



**BOROUGH OF CARLISLE
COUNCIL MEETING MINUTES
April 14, 2016**

Mayor Scott called the Council Meeting to order at 7:00 p.m. Councilor Flower led the Moment of Silence and Pledge of Allegiance.

After a roll call by the Borough Secretary, the following members of Council were present: Bires, Crampsie, Flower, Guido, Heath, Shultz and Mayor Scott. Also present were: Borough Manager Matthew Candland, Assistant Borough Manager Figueroa, Police Lt. Latshaw, Public Works Director Malarich, Planning/Zoning/Codes Manager Koziar, Finance Director Butts, Park & Recreation Director Crouse, Fire Chief Snyder, Treatment Plants Director Selan, Solicitor Brenneman, Student Ambassador Granda along with Borough Secretary Stone.

OPPORTUNITY FOR CITIZENS AND VISITORS TO BE HEARD

A. Citizens and Visitors Who Have Been Scheduled To Be Heard

1. The Zoning Hearing Board presented a certificate of appreciation to Mr. Jeff Bergsten for his outstanding efforts while serving on the board from 2001 through 2016.
2. Mr. Brian Kobulariak, representing Goodman Birtcher, presented a donation of \$4000.00 to My Brother's Keeper. The money will be used to fund two basic carpentry training programs provided through the Elm Street Program, Employment Skills Center, the Redevelopment Authority and CodyZ Academy. Mr. Kobulariak stated Goodman Birtcher was appreciative for the opportunity to participate in providing money to support this program.
3. Ms. Michelle Brummer, Senate Ave, Camp Hill, PA representing Gannet Fleming provided a Comprehensive Plan Update. Ms. Brummer will meet in future with Council during a two part planning session to proceed on the implementation of the Comp Plan.

Mayor Scott asked to have additional topics discussed in the planning sessions, Meaningful Public Input and Creating a Resilient Community. Councilor Bires would like home ownership discussed as well.

B. All Other Citizens and Visitors

None

CONSENT AGENDA

Councilor Heath made a motion, which was seconded by Councilor Shultz to approve the Consent Agenda. Council approved the Consent Agenda consisting of the following items, by a 7-0 vote.

A. Minutes:

Public Meeting 03/01/2016
CDGB Public Hearing 03/10/2016

B. Approval of Bills and Investment Transactions:
Expenditures as of March 31, 2016:

General Fund	\$ 1,097,967
Water Fund	\$ 199,801
Sewer Fund	\$ 354,841
Solid Waste Fund	\$ 41,117
Parking Fund	\$ 16,836

C. Attendance Approvals:

1. Assistant Borough Manager Figueroa and Police Lt. Latshaw attending the Body Worn Camera Conference in Washington DC on April 18-19, 2016.
2. Mike Strayer and Richard Mixell attending a Playground Maintenance workshop on April 19, 2016, in Boiling Springs, PA.
3. Fire Chief Jeff Snyder traveling to Pierce Manufacturing, Appleton WI for final inspection of new fire engine, April 24-26, 2016.
4. Andrea Crouse and Kristin Zeigler attending a Swimming Pool Recertification Workshop in Mechanicsburg, PA on April 26, 2016.
5. Borough Manager Candland and Assistant Borough Manager Figueroa attending the APMM Annual Conference on May 17-19, 2-016 in Gettysburg, Pennsylvania.
6. Marlies Ries attending the National GFOA Conference in Toronto, May 23-25.

D. Community Planning and Smart Growth Committee:

1. Council approved a resolution calling on the Pennsylvania state legislature to amend the covered device recycling act, act 108 of 2010.

E. HARB:

F. Council approved the following requests for certificates of appropriateness:

1. A request by Sherron Biddle & Francis Nash for a Certificate of Appropriateness at 204 South West Street. The applicant proposes to remove two downspouts and runoff piping and install new 3" round aluminum downspouts. They will also install a 4" round aluminum spout running horizontally.
2. A request by Waveland Properties for a Certificate of Appropriateness at 141 West High Street. The applicant proposes to install two 2' by 3' wall signs on the front façade. One sign will state "Carlisle Thai Cuisine" and be located above the window that has the neon open sign. This sign will be orange lettering with white background and be made of custom routed ½" thick black Komatex to be tape mounted to ACM material. Printed, gloss laminated and cut vinyl graphics will be overlayed on top of the letters. The second sign will be a simple menu board that will be to the left of the entrance door where the White Elephant sign is now located.

