

**BOROUGH OF CARLISLE
COUNCIL MEETING
March 12, 2015
7:00 PM**

MOMENT OF SILENCE..... Councilor Heath
PLEDGE OF ALLEGIANCE TO THE FLAG..... Councilor Heath

ROLL CALL

OPPORTUNITY FOR SCHEDULED CITIZENS AND VISITORS TO BE HEARD

Recognition of Hank Botters from Boy Scout Troop #173, for merit badge
“Citizenship in the Community”.

Mr. Peter Ostrowski regarding Nottingham Neighbors Warehouse Issue

Mr. Tom Williams regarding Nottingham Neighbors Warehouse Issue

CONSENT AGENDA

The following is a list of routine items which do not appear to be controversial in nature and which probably do not require additional discussion. They can be acted on by one motion in their current form. If discussion is desired on any particular item, any member of Council, or the public, may request the item be removed from the Consent Agenda and that item will be considered separately.

A. Minutes:

Council Meeting 02/12/2015

B. Approval of Bills and Investment Transactions:

Expenditures as of February 28, 2015:

<i>General Fund</i>	\$	<i>765,318</i>
<i>Water Fund</i>	\$	<i>141,711</i>
<i>Sewer Fund</i>	\$	<i>200,746</i>
<i>Solid Waste Fund</i>	\$	<i>46,762</i>
<i>Parking Fund</i>	\$	<i>17,124</i>

C. Attendance Approvals:

- 1. Finance Director, Owen Snyder to attend the PELRAS Conference at The Penn Stater Conference Hotel in State College, Pennsylvania from March 18 to March 20, 2015.*
- 2. Fire Chief Snyder to attend a Homeland Security Conference that will be held at Central Penn College, Summerdale on March 24, 2015.*
- 3. Sewer Treatment Plant Lab Supervisor, Dave Runkle to attend the Pennsylvania Rural Water Association Annual Conference in State College, Pennsylvania from March 24 - March 27, 2015*

4. *Marlies Ries to attend the GFOA-PA Conference in State College, PA from April 26-28, 2015.*
5. *Assistant Borough Manager Debra Figueroa to attend the PA Brownfield Conference in Erie, May 13-15, 2015.*

D. ERCPC

1. *Borough Council may accept the resignation of Ms. Kristin Zeigler from the Pension Advisory Commission effective March 31, 2015.*

E. Finance & Public Works

1. *Borough Council may approve a Letter of Support and Resolution for the LeTort Spring Run Cooperative.*

F. HARB:

The HARB recommends approval for the following item:

1. *A request by Barbara Allen for a Certificate of Appropriateness at 141 East High Street. The applicant proposes to replace the metal, standing seam roof with the same width and profile metal, standing seam roof.*
2. *A request by Robert Rowe for a Certificate of Appropriateness at 262 South Pitt Street. The applicant proposes to replace the wood, four panel entrance door with a wood or fiberglass, six panel entrance door.*
3. *A request by Waveland Properties for a Certificate of Appropriateness at 52 West Pomfret Street. The applicant proposes to install an 18" by 36", 2" carved foam projecting sign that will state "COLDWELL BANKER RESIDENTIAL BROKERAGE". The sign will be attached to the wall with a wrought iron bracket, 10' high, to the left of the entrance door.*
4. *A request by Chris Rice for a Certificate of Appropriateness at 113 West High Street. The applicant proposes to install a 3' by 4' high density urethane projecting sign on the front façade. The sign will state "brick kitchen & bar" in black and red lettering with red background and attached to the building with a wrought iron bracket.*

G. Public Safety

1. *Borough Council may approve three (3) Special Events Applications submitted by DCA involving street closures as follows:*
 1. *Ford Parade, June 6, 2015 from 6:30 p.m. – 10:00 p.m.; streets to include:*
 - A. *Bryn Mawr Road*
 - B. *I Street (Rt. 34 to Fairgrounds)*
 - C. *Rt. 34, Spring Road (K Street to Hanover Street)*
 - D. *Rt. 34, Hanover Street (Spring Road to South Street)*
 - E. *High Street (Bedford Street to West Street)*
 - F. *Pitt Street (Louther Street to Pomfret Street)*
 2. *Corvette Parade, August 29, 2015 from 6:30 p.m. – 10:00 p.m.; streets to include:*
 - A. *Same as Ford Parade listed above.*

