

Borough of Carlisle
Workshop Meeting Minutes
February 2, 2022

Present at the meeting: Councilors Crampsie, Hicks, Mellen, Perry, Stuby, Deputy Mayor Landis and Mayor Shultz. Also present were: Borough Manager Armstrong, Assistant Borough Manager Snyder, Police Chief Landis, Water Resources Director Malarich, Sustainable Economic and Community Planning Director Woolston, Finance Director Juday, 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 Shultz called the Workshop Meeting to order at 6:00 p.m. and lead the Pledge of Allegiance.

II. Citizens to be Heard

Tamela Trussell, 612 Belvedere Street, Carlisle, Pennsylvania, introduced to Council a "Move Past Plastic Campaign" that is underway to provide municipalities the opportunity to educate and familiarize themselves with what PFAS (Per-and Polyfluoroalkyl Substances) and how they could be potentially contaminating drinking water. The campaign is encouraging municipalities to perform initial testing prior to DEP's testing requirements that are due to begin in 2024 or 2025. Ms. Trussell explained that PFAS are a bioaccumulation chemical that is called a forever chemical because it does not break down easily in the environment. The chemical was created 80 years ago and is found in personal care products, packaging, tires and microchips. Ms. Trussell will present additional information at an upcoming council meeting and suggested to visit the movepassplastic.com website.

III. Mayor's Report

Scribe note: Borough Council voted 6-0 to approve Councilor Perry to participate in the Workshop meeting via Zoom. (Hicks/Stuby)

A. Carlisle Seal:

Mayor Shultz stated the purpose of the discussion is to determine a plan and process to implement the creation of a new logo or seal that represents the Borough. Deputy Mayor Landis provided Council with different options to consider such as a flag or a logo. She explained a flag could also be used as a logo and should be a simple design. Deputy Mayor Landis listed certain elements that should be used for a flag versus just a logo. She suggested having public input in the design process. There was consensus among Council to retire the current Borough seal and to propose a process at the March Workshop meeting to design a replacement.

TaWanda Stallworth joined the meeting on Zoom and expressed that she thinks it is necessary to retire the seal. This would allow space and opportunity for the entire process to be rethought once it has been retired. She applauded Council and staff for the work that is being done in this process.

Mayor Shultz and Council inquired as to when the present seal is used in any official way. Borough Manager Armstrong responded that the Borough Secretary affixes the seal on all ordinances, resolutions and meeting minutes approved by Council. These documents are pasted into books and the seal is affixed to each page. It was discussed that the Borough Seal does not include the picture of the Crest and can continue to be utilized on documents. Council agreed to phase out the crest on Borough vehicles, uniforms, stationary and any location in the downtown. Council noted for the record there is a distinction between the Borough Seal and the Borough Crest.

Mayor Shultz made a motion and was second by Councilor Hicks to retire all use of the Borough Crest effective immediately. Council voted 7-0 to approve the motion.

B. YWCA – “Paint the Town Teal”

Borough Council voted 7-0 to approve the YWCA’s request to tie teal colored ribbons to Borough lampposts as a sign of solidarity for Sexual Awareness Month contingent upon the following: (Crampsie/Landis)

- Ribbons permitted to be hung from Borough downtown street lamp poles beginning March 30 through April 30. The ribbons need to be removed no later than the morning of May 1.
- Ribbons need to be secured tightly and at a height that shall prevent them from being easily removed by pedestrians or inclement weather.
- Inspect the area periodically to ensure that the ribbons remained secure and in good condition.

IV. Public Works Committee

A. Solid Waste and Recycling Goals for 2023 Services:

Water Resources Director Malarich noted the current solid waste and recycling contract concludes at the end of 2022. The Borough will begin the process of developing a program for bidding purposes and evaluating the cost and requirements to provide that service in-house. He explained we currently have a pay-as-you-throw system and our current hauler is paid on the basis of the number of bags or stickers sold per month. The hauler provides services five day per week, 52 weeks per year. The service provider is required to report the tons of solid waste collected and tons of recycling collected to the Borough on a monthly basis. This information is used to compare the amount the Borough collects with the United States as a whole. Mr. Malarich noted that the reports indicate that the Borough is collecting about half the solid waste and recycling generated on a per capita basis, which indicates that not everyone in the Borough is participating in the program. He explained when the participation rate is low, the provider increases the cost per household to cover the expenses associated with providing that service.