3. *A request by Mark & Lisa Ritchie for a Certificate of Appropriateness at 72 West Pomfret Street. The applicant proposes to install a 9" by 30", ½" thick wall sign on the front façade underneath the existing wall sign. The sign will state "Law Offices of Saidis, Sullivan & Rogers, Trust Matters". The sign will have white lettering with green background.*
4. *A request by Paul & Debra Jussel for a Certificate of Appropriateness at 215 West South Street. The applicant proposes to remove and replace existing wood fence along the private alley with approximately 211' of 1" by 6" by 6' cedar fencing with 4" by 6" treated posts set in concrete.*
5. *A request by Waveland Properties for a Certificate of Appropriateness at 100 South West Street. The applicant proposes the following improvements:*
 - *Replace existing mix of double hung windows with 1/1, Thermo Twin, aluminum clad wood windows*
 - *Replace existing glass block windows with 1/1, Thermo Twin, aluminum clad wood windows*
 - *Install new wood entry door on Pomfret Street in place of existing glass block and fill gaps with matching brick*
 - *Replace existing metal roof with new rubber roof and replace existing downspouts with new round downspouts*
 - *Repair/replace window trim and cornice as needed with like type product*
 - *Repoint brick as needed with appropriate mortar type*
 - *Remove metal fire escape and replace with new wood stair tower*
 - *Install Harb approved, 12' by 20" Waveland Properties signage on façade*
6. *A request by David and Cynthia Miller for a Certificate of Appropriateness at 155 South Hanover Street. The applicant proposes the following improvements:*
 - *Replace wood, four panel entrance door with the same configuration wood core, fiberglass door*
 - *Replace the three, 2nd floor, front, 6/6, double hung wood windows with the same configuration wood or approved composite windows*
 - *Repair/repoint damaged chimney*
7. *A request by Nelson Miller for a Certificate of Appropriateness at 57 East Louther Street. The applicant proposes to remove twelve 1/1 vinyl windows and replace with twelve 6/6 new vinyl windows.*
8. *A request by Dr. Ronald Krajack for a Certificate of Appropriateness at 44 South Pitt Street. The applicant proposes to remove and replace the deteriorated, storm damaged slate roof with architectural asphalt shingles.*

G. Parks and Recreation

1. *Borough Council approved the 2016 Summer Recreation Program Fee Resolution.*

H. Public Safety Committee:

1. *Borough Council authorized the closure of W. South Street between College Street and Mooreland Avenue and College Street between Pomfret Street and W. South Street on Saturday, May 14, 2016, from 8:30 a.m. – 12:30 p.m. for the Penn State University Dickinson School of Law graduation. Penn State University Dickinson School of Law be responsible for 100% of the variable costs and 10% of the fixed costs incurred by the Borough for traffic control.*

REGULAR AGENDA

TABLED, CONTINUED, AND RECURRING ITEMS

REPORTS FROM ELECTED OFFICIALS

A. Mayor's Reports:

1. The Mayor was asked by the Cumberland County Economic Development to appoint delegates from the Borough to the Working Group to assist in the future of the Carlisle Airport. Mayor Scott appointed Councilor Heath as the delegate and Mr. Bruce Koziar as the alternate delegate.
2. Ms. Brenda Landis presented a trophy to the Borough for winning the Strong Towns Award Recognition. Mayor Scott thanked all those who voted for Carlisle during the competition for Strong Towns.

REPORTS FROM COMMITTEES

B. Community Planning & Smart Growth Committee:

1. Borough Council voted 7-0 to approve tabling the amendment to the Code of the Borough of Carlisle, adopted by Ordinance 2032 and thereafter amended, with respect to updating the UM zoning district. (Shultz/Flower)
2. Borough Council voted 7-0 to approve modifications to the 2009, 2011, and 2013 approved CDBG budgets. (Shultz/Flower)
3. Borough Council voted 7-0 to approve a proposal from Gannet Fleming for the facilitation of bi-annual Council Goals in the amount of \$5,246. (Shultz/Flower)

C. Economic Development Committee:

1. Borough Council voted 7-0 to direct the Borough Solicitor to draft and advertise an ordinance approving a franchise agreement with Comcast Cable. (Flower/Heath)

Councilor Shultz noted that contact was made with Fios, at which time they expressed no interest in expanding cable availability to the Borough.

