i>	<i>\$ 724,051</i>
<i>Stormwater Fund</i>	<i>\$ 189,115</i>
<i>Solid Waste Fund</i>	<i>\$ 144,928</i>
<i>Capital Projects Fund</i>	<i>\$ 159,343</i>
<i>Parking Fund</i>	<i>\$ 28,154</i>
<i>Highway Aid Fund</i>	<i>\$ 62,262</i>

**D. Budget and Finance:**

- 1. Borough Council executed the K-9 Grant with G.B. Stuart Foundation in the amount of \$10,000 for the purposes of general expenses associated with the Carlisle Police Departments Canine Program as outlined in Police Chief Landis' most recent request.*
- 2. Borough Council reaffirmed the Borough Solicitor's acceptance of the Purdue Pharma Plan of Reorganization.*

**E. Community Planning and Smart Growth:**

1. *Borough Council approved the Borough of Carlisle's CDBG-CV Phase II Substantial Amendment to the Borough's Program Year 2019 Community Development Block Grant Annual Action Plan and authorize the Mayor to execute any required documents related to said Amendment*

**F. HARB:**

***The HARB received approval for the following item:***

1. *A request by Carrie Russell for a Certificate of Appropriateness for 153 E. Pomfret Street to replace existing wood floorboards with new 6" wide boards.*
2. *A request for a Certificate of Appropriateness by Jennifer Oles of 270 S. Pitt to replace existing asphalt shingles in kind.*
3. *A request for a Certificate of Appropriateness by Mark Bayley of 17 W. South Street to Cap the existing concrete front steps with flagstone and place red sandstone veneer between the steps and over the sides of the steps.*
4. *Request for a Certificate of Appropriateness by Kevin Dickey of 159 S. West Street to remove existing shed and replace it with an 86.5" L x 85.7" W x 100.5" tall, Rubbermaid-type of storage shed and remove existing wood fence and replace it with a new 6' tall wooden fence.*
5. *A request for a Certificate of Appropriateness by Peter Fray of 125 E. South Street to install metal flashing and air vents above shingles on front facing roof. Level front porch. (Process and materials TBD.) Also proposing to replace two windows in the rear of the house (1 upper, 1 lower) with vinyl windows and replace the deteriorating framing around the windows. The rear of this house is NOT visible from a public street/alley/avenue/sidewalk and therefore not required to obtain HARB approval.*
6. *A request for a Certificate of Appropriateness by Maryann Gashi-Butler of 4 S. Courthouse Avenue to install an awning over the side entrance door. The new awning will be of same coloring and letter style as existing awnings. Also, replace door stenciling with "Gashi Butler Law" including the address, email address and law firm logo.*

**G. Mayor's Report**

1. *Borough Council designated Mayor Scott as a voting delegate and Councilor Sean Crampsie as an alternate delegate to the PML 2021 Resolutions Committee and Annual Business Meetings that shall be held during the Pennsylvania Municipal League's 2021 Municipal Leadership Summit from October 7 through October 9, 2021.*

**H. Public Safety:**

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

- |                  |   |
|------------------|---|
| <b>A. Event:</b> | <i>First Year Student Orientation Move in Day</i>   |
| <b>Date:</b>     | <i>August 25, 2021</i>  |
| <b>Time:</b>     | <i>7:00 a.m. – 3:00 p.m.</i>  |
| <b>Location:</b> | <i>Cherry Street at West High Street and West Louthier Street and Mooreland Avenue at West. High Street</i> |

B. Event: Homecoming  
Date: September 18, 2021  
Time: 11:00 a.m. – 2:00 p.m.  
Location: Belvedere Street between West 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 Insurance naming the Borough of Carlisle as an additional insured for these events.*

- 2. Borough Council authorized the temporary closing of several Borough streets for Dickinson College's 248th Commencement on September 18, 2021 from 8:00 a.m. – 1:30 p.m. The street closures include High Street between College & West Street; North College between West Louthier and High Street. 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 Insurance naming the Borough of Carlisle as an additional insured for this event.*
- 3. Borough Council recommended to the Pennsylvania Emergency Management Agency (PEMA) the appointment of Mr. Randy O'Donnell as Carlisle Borough's Emergency Management Coordinator (EMC).*

## **REGULAR AGENDA**

### **TABLED, CONTINUED, AND RECURRING ITEMS**

1. Borough Council voted 6-0 to remove from the Table the consideration of the approval of the FSA Professional Services Contract (*Note: this item was tabled during the August 4, 2021 Council Workshop meeting.*) (Landis/Fulham-Winston)

Councilor Landis explained this item was previously tabled for the purpose of allowing time for additional concerns to be addressed. She noted that she spoke with FSA who confirmed that they will be using a qualified skate park designer to design the park. Councilor Landis also spoke with Arment Concrete who has experience in skate park design and will be used as the sub-contractor throughout the design process as the expert in skate park design. Councilor Landis remarked that the standard bidding process will be followed for selecting a contractor to build the skate park. She added that there will be opportunities for community feedback and meetings with the designer.

