

Borough of Carlisle
Workshop Meeting Minutes
August 4, 2021

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, Parks & Recreation Director Crouse, Human Resource/Risk Management Manager Berrier, Fire Chief O'Donnell, Public Information Coordinator Taylor and Borough Secretary Stone.

Scribe note: In the preceding public hearing to this Workshop meeting, Council voted 6-0 to permit Councilor Crampsie to participate in the meeting via Zoom.

I. Call to Order

Mayor Scott called the Workshop Meeting to order at 6:42 p.m.

II. Citizens to be Heard

None were heard

III. Meeting Minutes

- A. Borough Council voted 7-0 to approve the June 30, 2021 Workshop Meeting Minutes. (Shultz/Fulham-Winston)
- B. Borough Council voted 7-0 to approve the June 30, 2021 CDBG Public Hearing Meeting Minutes. (Shultz/Fulham-Winston)

IV. Mayor's Report

- A. Mayoral Proclamation, Covid Awareness Day

Mayor Scott presented a proclamation that designated Aug 7, 2021 as Covid Awareness Day in remembrance of those who have lost their lives and to honor those still fighting today.

Discussion regarding Carlisle Seal:

Councilor Landis explained that there have been recent discussions on retiring or changing the Borough Seal. She provided history of how the seal for the Borough of Carlisle was developed in 1957. An excerpt of a book written by Dickinson College President William Edel explained while he and Frank Masland, the owner of the Masland Carpet Works, were in Carlisle, England, there was a conversation of weaving a rug for the English town hall. Councilor Landis explained that during the design of the rug it was decided to create a coat of arms for Carlisle to place on the rug beside the English Carlisle coat of arms. It was said that President Edel drew a picture of what we now use as our coat of arms seal and the borough flag. The drawing included symbols with elements of the city's past such as a rifleman, an Indian, Bible, Molly Pitcher and the state bird. This seal was then used when creating identical rugs for Carlisle England and the rug that is in Town Hall. Councilor Landis remarked that there is no history found that this seal was ever vetted by council or the public at the time. The Borough currently uses this on all documents, web pages and police uniforms, which raised the question as to is this what we want to promote and reflect with in the Borough of Carlisle.

Councilor Landis proceeded to provided information on “good flag design” practices along with a guide to producing a symbolic and meaningful flag. She noted that with the development of the Truth and Reconciliation Commission it is the time to address this change and suggested to have input from a person with design knowledge to help guide the Borough through the process. There was consensus among Council to move forward with discontinuing the use of the seal and begin the process of developing a new design symbol for a flag as well as a design for employee uniform patches.

V. Community Development Committee

A. Hamilton Commons Subdivision and Land Development Plan Extension Request:

Borough Council voted 7-0 to approve a 78-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 November 19, 2021. (Crampsie/Stuby)

VI. Parks & Recreation Committee

A. Fairground Ave Linear Park:

Parks and Recreation Director Crouse remarked that the Borough received a conveyance of Lot A and D at Fairground Avenue Linear Park and received an extension of the DCNR grant until June 30th 2022. She noted this will be a fast timeline for the design and development of lots A and D. She noted that there were discussion of Lot A becoming a Skate Park and Lot D having traditional park elements. Director Crouse remarked that Frederick, Seibert & Associates (FSA) Architecture Company were used to develop initial concept designs to submit to DCNR that qualified the Borough for a grant extension. She advised that FSA had provided a contract for the design of both lots A and D for Council’s consideration. The contract includes the design and construction drawings and bidding for the Skate Park and Lot D. Director Crouse explained that FSA will subcontract out the Skate Park design to obtain technical background from and experienced company. Parks & Recreation has launched the initial design concept to the public through social media and have received about 70 public comments. She noted the time for public comment is open until September 15 and then those ideas will go to the Parks & Recreation board and FSA for input to the design process.

Councilor Landis asked if there is an opportunity to raise funds with the help of the public to make the most effective park design. There was discussion regarding the potential of Lot B being used to expand the skate park in the future. Councilor Landis expressed concern with approving the FSA contract at this meeting before further discussions are held with the Parks & Recreation Board. She remarked that she understood FSA is going to subcontract for the Skate Park but she wants to make certain that the Borough gets the best possible design for the park.

Deputy Mayor Shultz suggested exploring the possibility of using the American Rescue Plan funds (ARP) for recreation improvements to help boost the plans for the Skate Park. Conversation ensued regarding how the ARP funds do not need to be expended for several years and a more robust plan for the Skate Park could come later once there is a clear direction of what is envisioned for Lots A, B, C and D. There was consensus among staff to have FSA address additional questions and wait a week to bring the proposal back to Council for approval.

TaWanda Hunter-Stallworth commented she heard engagement and transparency in the conversations but she also asks that the Borough is extra intentional in the ways in which the

community is engaged. She noted the park should be looked at from different angles and approaches to realize what it means for today and what it can be five years from now.

Borough Council voted 7-0 to table this item and moved it for discussion to the August 12, 2021 Council meeting. (Landis/Fulham-Winston)

Borough Council may approve the hiring of 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 review. The fee for this service is \$39,000 (Thirty nine thousand dollars).

