

Borough of Carlisle
Workshop Meeting Minutes
December 1, 2021

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

No citizens were heard

III. Presentations

Employee Recognitions

Borough Manager Armstrong recognized the staff from the Parks and Recreation Department describing how their team played an integral part in the lives of the homeless community during the COVID pandemic of 2020. They transitioned the community center into a temporary shelter within 30 hours of receiving Council's decision to do so. The office staff moved to their temporary workplace to town hall and began to help with services to the community such as online trash bag sales. Manager Armstrong remarked that they has a seamless transition that came with professionalism, commitment, energy and optimism. They continued to adapt with the closure of the community pool and program cancellations or modifications to the park areas.

Manager Armstrong provided instances of how Borough employees stepped up to make improvements in the Parks and Recreation Department. Parks Maintainers Marlin Swarner and Bill Porter helped to create a removable containment box for the dump truck to improve efficiency with the portable leaf vacuum. Mr. Swarner also volunteered to become certified through the PA Department of Agriculture in administering pesticides. In collaboration with other departments, Travis Ruhl, Sewer Plant Mechanic, was acknowledged for his involvement in repairing the main pool motors along with cross-training in other departments. Manager Armstrong recognized Van Thorson from the Traffic Division as a key member behind the scenes of the parades, installation of downtown holiday decorations, and the LeTort pickleball and tennis court lighting replacement project. Manger Armstrong commended the Parks & Recreation staff for their willingness to offer their assistance for a successful firework display and the organization of the Holiday Parade.

Parks & Recreation Director Crouse recognized the Parks & Recreation staff and noted that she is proud of the effort they bring to the team on daily basis. She noted each of these employees display a positive attitude and thanked them for making each day of work something they could be proud of.

Mayor Scott and Deputy Mayor Scott presented Certificates of Appreciation to the following team members.

Andrea Crouse
Melinda Hench
Kelsey Nadjek

Bill Porter
Travis Ruhl

Marlin Swarner
Van Thorson

A. Climate Action Commission Update

Councilor Hicks spoke of the students from Weidner University and Dickinson College that have volunteered to help us reach our carbon mitigation goals and other objectives. Councilor Hicks remarked that he is pleased with all the information collected and that with guidance from Council and staff the Borough can start moving forward on accomplishing some of the objectives. The following students presented their projects, which included PowerPoint presentations that are attached to these minutes.

Anna Conley presented her research findings on implementing a green alley on West Church Avenue.

Lily Dickason presented her research findings on single-use plastic bags and potential bag regulations at downtown businesses.

Jackie Greger presented her research findings on understanding the attitudes of the resident in Carlisle towards a single-use plastic phase-out and its environmental consequences.

Jordyn Dean presented her research findings on downtown parking patterns that may be used to implement EV charging stations and the best installation locations.

Nuhan Abid presented his research findings on the cost-effectiveness and efficiency of purchasing an electric vehicle in the Carlisle area.

Councilor Hicks presented the proposed Climate Action Plan for the Borough of Carlisle to begin focusing on our climate mitigation efforts. He thanked all those involved over the past year for their assistance in creating the action plan. Councilor Hicks provided a PowerPoint that described the Climate Action Commission's process for creating the Climate Action Plan. He stated that moving forward the commission will be structured differently with task force leads in addition to the two historic team leads. The PowerPoint is attached to these minutes.

Deputy Mayor Shultz recognized the members of the Commission and the volunteers for their tremendous amount of work involved to create this plan. He noted this is a big deal for our town and we are going to do our part to mitigate our greenhouse gas emissions and this is the beginning, the first big step. Deputy Mayor Shultz recommended placing the plan on the Borough website and to have at least thirty-day period of public comment. He suggested bringing the plan to Council at the January 13, 2022 meeting.

Councilor Landis noted that the Zoning Team was excited about working on this plan and would like to continue to be a part of the upcoming structure. Discussion ensued regarding utilizing the expertise of the Zoning team when the commission begins to meet again in 2022. There was additional discussion about holding an informational Zoom session or press conference to engage the public. Councilor Hicks thought it important for the public to know that the plan is a strategy, and does not provide specific projects.

IV. November Borough Council meeting agenda items

Due to the technology issues experienced during the November Borough Council meeting, all agenda items from the November meeting which were voted on will need acted on again.

Borough Council, by a roll call vote of 7-0 approved the following slate of items, section IV-A through section IV-H. (Shultz/Landis)

A. Minutes:

Council Meeting 10/14/21

B. Approval of Bills and Investment Transactions:

Expenditures as of October 31, 2021

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

C. Attendance Approvals:

1. Recreation Assistant Kelsey Najdek attendance at 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. ERCPC:

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

E. HARB:

Council approved the following Certificates of Appropriateness:

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 lost, a parking lot will be installed.

F. Community Planning & Smart Growth:

1. *Enacted 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.*
2. *Approved 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.*

G. Public Safety:

1. *Enacted an ordinance amending Chapter 110 (Drugs and Drug Paraphernalia) of the Code of the Borough.*

H. Public Works

1. *Approved 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.*

V. Parks and Recreation Committee

A. Carlisle Kiwanis Club – Fort Letort Agreement

Borough Council voted 7-0 to enter into an agreement with the Carlisle Kiwanis Club to design, construct and raise funds to completely replace and install a new Fort LeTort at LeTort Park, subject to Kiwanis complying with the terms and conditions of the attached agreement as prepared by the Borough's Solicitor. (Landis/Scott)

VI. Public Safety Committee

A. Making Spirits Bright Parade

Borough Council voted 7-0 to approve the Making Spirits Bright Parade sponsored by the Borough of Carlisle on Saturday, December 4, 2021 from 11:00 a.m. – 12 Noon with staging beginning at 10:00 a.m. Staging area: W. South from S. West Street to S. Hanover Street. Parade: S. Hanover Street at W. South Street to Louther Street. No parking on E. Louther Street to N. Bedford Street. (Scott/Hicks)

VII. Public Works Committee

A. Lot 4 Northside Village

Borough Council voted 7-0 to authorize the reduction in the amount of financial security posted by Builder Services Group, Inc. for the Phase 1 Land Development Plan for Northside Village on Lot 4 of the Former IAC Site, in the amount of \$254,640 (Two Hundred Fifty-Four Thousand Six Hundred Forty Dollars). (Fulham-Winston/Landis)

B. Chemical Bid

Borough Council voted 7-0 to award the bids for various chemicals used at the water and wastewater

plants to the lowest, responsive bidders outlined in the attached tabulation of bids received document. The annual contract term shall be January 1, 2022 to December 31, 2022. (Fulham-Winston/Landis)

VIII. New Business

No comments were heard

I. Public Comment

No public comments were heard

II. Adjournment

There being no further business or public comment, the meeting adjourned at 8:16 p.m.

Sean M. Shultz, Mayor

Joyce E. Stone, Borough Secretary