Mr. Malarich recommended for Council to review our current program and evaluate if changes should be considered in preparation of the upcoming Request for Proposal of a new contract. Mr. Malarich noted to consider the goals that we are trying to achieve and the potential changes. He remarked that the cost of the land fill tipping fee charged to the hauler, amounts to approximately 9.5 percent of the total cost charged to the Borough. He stated the real cost for the service is the expense for the hauler’s employees and the equipment to perform the collections.

Tamela Trussell inquired how the Borough knows that every household is not participating in the current program and if not participating, how the residents are discarding their trash. Mr. Malarich explained that the trash company calculates the average tons collected per month and divides that by the number of households based on the county’s tax assessment information. Those numbers are then compared to the national average to determine the Borough participation rate.

Discussion ensued regarding the accuracy of the data collected by the trash hauler that determined the participation in the program. Borough Manager Armstrong remarked that Borough personnel have encountered illegal disposal of household trash in public facilities, parks and reports of disposal in commercial business dumpsters, but data is not available to quantify an amount.

Tamela Trussell inquired what the cost is per household for trash and for recycling. Mr. Malarich remarked that the price is all inclusive for the trash and recycling. Ms. Trussell stated she was told

from Waste Connections that only products with a numbers one or two are being recycling. She asked if the quantity of unrecyclable products are actually being recycled. Mayor Shultz commented that Council does not have that information available.

Councilor Hicks responded that the Borough should focus on continuing to educate the community on the correct items that are considered recyclable. He noted that if the collected recycle items are not recycled they are most likely sent to the landfill or incinerated. Councilor Hicks noted there are two issues, renegade trash, which is most likely related to how efficiently and effectively a replacement trash system can be designed, and educating the community. He noted that these two issues should be looked at separately and not the driving factor of how a replacement system is designed.

Councilor Crampsie inquired about several aspects of the upcoming trash bid. The timing of the bids, considering including a separate bid for biodegradable bag usage, what continuing with pay-as-you-throw would look like, and considering placing composting in the bid.

Mr. Malarich responded that the bids for trash collection will be sent out in May with a June submission date. The new contract will begin in January 2023. He explained the contract for the purchase of trash bags is separate from the trash collection bid. The Borough could include in the trash bag bid the use of biodegradable or compostable bag, which could significantly increase the cost of a trash bag. Mr. Malarich remarked that including food composting into the trash service would also increase the cost. He explained using the Boroughs' yard waste facility for composting is not allowable under the current operating permit through the state.

Councilor Mellen questioned what feedback the Borough has received since implementing the trash sticker option to residents and what would be the outcome if the stickers would be the option over purchasing trash bags. Finance Director Juday responded that general feedback has been mixed. He explained the cost to purchase stickers would be a significant savings for the Borough.

Councilor Mellen inquired about a regional cooperation to collect trash. Mr. Malarich explained the Borough would need to start from scratch and align existing trash contracts with other municipalities.

Mayor Shultz noted there may be a cost advantage for residents if the Borough would purchase biodegradable bags in bulk.

Councilor Stuby commented that he is personally not a fan of the use of pay-as-you-throw because of the recent discussions regarding the concerns of single-use plastics. He asked to explore other options such as using totes or other options to reduce single-use plastics. Councilor Stuby is aware of the concern with individuals disposing trash in public places because he has actually encountered bags of trash being thrown in his yard.

Councilor Perry commented that the sticker method is a concern for her due to seeing what seems to be an increased amount of trash bags placed out for pick-up, which could be an issue in warmer weather.

Deputy Mayor Landis would like to see the usage of a small trash container and charge extra for households with multiple containers and is in favor of encouraging composting, if not with this contract, in a future contract.

Councilor Mellen asked to consider that some townhouses do not have access from their backyard and would need to keep a toter in front of their house or bring it through their house to place out for pick up.

Dannell Berman, 237 West Willow Street, Carlisle, Pennsylvania, suggested offering various sizes of Borough trash bags for purchase. She noted that she composts most of her waste and it takes her several months to fill the current size borough bag. Ms. Berman expressed concern about residents filling smaller kitchen trash bag then placing them in the Borough bag which does not align with eliminating single-use plastics. She mentioned that the cost of the bag is expensive which may be the reason for illegal dumping and inquired if the goal of using a toter would be to eliminate using plastic bags. Mayor Shultz commented that residents will most likely continue to use plastic kitchen bags.

