

Borough of Carlisle
Workshop Meeting Minutes
January 6, 2021

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

Present at the meeting: Councilors Crampsie, Fulham-Winston, Hicks, Landis, Deputy Mayor Shultz, Mayor Scott and Stuby. Also present were: Borough Manager Armstrong, Assistant Borough Manager Snyder, Water Resources Director Malarich, , Community Development Manager Skelly, Parks & Recreation Director Crouse, Police Chief Landis, Fire Chief Snyder, Public Information Coordinator Taylor, Dickinson Law Student Ambassador Speer, and Borough Secretary Stone.

I. Call to Order & Pledge of Allegiance

Mayor Scott called the Workshop Meeting to order at 6:00 p.m.

II. Citizens to be Heard

A. Save Our Smalls Initiative:

Ms. Stephanie Patterson-Gilbert, President of Destination Carlisle explained an initiative to raise monies for local businesses was developed and launched on December 28, 2020. The program "Save Our Smalls" or "SOS" was designed to receive monetary donations from the community that in turn, would be used to purchase gift cards in the amount of \$300 from a local retailer. Ms. Gilbert noted the gift cards would then be passed on local charities and front line workers. She was pleased to report that in one weeks' time, \$10,000 in donations was received. Those donations allowed them to purchase \$300 worth of gift certificates from 37 downtown merchants. Ms. Gilbert explained how these donations are a significant financial help to the small businesses in Carlisle.

III. Meeting Minutes

A. Borough Council voted 7-0 to approve the December 2, 2020 Workshop Meeting Minutes. (Shultz/Landis)

IV. Community Planning & Smart Growth Committee

A. Long & C.H.W. Subdivision Plan:

Mr. Mike Skelly, Community Development Manager, provided an update on the Long & CHW plan, noting that staff had met with applicant for a review of the plan and comments were received by residents. He recognized the applicant made revisions to the plan that did not change the report that was endorsed by the Planning Commission on November 23, 2020.

Mr. Justin Doty, Representative for FSA provided an overview of the tract of land formerly known as the Dutrey Tract in the Mooreland neighborhood. He noted at one time there was a proposal for a 10 single family lots on that tract of land. Since that time the land owner has worked with FSA to develop a new concept plan that now contains three modern buildings lots, each on over an acre in size.

Mayor Scott asked Mr. Doty to address where the communication gap may have occurred with informing the local residents of the new development. Mr. Doty replied that he was not aware if the minutes from Planning Commission meeting were made available to the public. He noted that the progression of the development was a surprise to the residents. Mr. Skelly explained that according to the Borough's ordinance, this land development did not required public notification because there

were not any required use variances or special exception variances to the plan. Therefore, public outreach was not required by the Borough. He also noted that because the developer only requested administrative changes, regarding escrow requirements and stormwater operation due to the delay in their plans to build, notification was not required.

Mr. Chris Houston, 347 Belvedere Street, Carlisle Pennsylvania, explained that his property is adjacent to the 60-foot piece of land that provides access to Lot #3. He noted that he was not made aware of this plan, but learned from a member of the Planning Commission of the development. Mr. Houston expressed concern on the proposed plan regarding whether or not a subsurface investigation was performed, stormwater management, and the existence of outcropping of rock in the 60-foot wide strip for purposes of a driveway. Mr. Doty explained a subsurface investigation was not required and a stormwater management plan called a PCSM Claim provided a stormwater BMP that was designed in accordance with the BMP manual. Mr. Houston pointed out that on the subdivision plan, note 5 states there is not rock outcropping in the property. Mr. Doty responded that he was not aware of that fact and would follow up on that item. He acknowledged there is there is rock outcropping on the property. Discussion ensued regarding the potential rock blasting as being a concern to the adjacent property owners and that protection against damage to the houses adjacent to be required. Mr. Doty explained that blasting operations occur in the borough frequently and the process is regulated at the federal and state level. He noted the contractor would notify the adjacent property owners and perform pre-blast and post-blast surveys.

Mr. Houston noted for the record that karst formations were not noted on the comments provided by Mr. Skelly.