3. *Harvest of the Arts, September 26, 2015, 6:00 a.m. – 8:00 p.m.; streets to include:*
 - A. *W. High Street (Hanover Street to West Street)*
 - B. *Pitt Street (Louther Street to Pomfret Street)*
 - C. *West Street (Louther Street to Pomfret Street)*

The DCA would be responsible to reimburse the Borough of Carlisle for 100% of the variable costs and 10% of the fixed costs of traffic control and to provide a Certificate of Insurance naming the Borough of Carlisle and Penn DOT as additional insured's for these events.

2. *Borough Council may approve the Hope Station Special Events Application for the annual Juneteenth Celebration to be held on June 20, 2015, on W. Penn Street between Pitt Street and West Street from 1:00 p.m. – 4:00 p.m. Hope Station would be required to reimburse the Borough of Carlisle for 100% of the variable costs and 10% of the fixed cost incurred by the Borough for traffic control. Hope Station has already submitted a Certificate of Insurance naming the Borough of Carlisle as an additional insured.*

REGULAR AGENDA**TABLED, CONTINUED, AND RECURRING ITEMS****REPORTS FROM ELECTED OFFICIALS****A. President's Report:**

Home Rule Correspondence

B. Mayor's Reports:**REPORTS FROM COMMITTEES****C. Economic Development Committee:**

1. Borough Council may approve a shopsteading loan and authorize the Council President to execute the appropriate loan documents to provide \$35,000 (thirty five-thousand dollars) in CDBG funds to Robert J. Sonntag and Tamzen M. Butler, to open Tamzen's Bridal at Butler Manor Inc.—a bridal store to be located at 11 S. Hanover Street. Borough CDBG financing would be used to purchase equipment, fixtures, furnishings and signage.

This loan will reflect a 25 (twenty-five) year amortization; two percent (2%) interest rate; with a balloon payment after seven (7) years. Sonntag and Butler will both sign a note and provide personal guarantees on the loan.

D. ERCP:

1. Borough Council may eliminate the Accident Leave Policy for non-uniform exempt and non exempt employees.

E. Sustainability and Community Planning Committee:

1. Borough Council may approve a confirmatory deed of dedication from the Borough to the Borough for the dedication of phase II Roadways in Dickinson Green.

Borough Council may authorize Council President to execute the deed so that it can be recorded at the Recorder of Deeds office.

2. Borough Council may approve a Final Subdivision Plan at 218-220 East North Street (R-4 zoning district) submitted by E. L. Diffenbaugh Associates on behalf of Quail Development. The Council may also approve of a waiver of the preliminary plan submission in addition to the conditions listed below.
3. Borough Council may consider a request by Quail Development, LLC to continue the use of their existing sanitary sewer service for properties at 218 & 220 East North Street.
4. Borough Council may direct the Borough Solicitor to draft and advertise an ordinance to change the snow removal policy from 48 hours to 24 hours.

5. Borough Council may direct the Borough solicitor to draft and advertise an ordinance and schedule a public hearing for May 14, 2015, at 6:45 pm amending the Code of the Borough of Carlisle, adopted by Ordinance 2032 and thereafter amended, with respect to Chapter 255, Zoning, to revise and update the UM Urban Mixed Use Zoning District.
6. Borough Council may direct the Borough Solicitor to draft and advertise an ordinance and schedule a public hearing for May 14, 2015 at 6:30 p.m., amending the Code of the Borough of Carlisle, adopted by Ordinance 2032 and thereafter amended, with respect to adopting an ordinance to prohibit vending machines as an accessory to a dwelling unit or units in a residential zoning district.
7. Borough Council may approve modifications to the previously approved FY 2014 CDBG budget to reduce excess admin funds by \$8,000 in order to provide:
 - \$3,000 to an existing activity, “Public Facility: Hope Station Roof”; and \$5,000 to an existing activity titled, “Code Enforcement”.
8. Borough Council may authorize the Borough Solicitor to draft and advertise an ordinance amending the Code of the Borough of Carlisle, with respect to Chapter 212, Solid Waste and Recyclables, requiring the use of biodegradable paper bags for leaf collection.

