

Borough of Carlisle  
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Carlisle, PA 17013  
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**BOROUGH OF CARLISLE  
COUNCIL MEETING MINUTES  
November 10, 2021**

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

Present at the meeting: Councilors Crampsie, Fulham-Winston, Hicks, Landis, Deputy Mayor Shultz, Stuby and Mayor Scott. Also present were: Borough Manager Armstrong, Assistant Borough Manger Snyder, Police Chief Landis, Water Resources Director Malarich, Finance Director Juday, Human Resource/Risk Management Manager Berrier, Fire Chief O'Donnell, Solicitor Brenneman, Dickinson College Student Ambassador Hayes, Public Information Coordinator Taylor and Borough Secretary Stone.

**OPPORTUNITY FOR CITIZENS AND VISITORS TO BE HEARD**

Mr. Davis Lanza, 2132 Market Street, Camp Hill, Pennsylvania, representing the Rental Property Owners Association, expressed his concern of the proposed rental inspection ordinance, noting that the Borough employees will be entering houses at a time when COVID could still be dominant, which could be a risk for the employee and homeowner. Mr. Lanza also mentioned that other communities that have implemented a similar ordinance have not improved the conditions of their rental housing. He noted this program will be a matter of continued enforcement and continued issues and does not feel this will solve the problems in the Borough. He remarked that you cannot find your way or legislate your way into better housing; the conditions of the market are determined by the market and economic conditions. Mr. Lanza noted this program would make housing less affordable to the people you're trying to protect and that they will be facing higher costs and rent. He suggested looking at what other municipalities have enacted and how the enforcement has turned out. Mr. Lanza spoke of the language in the ordinance that makes the landlord responsible for the conduct of the tenant in terms of cleanliness, pest issues and illumination. He noted this will only increase cost to the landlord and the price of rent. He does not feel the ordinance will achieve the goals Council is seeking to accomplish and will take the Borough in the opposite direction. Mr. Lanza urged Council to consider these concerns before adopting the ordinance.

Mr. Glenn White, Executive Director for the Downtown Carlisle Association (DCA) presented Council with a 2021 year in review. He listed the programs that DCA oversees during a given year. Mr. White noted a new 22 foot Christmas tree has been purchased with grant money and will be erected this year at the square. He mentioned that the 2022 Ice Fest could be one of the biggest ever, with the sales of ice carvings already in motion. Mr. White remarked they have increased the frequency of shopping guides, including a Black Friday flyer that includes local sales. He noted the biggest success this year was thanks to Borough Manager Armstrong for suggesting the implementation of the LoveBuck\$, which won an award at the state wide conference. They have sold \$11,000 in LoveBuck\$ so far this year. Mr. White spoke of showcasing properties that allows prospective retailers to come to town and view the available properties. He noted that Carlisle is at its lowest vacancy rate in many years and 18 new businesses have opened this year. Mr. White accredited this success the partnership with the Borough, CAEDC, CCHRA and the Chamber of Commerce. He mentioned Small Business Saturday is typically the largest shopping day of year in the Borough. He spoke of a strategic plan the involved 45 different projects and tasks that took place. Mr. White noted that DCA is searching for a facilitator to assist in a transformation strategic recovery and resilience plan for the downtown. They will use this plan to submit to DCED for a Main Street designation.

Deputy Mayor Shultz noted that he has been a big supporter of DCA for many years. He questioned Mr. White in regard to a recent newspaper article stating that DCA could not hold the Holiday parade due to a staff shortage and a decrease in funding by the Borough and Dickinson College. Deputy Mayor Shultz remarked that the Borough will be hosting the parade and covering the normal costs, with only an additional cost of \$1,500 to the Borough. He ask for clarification why a parade that has historically been funded by the Borough was cancelled. Mr. White responded that due to the reduction in funding, the employee who handled program coordination and office management was let go in February. He remarked that all those duties could not continue and the decision was made in February to cancel the parade, but that they are still planning to bring Santa during the tree lighting event. Deputy Mayor Shultz shared that typically the volunteer committee organized the parade as he had done years ago when on the Summerfair committee. He commented that he was perplexed because the DCA meeting minutes reflected that “possibly” there would not be a parade and that it would have been helpful for the Borough to have known this sooner. He inquired why the position needed to be reduced when their 990’s have shown a cash reserve since 2010, with \$130,000 in reserves in 2019. Deputy Mayor Shultz noted he did not understand why the position was reduced solely because of a year or two of a potential reduction in Borough funding that was due to the Borough’s reduction in parking meter funds.

Mr. White responded that the DCA staff runs about ninety percent of the parade. He remarked that the holiday parade began in 2016 after a request from Borough Council. Mr. White noted that the Borough only increased DCA’s funding by three thousand dollars over the past ten years and keeps adding on responsibilities. He explained that the business model was designed to have the reserves to support added expenses. Discussion ensued regarding the recent newspaper article that stated due to DCA’s funding cuts by the Borough and Dickinson College, the holiday parade was canceled. Deputy Mayor Shultz remarked that the Sentinel did not have the full picture and effectively threw DCA’s most important funding sources under the bus. Mr. White offered to have a meeting with the Borough and DCA’s treasurer to discuss this topic.