Mr. Houston referenced that the plans do not follow section 226 in the ordinance regarding the shared driveway. Mr. Doty explained the driveway has a pre-existing agreement that predates the ordinance and allows the occupant of the Virginia Wright tract the continued use of the Long driveway. He noted to make a change to the shared drive would be to force the occupant of the Virginia Wright tract to install a new driveway. Mr. Doty remarked that the developer is happy to let them continue to use the shared driveway.

Mr. Jesse Broehl and Katie Oliviero, 711 Hillside Drive, Carlisle, Pennsylvania, explained they purchased their property in 2020. Ms. Oliviero noted the plan for their land is dated 2011 and asked that the developers use accurate plans as to where the neighboring homes actually exist. She added that while going through the purchase process of the house, there was no indication in title searches or notifications found for this pending development. Ms. Oliviero asked for Council to take this into consideration and make amendments to the notification process. She expressed concerns about the setbacks for Belvedere Street and Hillside Drive being 10 feet and Wilson Street at 25 feet. Mr. Doty explained the ordinance requirements are to maintain a front yard, backyard and a side yard each with different dimensions. He noted that none of the proposed dwellings will come close to the setback lines and when the new owner develops the parcel, the location of a building can be adjusted. Mr. Oliviero noted that there is an addition built onto her house that does not show on the plot plan and remarked that the accuracy of the neighboring plot plan is in question. Mr. Doty replied that when the survey and design took place for the subdivision, the surrounding dwellings are just sketches on the plan, but the actual development is surveyed. Mr. Broehl expressed concern regarding the woodlands and asked that language be added specifying in the plan that a woodland boundary be maintained. Ms. Oliviero inquired about the stormwater drainage as seen on the plot plan that shows the development draining in the neighboring properties. Mr. Doty clarified that downspouts predate stormwater management concepts and very little stormwater management exists in older developments. The new development will include modern designs for storm water management and neighbors should experience less runoff from the new development.

Ms. Ceceile and Mr. David Strand, 348 Wilson Street, Carlisle, Pennsylvania expressed concern of past flooding issues in their basement. Mr. Strand also noted there was no contact from the developer and therefore the developer would not have been aware of existing drainage conditions. Mr. Strand thanked the Borough for opening dialogue with the neighbors and giving them the opportunity to express their thoughts. Ms. Strand understands that development is a business but a neighborhood is not a business and expressed that her concerns should also be concerns of the developer.

Deputy Mayor Shultz explained that staff and the developer confirmed stormwater calculations for the shared driveway on Lot 2. Deputy Mayor Shultz and Mr. Doty discussed that after the completions of a new development, a reduction in stormwater onto the adjacent properties will most likely occur. It was noted that an improvement guarantee for stormwater and erosion control will be included in the development plans as required by the ordinance. Also discussed was that the developers agreement will provide protection for the local residents by means of an Operations Maintenance Agreement for each lot. Deputy Mayor Shultz inquired if blasting protection language could be added to the agreement. Mr. Doty replied that the blasting accuracy is the responsibility of the contractor, who is heavily insured. Deputy Mayor Shultz suggested that such an agreement between the contractor and the firm could be a condition of the plan. Mr. Doty will confer with the developer's attorney regarding that topic.

Councilor Landis inquired in respect to consistency, were blasting agreements put into place during the B Street construction. Mr. Malarich replied that the contractor has the responsibility to perform pre and post blasting surveys.

Ms. Susan Nichols, 331 Belvedere Street, Carlisle, Pennsylvania asked when the plan is approved can the lots be sold separately. Mr. Doty replied that each lot will be sold separately. He remarked that the new owner must develop the land in accordance with the approved plan and any adjustments must be approved by the Borough.

Ms. Strand inquired about the present building height limitations being proposed and if that would move forward with future developers. She explained that in the past when she wanted to add to her house, she was not permitted to build up; but she was told she could only build out. Mr. Doty noted there is a maximum residential building height of 35 feet in the Borough. Mr. Houston noted that the building that was a story and a half was a deed covenant.