VII. Public Safety Committee

A. Handicap Parking Space Ordinance Enactment, West North Street:

Borough Council, by a roll call voted 7-0 to adopt an ordinance amending the Code of the Borough of Carlisle, adopted by Ordinance #2032, and thereafter amended, with respect to Chapter 244, Vehicles and Traffic, to add one on-street handicap parking space at 165 West North Street that will adjoin the existing space at 163 West North Street. In order to align these spaces to be as close to the front of the requesting residents, the existing space at 163 W. North Street will be moved 10 feet east of its current location. (Scott/Hicks)

B. Parking Prohibition of Unhitched Trailers Discussion and Potential Action:

Borough Council voted 7-0 to authorize the Borough Solicitor to draft and advertise an ordinance amending the Code of the Borough of Carlisle, with respect to Chapter 244, Vehicles and Traffic, to prohibit the parking of unhitched trailers at all times on public roads in the Borough. (Scott/Hicks)

C. Special Event Approval, Life House Church of God:

Borough Council voted 7-0 to authorize the closure of a section of Terrace Avenue between Shirley Avenue and Hemlock Avenue in the Valley Meadows area of the Borough for a block party to raise funds and awareness for local non-profits focused toward children in the community sponsored by the Life House Church of God on Wednesday, August 11, 2021 from 6:00-9:00 p.m. The Life House Church of God would be responsible for 100% of the variable costs and 10% of the fixed costs to hold this event and a Certificate of Insurance naming the Borough of Carlisle as an additional insured. This event will be held in the church parking lot as well as the section of Terrace Avenue directly in front of the church. The address of 1534 Terrace Avenue is the street directly in front of the Church – from Shirley Avenue to Hemlock Avenue. (Scott/Hicks)

VIII. Public Works Committee

A. Audible Crosswalk Signalization Procurement:

Borough Council voted 7-0 to approve the purchase of Polara audible pedestrian crosswalk signals from Signal Control Products, Inc. of Souderton, PA, for a not-to-exceed cost of \$21,900.00 (twenty-one thousand nine hundred dollars) through the Commonwealth of Pennsylvania's cooperative purchasing program (COSTARS) to equip the intersections of West High Street at West Street, College Street, and Cherry Street and the intersection of North College and West Louthier with audible crosswalk capabilities. (Fulham-Winston/Landis)

IX. New Business

Councilor Hicks spoke as the Chair of the Climate Action Commission and in coordination with the Planning Commission and asked Borough Staff to bring a time line to the September Workshop or Council meeting of a plan to look at the possibility for reducing the amount of single-use plastics and certain types of containers. He noted this would have many potential benefits and help to reduce the waste footprint.

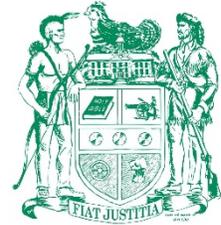
I. Adjournment

There being no further business or public comment, the meeting adjourned at 7:45 p.m.

Timothy A. Scott, Mayor

Joyce E. Stone, Borough Secretary

Borough of Carlisle
53 W. South Street
Carlisle, PA 17013
P: 717-249-4422
F: 717-240-6615



**BOROUGH OF CARLISLE
PUBLIC HEARING MINUTES
Community Development Block Grant-CV Phase II
August 4, 2021**

Mayor Scott called the Public Hearing to order at 5:47 p.m.

Present at the meeting: Councilors, 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, Parks & Recreation Director Crouse, Human Resource/Risk Management Manager Berrier, Fire Chief O'Donnell, Public Information Coordinator Taylor and Borough Secretary Stone.

PUBLIC HEARING:

The Carlisle Borough Council held a public hearing for the purposes of receiving public input on the CDBG-CV Phase II Substantial Amendment to the Borough's Program Year (PY) 2019 CDBG Annual Action Plan. The purpose of the hearing is to discuss the use of CDBG-CV funds totaling \$159,107 that have been allocated to the Borough through the CARES Act.

Present at the meeting from the Cumberland County Redevelopment Authority was Mr. Chris Rafferty who provided the following outline for the allocation of the CDBG-CV funds.

Carlisle Borough Homeowner Utility Bill Assistance Program, \$63,197: A utility assistance program designed to help homeowners with utility bills that may have fallen in arrears. Under HUD guidelines, homeowners would be limited to three months' worth of arrears payments. He noted there were currently 337 resident that qualify for this assistance.

Emergency Services COVID-19 Response Program, \$40,000: An assistance program that is proposed to be offered to Borough of Carlisle emergency service providers who seek reimbursement of eligible costs incurred to prevent, prepare for and in response to coronavirus.

Borough Pre-Application Costs, \$40,000: The Borough will once again seek reimbursement of costs incurred to prevent, prepare for, and in response to coronavirus.

Planning and Administration, \$15,910: General Administration and oversight by the Redevelopment Authority of Cumberland County to implement the CDBG-CV Phase II Program on behalf of the Borough of Carlisle.