## **CONSENT AGENDA**

*Deputy Mayor Shultz made a motion 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 10/14/21*

### **B. Approval of Bills and Investment Transactions:**

#### **Expenditures as of October 31, 2021**

<i>General Fund</i>	<i>\$ 2,341,604</i>
<i>Water Fund</i>	<i>\$ 960,929</i>
<i>Stormwater Fund</i>	<i>\$ 188,774</i>
<i>Sewer Fund</i>	<i>\$ 905,779</i>
<i>Solid Waste Fund</i>	<i>\$ 158,805</i>
<i>Capital Projects Fund</i>	<i>\$ 212,573</i>
<i>Parking Fund</i>	<i>\$ 188,405</i>
<i>K-9 Fund</i>	<i>\$ 1,944</i>
<i>Highway Aid Fund</i>	<i>\$ 263,246</i>

### **C. Attendance Approvals:**

- 1. Recreation Assistant Kelsey Najdek to attend the Pennsylvania Recreation and Park Society’s Fall Membership Meeting and Mini-Conference on November 17-18, 2021 in Altoona, PA and Recreation and Pool Manager, Kristin Zeigler to attend the same conference virtually.*

**D. ERCP:**

1. *Borough Council accepted the tendered resignation of Robert Winston from the Sewer System Authority effective September 21, 2021.*
2. *Borough Council accepted the tendered resignation of Sara Markowitz from the Climate Action Commission effective October 31, 2021.*

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

1. *A request for a Certificate of Appropriateness Carlisle Suite10, LLC of 10 S. Hanover Street to replace the 115 windows of the hotel. The windows will be made of a composite material and match the existing configuration.*
2. *A request for a Certificate of Appropriateness by Joseph Hobbs of 204 N. Hanover Street to change the lettering on the existing front awning to read "Nyrees". The letters will be approximately 24" high and 96" wide and made of acrylic materials to be mounted on the aluminum frame.*
3. *A request for a Certificate of Appropriateness by James Griffith of 9-11 E. High Street to raise the existing deck by two feet, extend the deck from the current 7' to a new 8' deck, install a 6' x 6' concrete slab for the installation of a Hamar Highlander II lift. All work is to the rear of this building.*
4. *A request for a Certificate of Appropriateness by Union Fire Company of 43 W. Louthier Street to demolish the existing two-story building. Greg Lebo of Brehm-Lebo Engineering stated he inspected the building and determined it to be very unsafe and would be cost prohibitive to repair. The Union Fire Company proposes to install a park to memorialize 9-11 victims, as well as local lost firefighters. This park will include a piece of metal from the Twin Towers, a fire hydrant from Station #10 of NYC, and a dedication plaque to our local fire fighters. To the rear of this lot, a parking lot will be installed.*

**REGULAR AGENDA**

**TABLED, CONTINUED, AND RECURRING ITEMS**

**REPORTS FROM ELECTED OFFICIALS**

**A. Mayor's Report:**

1. *Small Business Saturday Proclamation was declared to be held on Saturday, November 27, 2021 in the Borough of Carlisle.*
2. *Mayor Scott proclaimed November as National Native American Heritage Month in the Borough of Carlisle.*
3. *Councilor Landis asked for support of Council of a letter for Hope House of Cumberland County. She explained the county is proposing to provide a group living situation for women during their time of transition to becoming self-supporting. The letter of support will assist in securing a grant to purchase a property. There was consensus among Council in support of the letter.*

## **REPORTS FROM COMMITTEES**

### **A. Community Planning & Smart Growth:**

1. Borough Council, by a roll call, voted 7-0 to enact an ordinance amending Chapter 193 of the Code of the Borough of Carlisle to provide for the registration and inspection of rental dwelling units and amend Chapter 120 to provide for fees with respect thereto.

Councilor Crampsie remarked that the intent of this ordinance is to look out for the safety and welfare of our citizens and that this ordinance strikes the right tone in doing that. He thanked staff and Councilor Fulham-Winston for their hard work and support if this ordinance.

Mr. Matt Madden, 777 West South Street, Carlisle, Pennsylvania stated that this is not his favorite ordinance but asked Council to have a clear vision of what they anticipate it to accomplish. He noted there may be adverse impacts that could occur and to make sure those are tracked, along with having a timeline to hold the ordinance accountable.

Councilor Landis noted that no ordinance is perfect and cannot fix everything. She responded to the notion that it will decrease the affordability of housing. She remarked that the key is to continue to look at strategies to put affordable housing in the forefront and to ensure that everyone has a good quality place to live.

2. Borough Council may approve an 83-day time extension request by Burget & Associates, Inc. on behalf of Hamilton Commons LLP, for considering and taking action on the Final Subdivision and Land Development Plan for Hamilton Commons as per Section 226-21.A.2 of the Borough's Subdivision & Land Development Ordinance. The new deadline shall be February 10, 2022.