V. Mayor's Report

A. Recovery Strategies Ratification:

Borough Council voted 7-0 to ratify the following COVID-19 economic recovery measures designed to assist the Borough of Carlisle's small business community and respond to the public health emergency. (Scott/Shultz)

1. Temporary use of the West Chapel Avenue Parking Lot for activities sponsored by Earth Artisan and Outfitter and Downtown Carlisle Association. Events held on Saturday, December 12, 2020.
2. Allocate resources (manpower and equipment) for snow removal operations from the Square to the following intersecting streets: West, Bedford, Pomfret and North on Saturday, December 19 from midnight to 8:00 a.m.

B. Resolution of Land Acknowledgements: *This item was postponed*

VI. Budget and Finance Committee

A. Outside Agencies

Borough Council voted 6-0-1 with an abstention by Councilor Hick, to approve the disbursement of funds as part of the 2021 Budget to Outside Agencies as listed below:

- Bosler Memorial Library \$1,500
- Carlisle Arts Learning Center \$ 500
- Carlisle Joint Veteran's Council \$ 300
- Carlisle Opportunity Homes \$ 500
- Carlisle Victory Circle \$2,500
- Destination Carlisle \$ 500
- Employment Skills Center \$ 500
- Letort Regional Authority \$2,500
- Safe Harbour \$ 500
- Spirit Empowered Ministries \$ 200
- Summerfair \$ 500

VII. Employee Relations / Citizen Participation Committee

A. Sewer System Authority Reappointment:

Borough Council voted 7-0 to reappoint Mr. Gary McCormick to a first full term on the Sewer System Authority effective January 1, 2021 and expiring on December 31, 2025. (Stuby/Shultz)

B. Municipal Authority Reappointment:

Borough Council voted 7-0 to reappoint Mr. Larry Seagrist to a second term on the Municipal Authority effective January 1, 2021 and expiring on December 31, 2025. (Stuby/Shultz)

C. Climate Action Commission Resident-at-Large Appointment:

Borough Council voted 7-0 to appoint Ms. Tamela Trussell to a term as the Resident-at-Large on the Climate Action Commission. The term will become effective immediately and shall expire October 8, 2021. (Stuby/Shultz)

VIII. Public Works Committee

A. Utility Permit Fee Resolution:

Borough Council voted 7-0 to approve a resolution amending various permit fees established in Chapter 120 of the Code of the Borough of Carlisle. (Fulham-Winston/Landis)

B. Letort Interceptor Rehabilitation Final Change Order:

Borough Council voted 7-0 to approve Change Order No.4 (Final) to the Letort Interceptor Rehabilitation Project, establishing the final contract amount at \$8,049,691.30 (Eight Million forty-nine thousand six hundred ninety-one dollars and thirty cents) and settling all existing contractor claims and time extension requests. (Fulham-Winston/Landis)

C. Sanitary Sewer System Rehabilitation Contract 4B-1 Change Orders 1 and 2:

Borough Council voted 7-0 to approve Change Order Numbers 1 and 2 to Area 4B-1 Sanitary Sewer System Rehabilitation Project to adjust the contract time period by fifty (50) days and to increase the contract amount by \$6,566.43 (six thousand five hundred sixty-six dollars and forty-three cents) to account for additional work needed to complete the contract. (Fulham-Winston/Landis)

D. Sanitary Sewer System Rehabilitation Contract PS1-2 Compensating Change Order:

Borough Council voted 7-0 to approve Compensating Change Order No.1 to adjust the estimated quantities included in the contract bid to equal the actual quantity of work completed on Pump Station No.1 Interceptor Lining Project, increasing the total contract price by \$2,254.50 (two thousand two hundred fifty-four dollars and fifty cents). (Fulham-Winston/Landis)

IX. New Business

Councilor Hicks applauded the efforts of the Borough to update the fees.

X. Adjournment

There being no further business or public comment, the meeting adjourned at 7:32 p.m.

Timothy A. Scott
Mayor

Joyce E. Stone, Borough Secretary