F. Finance and Public Works:

1. Borough Council may approve a contract with Facility Dude, Inc. for a 12-month period to provide training and access to its web based Maintenance Management program. The initial 12-month fee is \$8,680. The annual renewal fee is \$6,498 per year.
2. Borough Council may enter into an Engineering Agreement with Barton & Loguidice, Inc. to assist the Borough with its odor analysis and mitigation of corrosive gases from the Wastewater Treatment Plant’s wet well which is located below the Operations Building, pending Borough Solicitor approval.
3. Borough Council can reject the apparent lowest bid of Olde Glory as not being responsive and responsible for the Hope Station Roof Replacement Project.

Borough Council can select Budget Roofing as the lowest responsible bidder at a price of \$52,085 for the Hope Station Roof Replacement Project.

4. Borough Council may enter into a three year agreement with Direct Energy to be included in their Demand Response Program, which will allow the Water and Wastewater Treatment Plants to exercise their emergency generators in exchange for \$79,676, pending Borough Solicitor approval.

G. Park and Recreation

1. Borough Council may hire Frederick, Seibert & Associates, Inc. to prepare detailed design and construction documents for stormwater management and park design for the Valley Meadows subdivision and park at a cost of \$37,900.

H. Public Safety Committee:

1. Borough Council may 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 vehicles at all times at certain locations on East Pomfret Street.
2. Borough Council may approve an ordinance establishing a temporary parking ban affecting certain borough streets in conjunction with Carlisle Production's 2015 schedule of events. *(roll call vote)*
3. Borough Council may approve a Special Events Application from the Amani Festival Committee to hold the Amani Festival on Saturday, May 2, 2015 from 9:00 a.m. – 5:00 p.m. on the first block of W. High Street.

The Amani Festival Committee would be responsible for 100% of the variable costs, and 10% of the fixed costs incurred by the Borough of Carlisle to hold this event.

Additionally the Amani Festival Committee would be required to submit a Certificate of Insurance naming the Borough of Carlisle and Penn DOT as additional insured's for this event.

4. Borough Council may approve the use of Carlisle Special Fire Police and Special Fire Police from other municipalities to work at non-fire related Borough events, functions or parades.
5. Borough Council may affirm the submission of an application to the Federal Emergency Management Agency, for Adequate Fire and Emergency Response, Recruitment and Retention Grant in the amount of \$428,900.

NEW BUSINESS - This section includes any unscheduled visitors or citizens who would like to address Council on any matter relating to Borough government.

REPORTS FROM COUNCIL MEMBERS & STAFF**ADJOURNMENT****UPCOMING EVENTS/MEETINGS****March 2015**

12	CDGB Action Plans	6:45 p.m.
12	Council Meeting	7:00 p.m.
18	Board of Appeals	5:00 p.m.
18	Public Safety Meeting @ Borough Hall	7:00 p.m.
23	Finance & Public Works Comm.	7:00 PM
25	Economic Development & Sustainability & Community Planning Committees	7:30 a.m.
30	HARB	5:30 p.m.

April 2015

01	Public Safety Meeting @ Police Station	7:30 a.m.
02	Zoning Hearing Board	6:30 p.m.
02	Parks & Recreation	7:00 p.m.
09	Public Hearings	6:30 p.m.
09	Council Meeting	7:00 p.m.
15	Board of Appeals	5:00 p.m.
15	Municipal Authority @ Water Treatment Plant	5:00 p.m.
21	Sewer Authority	6:00 p.m.
28	Finance & Public Works Comm.	7:00 p.m.
29	Employee Relations & Citizen Participation	12:00 p.m.