Mayor Shultz remarked that his family is intentional about reducing trash and puts out one bag on average every two weeks. He explained the cost of \$5.85 for a trash bag is not the Borough's cost for a bag. The Borough pays thirty-one cents for a bag and the remainder of the cost to the resident covers the cost of the trash hauler, the recycling program, bulk item pick up, the expense to run the compost facility, and the brush pickup program. He noted that if a flat rate were to be considered, the price would be calculated by using the average bag use, divided by the number of residents to determine the charge per month or quarter.

Ms. Connie Byers, 257 Arch Street, Carlisle, Pennsylvania commented that State College presently uses a composting street pick-up program and that they could be a resource for information. She noted that other trash haulers are being used by landlords of rentals and they may be a contributing factor in the calculation that the only half the residents are using the current system. Mr. Malarich commented that the information used to determine trash usage does not include apartments. The calculation is based on the total number of single-family homes, two and three dwelling condominiums, which is information received from the county tax assessment. This figure is then multiplied by 2.19 per household, which is the recommended number from the US census. That number is what is used to determine the population of residents that could potential participate in the program.

Mayor Shultz added that apartments of four or more units are required to have a commercial dumpster for the tenants. If spatial restrictions are a factor, the landlord must obtain a waiver from the Borough.

Deputy Mayor Landis recommended that if toters are selected as an option that the house address be applied to each toter to prevent loss or theft.

The consensus among Council was to receive bids for the pay-as-you-throw system and consider using stickers as a collection method. There were also recommendations to use the sticker system along with purchasing bulk biodegradable bags to sell to residents. Recommendations were also made to consider the use of trash toters. There was agreement to continue the current recycling program along with increased education of the program.

Mayor Shultz spoke of establishing an in-house collection system with the toter option and a pay-by-weight billing system. He noted that he is not in favor of flat fee for all residents.

Mr. Malarich explained we will require the haulers to provide pricing for each of the collection options, but it will come down what the service provider is willing to bid on.

B. Carlisle Events Dumping Station Fee:

Borough Council voted 7-0 to authorize the Borough Solicitor to draft and advertise an ordinance revising the permit fee for use of the sewage dumping station at the Carlisle Fairgrounds from \$50 per permit to \$125 per permit. (Stuby/Crampsie)

C. Commercial Use of Borough's Yard Waste and Composting Facility:

Borough Council voted 7-0 to establish by resolution an adjustment to the annual fee for commercial use of the Borough's yard waste and composting facility from \$800 per year to \$900 per year. (Stuby/Crampsie)

D. HACH Service Partnership

Borough Council voted 7-0 to approve the renewal of the annual service contract with HACH Service Partnership for preventative maintenance and servicing of equipment at the Carlisle Water Treatment Facility. Contract is for a one-year period effective February 1, 2022. (Stuby/Crampsie)

V. Public Safety Committee

A. Police Department Command Staff Structure:

Borough Council voted 7-0 to modify the Police Department's Command Staff structure that shall allow for a second lieutenant while retaining the current Command Staff Complement. (Shultz/Hicks)

VI. Sustainability and Community Planning Committee

A. Hamilton Commons Land Development:

Mr. Malarich explained that a request will be brought to the February Council meeting for Council's consideration to waive a submission of a preliminary subdivision and Land Development of a vacant parcel of land located between The Hamilton Commons Apartment Complex. This request was submitted prior to the approval of the SALDO, and will be covered under the previous ordinance. The developer is proposing a 27 unit townhouse rental development. A letter was received from the school district stating that they had no objections to the development. Mr. Malarich noted that Council has twice taken action to extend the time period to review in order to allow the developer to address staff's previous comments.

B. Carlisle Area School District Athletic Field Conversion Project Land Development Plan Exemption:

Mr. Malarich explained that a request will be brought to the February Council meeting for Council's consideration to waive a submission of a formal Land Development for a proposed construction of an artificial turf athletic field on land owned by the school district.

VII. Employee Relations and Citizen Participation Committee

A. Pension Advisory Commission Appointment:

Borough Council voted 7-0 to appoint Ms. Tiffany Strine to fill the non-uniform employee vacant seat on the Pension Advisory Commission. The partial term will expire March 31, 2025. (Landis/Mellen)

VIII. New Business

No new business was heard.

IX. Public Comment

No public comment was heard.

I. Adjournment

There being no further business or public comment, the meeting adjourned at 8:11 p.m.

Sean M. Shultz, Mayor

Joyce E. Stone, Borough Secretary