Councilor Hicks inquired if the timeline for construction will expend the grant monies before the grant monies received expire. Discussion ensued regarding the tentative timeline for approvals and construction of the skate park. There was consensus among Council that the grant monies would be expended prior to the June 30, 2022 deadline.

2. Borough Council voted 6-0 to consider executing a contract with Frederick, Siebert & Associates (FSA) to develop and design construction plans and specifications to install a public park on Lot A and Lot D at the Fairground Avenue Linear Park, located along Fairground Avenue subject to the Borough Solicitor's satisfactory review and approval. The fixed fee for this service is \$39,000 (Thirty nine thousand dollars). (Scott Landis)

## **REPORTS FROM COMMITTEES**

### **A. Economic Development:**

1. Borough Council, by a roll call, voted 6-0 to adopt an ordinance to enter into an Agreement by and between the Downtown Carlisle Association [DCA] and the Borough of Carlisle [Borough] retroactive to January 1, 2021 through December 31, 2021. (Hicks/Fulham-Winston)

**B. Public Safety:**

1. Borough Council, by a roll call, voted 6-0 to adopt an ordinance amending the Code of the Borough of Carlisle, with respect to Chapter 244, Vehicles and Traffic, establishing a 4-way stop for the intersection of Dickinson Drive and Bosler Drive and the intersection of Sadler Drive and Biddle Drive. (Scott/Hicks)

**C. Public Works:**

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 land development to be located on 101 and 120 G Street. (Fulham-Winston/Landis)
2. 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 Franklin Street Land Development located between 1106 and 1138 Franklin Street. (Fulham-Winston/Landis)
3. Borough Council voted 6-0 to approve the purchase of a New York Blower Company, 30 horsepower ventilation fan from J.K. Hastings Equipment Sales, LLC. of Lancaster, PA, for a not-to-exceed cost of \$17,500.00 (Seventeen thousand five hundred dollars) to replace in-kind the existing raw sewage wet well ventilation fan at the Carlisle Regional Wastewater Treatment Plant. (Fulham-Winston/Landis)
4. Borough Council voted 6-0 to approve an agreement that amends the January 1, 2014 Agreement for Treatment of Sewage in order to change South Middleton Township's allocation of capacity among its points of connection to the Carlisle Sanitary Sewer System without increasing the Township's overall capacity allocation. (Fulham-Winston/Landis)

**NEW BUSINESS**

Jason Turner, 165 East High Street, Carlisle, Pennsylvania expressed his support of the skate park in the hopes that it is done respectfully and safely for the residents and the Borough. He offered his assistance with communicating information to other skaters and skate park builders to help ensure it is built to include all skill levels for skaters. He thanked Council for approving the skate park and looks forward to working with the Borough.

Mr. Turner inquired if there is potential for the skate park to expand in the future. It was explained that once Lot B and C are conveyed to the Borough a decision will be made on further expansion.

Councilor Crampsie asked for an opportunity to have a walk through the skate park site with markers and boundaries to provide a visual concept of the park. Water Resources Director Malarich noted that he would facilitate that site visit.

Mike Dyson, 1901 Waggoners Gap Road, Carlisle, Pennsylvania, recommended the Borough use official skate park builders to ensure that the skate park is built to function properly and with safety considerations. He will provide the Borough with a list of experienced skate park builders.

Councilor Landis explained that due to the project being grant funded the Borough must go out to bid for a contractor.

## **REPORTS FROM COUNCIL MEMBERS & STAFF**

Councilor Fulham-Winston noted that she attended the Covid Remember Walk and read the Mayor's proclamation regarding Covid Awareness Day. She remarked it was an honor to attend the event at which about a hundred persons were present to remember their friends and loved ones who passed away due to Covid.

Councilor Crampsie commented that the US census data was released and could provide the Borough with federal transportation funding for opportunities not just to expand highways, but finding creative solutions for sustainable transportation, biking as well as skateboarding. He noted Cumberland County has the seventh-highest growth out of our 67 counties.

Councilor Hicks remarked that he was very excited about the quality of a recent employment announcement for the hiring of a Sustainable, Community and Economic Planning Director. He noted this person will work directly with several of the Commissions on strategic planning.

Mayor Scott announced that following this meeting, Council will meet for an executive session to discuss personnel and ligation.

## **ADJOURNMENT**

There being no further business or public comment, the meeting adjourned at 7:33 p.m.

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Timothy A. Scott, Mayor

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Joyce E. Stone, Borough Secretary