### **B. ERCP:**

1. Ms. Amy Berrier remarked that since her hiring, she has reviewed the employee handbook and borough policies. She noted there were a few areas identified that require changes, additions or clarifications. Ms. Berrier provided examples of the minor changes needed.
  - Making non-binary language changes
  - Requirement of a 30-minute lunch break during the work day, which cannot be used to reduce the work day.
  - Modify light duty policy to clarify that there will be periodic reviews of the Borough's ability to provide any light duty assignment.
  - Removal of the statement that employees can take comp time instead of overtime with approval of their supervisor because under FLSA supervisors' approval is not permitted, it is the employee's choice.
  - Remove reference to specific percentages employees will contribute to medical insurance premiums, amount for uniforms and equipment reimbursement, amount for tuition reimbursement. This would eliminate the need to update the policy or handbook if those percentages are changed.
  - Adding clarification to the volunteer fire service policy regarding how employees are paid for their work hours if they leave to respond to a fire.

Ms. Berrier remarked that those are just a few of the changes to the current policy and she will continue to work on identifying additional changes.

Councilor Stuby announced the Borough's Climate Action Commission, Zoning Hearing Board and the Human Relations Commission has volunteer positions open. He encouraged Council and the public to have persons interested go on the Borough's website for information on how to apply.

**C. Public Safety:**

1. Borough Council by a roll call, voted 7-0 enacted an ordinance amending Chapter 110 (Drugs and Drug Paraphernalia) of the Code of the Borough. (Scott/Hicks)

Councilor Stuby remarked that the approved ordinance is stronger than what Council started with. He noted that this is an issue that requires further action at the state and federal level and there is a need to address this by legalizing this at the state level.

**D. Public Works:**

1. Borough Council voted 7-0 to approve the purchase of two sludge transfer pumps to replace the existing sludge transfer and scum pumps at the Wastewater Treatment Plant from Envirep, Inc. of Camp Hill, PA for \$21,345 (twenty-one thousand three hundred forty-five dollars) through the Commonwealth of Pennsylvania's cooperative purchasing (COSTARS) program. (Fulham-Winston/Landis)

**NEW BUSINESS**

No new business was heard

**REPORTS FROM COUNCIL MEMBERS & STAFF**

Jessie Hayes, Dickinson College Student Ambassador provide the following update:

- The Trout Gallery, Dickinson's art museum is open to the public and has many art exhibits during the semester.
- Fall Sports are wrapping up and the winter sports have begun and are open to the spectators.
- Covid cases remain low with zero current cases. Following fall break there were a total of 34 students and 27 employees testing positive for COVID. She noted that the school randomly selected 20 percent of the student body to test and they have robust internal contact tracing process to minimize risk to the campus community.

Councilor Landis noted that the Halloween parade was wonderful and thanked Parks & Recreation for stepping up to host the holiday parade and is looking forward to it.

Councilor Fulham-Winston commented that she worked with three neighborhood associations in 2010 to draft a rental inspection ordinance for the Carlisle Borough. She stated, "This was done to address the deep negative effect of unregulated rental properties on the value of homes and the fabric of the neighborhood. After many months of discussions and a presentation to the planning commission, the draft ordinance was killed. However, the problem did not go away and it could well have become worse given that our percentage of rental properties has also continued to increase. Now we have an ordinance which will protect both tenants and homeowners in each neighborhood. Having a safe repaired functioning living space is integral to one's mental and physical health. I thank all of the borough staff members who spent an amazing number of hours working on this project over the last four years and I also thank my fellow council members for taking this issue so seriously and working to make life better for all of our residents."

Councilor Crampsie noted he was looking forward to Small Business Saturday and thanked the Parks & Recreation team for planning the holiday parade.

Deputy Mayor Schultz thanked the Veterans that were present at the meeting. He noted an open house was held for the newly built affordable housing on East South Street and thanked the former property owner for believing in the spirit of what the Borough envisioned for the property. Deputy Mayor Shultz thanked DCED for providing HOME funds for the project. He remarked that Tri-County Housing

Development and the Cumberland County Housing and Redevelopment Authority were all integral partners in this effort.

Councilor Hicks congratulated his colleagues on their election as a member of the 2022 Council. He acknowledged Councilor Fulham-Winston's term on council will end in December and that she will be missed. Councilor Hicks recognized Widener College students for their writing of hypothetical ordinances for the Borough on topics such as incentivizing landlords for low income housing, affordable housing, accessory dwelling units, exceptional buildings and discontinued use of single-use plastics. Dickinson College students are also surveying residents and businesses regarding single-use plastics.

Parks and Recreation Director Crouse noted the downtown Making Spirits Bright Holiday Parade will be held on December 4, 2021 at 11:00 AM. She noted they are searching for bands and volunteers.

Mayor Scott announced that prior to this meeting Council held an executive to discuss personnel.

**ADJOURNMENT**

There being no further business or public comment, the meeting adjourned at 8:15 p.m.

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Timothy A. Scott, Mayor

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Joyce E. Stone, Borough Secretary