Borough Manger Armstrong noted the current total of water utilities payment arrears was \$400,000.00. There was discussion in regard to offering monies to residents in arrears with other utilities, however Mr. Rafferty explained the County offers programs for assistance with rent and utility arrears.

Borough Manger Armstrong acknowledged Mr. Rafferty and his staff for being instrumental in the communications with the HUD office and guiding the Borough with how the monies can be distributed. She remarked that once the program is launched the Borough will continue to educate citizens on the additional rental and utility assistance funds available through to the Redevelopment Authority. Borough Manager Armstrong recalled in 2020 the Borough dispersed \$150,000 in CDBG-CV funds to small businesses to use for utilities, mortgage and rental assistance. She remarked that Council was very thoughtful and strategic with the limited funds that were received.

Adjournment of Public Hearing

After no public comments being heard the meeting was adjourned at 5:57 p.m.

Timothy A. Scott, Mayor

Joyce E. Stone
Borough Secretary

Borough of Carlisle
Truth and Reconciliation Commission and Borough Council
Special Joint Public Meeting and Hearing
August 4, 2021

Carlisle Borough Council and the Truth and Reconciliation Commission (TRC) held a joint public hearing to receive public comment on, review, discuss, and consider changes to the TRC's Mission Statement, By-Laws, and Action Plan and possibly to take action on these matters, and any other matters that come before either the TRC, Borough Council, or both bodies.

Mayor Scott called the Truth and Reconciliation Commission meeting to order at 6:00 p.m.

A motion was made by Mayor Scott and second by Deputy Mayor Shultz to permit Councilor Crampsie to participate in the meeting via Zoom. Council voted 6-0 to approve the motion.

Council members present: Councilors Fulham-Winston, Hicks, Landis, Stuby, Deputy Mayor Shultz and Mayor Scott. Truth and Reconciliation Commission present: TaWanda Stallworth, Emily Kelehan, Raff Donelson, Kendall Isaac, Tristin Millazo and Andrew Razanauskas. Also present were: Borough Manager Armstrong, Assistant Borough Manager Snyder, Police Chief Landis, Water Resources Director Malarich, Parks & Recreation Director Crouse, Human Resource/Risk Management Manager Berrier, Fire Chief O'Donnell, Public Information Coordinator Taylor and Borough Secretary Stone.

**Scribe note: Councilor Crampsie was unable to attend the meeting on Zoom due to a work obligation.*

I. TRC Mission Statement, By-Laws and Action Plan Discussion

Deputy Mayor Shultz briefed Council on the process that took place in establishing the TRC bylaws. The TRC submitted proposed bylaws for the Borough Solicitor's review. The Solicitor recommended the following modifications to the bylaw.

1. Borough Council to authorize the definition of Chair in the resolution to include Co-Chairs without amending the resolution.
2. The TRC must obtain final approval from Borough Council in order to remove or appoint a TRC member.
3. Future amendments to the by-law should be approved by Council.

Chairperson Stallworth acknowledged Kendall Isaac for his work preparing the Commission's By-laws.

Discussion ensued among the Commission regarding the suggested changes to the By-laws by the Solicitor. The TRC members were in agreement to accept the modifications to the by-laws.

Chairperson Stallworth noted that it is important to the members of the commission as to how the structure of the Commission is formed and to be an example for future commissions.

Borough Council voted 7-0 to approve a motion to clarify Council's intent under the TRC Resolution 03-11-2021-01, to adopt a Chair structure, which will also include a Co-Chair. (Shultz/Stuby)

II. Public Comment

Mr. Rick Coplen of Dickinson Township shared a story of prior generations in his family experiencing discrimination and how it was resolved. He spoke of how there are divides across racial, class and ethnic lines and many others. Mr. Coplen remarked there is an intent among leaders to divide and conquer

with employing destructive politics of distraction. He spoke of how it is important to replace this approach with language of unity, common understanding, shared purpose and collaborative action. Mr. Coplen suggested a revision to the last sentence in the mission statement to include “making our community more just, equitable and unified through accountability, transformative change and collaborative action”. He suggested the need for building unity, show collaborative action and inspire action. After thoughtful discussion and consideration of the suggested revision, the Commission members agreed to keep the verbiage as is in the mission statement. They will revisit the suggested language when the time comes to reassess the mission statement.

Councilor Stuby suggested that the acronyms in the action plan be spelled out initially, followed by the abbreviation in parentheses to provide clarity throughout the document. He also commended the commission member on their work completing the documents.

III. TRC Mission Statement, By-Laws and Action Plan Consideration

The Truth and Reconciliation Commission voted 7-0 to approve the Bylaws as revised and accept the Action Plan with the friendly amendments as proposed by Councilor Stuby. (Isaac/Razanauskas)

Borough Council voted 6-0 to approve the Borough of Carlisle’s Truth and Reconciliation Commission’s Mission Statement, By-laws and Action Plan. (Shultz/Stuby)

IV. Adjournment

There being no further business or public comment, the meeting adjourned at 6:35 p.m.

Timothy A. Scott
Mayor

Joyce E. Stone
Borough Secretary