2. Borough Council voted 7-0 to reaffirm a \$300,000 DCNR Community Conservation Partnerships Program (C2P2) Grant Application and Resolution. (Flower/Heath)

Borough Council voted 7-0 to reaffirm a \$300,000 local match. (Flower/Heath)

3. Borough Council voted 7-0 to authorize staff to submit a Transportation Investment Generating Economic Recovery (TIGER) Construction Grant application in the amount of \$12,886,800. (Flower/Heath)

Borough Council voted 7-0 to commit up to \$8,591,200 as matching funds for a \$12,886,800 TIGER Construction Grant application for a combined project cost of \$21,478,000. (Flower/Heath)

D. Parks and Recreation Committee:

1. Borough Council voted 7-0 to award the bid for the Heberlig-Palmer Park Renovation Project to McCoy Brothers, Inc. at a price of \$221,075. This includes the base bid and alternative bids #1-#6. (Bires/Scott)
2. Borough Council voted 7-0 to award a contract in the amount of \$6,780 to Ronald G. Baker Masonry Contractor for brick and concrete repair of the front porch at the Stuart Community Center. (Bires/Scott)
3. Borough Council voted 7-0 to award a contract in the amount of \$11,300 to High Peak Roofing to replace the roof at Shaffer Cabin. Council may also award funds to replace any rotted wood sheathing on the roof at \$40.00 per sheet. (Bires/Scott)

E. Public Safety Committee:

1. Borough Council voted 6-0-1, with Councilor Flower recusing herself, to approve the street closure request submitted by Hope Station for a community event to be held on April 30, 2016 from Noon until 3:00 p.m. closing the 100 block of W. Penn Street between Pitt and West Streets. Hope Station would be responsible for 100% of the variable costs and 10% of the fixed costs incurred by the Borough. (Scott/Guido)
2. Borough Council voted 7-0 to reaffirm 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 \$427,750. (Scott/Guido)
3. Borough Council by a roll call vote of 7-0, approved an ordinance establishing a temporary parking ban affecting certain borough streets in conjunction with Carlisle Production's 2016 schedule of events. (Scott/Guido)
4. Borough Council voted 7-0 to approve a proposal from The Novak Consulting Group for a not to exceed cost of \$30,000. (Scott/Guido)

F. Public Works:

1. Borough Council voted 7-0 to authorize the execution of an engineering agreement with Gannett Fleming, Inc. to prepare design documents required by the Pennsylvania Department of Transportation (PennDOT) for modification to Borough water and sewer mains necessitated by the PennDOT project to replace its E. High Street Bridge. (Guido/Bires)

Borough Council voted 7-0 to approve a resolution authorizing the submission of a request to the Pennsylvania Department of Transportation for up to a 75 percent reimbursement for costs associated with relocating Borough facilities. (Guido/Bires)

2. Borough Council voted 7-0 to award the unit price construction contract for the 2016 Sanitary Sewer System Rehabilitation Project to the lowest responsive bidder, HRI, Inc. of State College, Pennsylvania, in the amount of \$3, 232,450. (Guido/Bires)

Borough Council voted 7-0 to authorize any contract change orders needing prompt action in an amount not to exceed \$10,000 each, to be approved at the discretion of the Borough Manager and brought before Council for retroactive approval. (Guido/Bires)

3. Borough Council voted 7-0 to authorize the Borough Solicitor to draft and advertise an ordinance amending Chapter 223 of the Code of the Borough of Carlisle with respect to

the requirements for restoration of streets in the Borough after a utility cut is made within the street. (Guido/Bires)

4. Borough Council voted 7-0 to award the unit price construction contract for the 2016 Pedestrian Curb Ramp Rehabilitation Project to the lowest responsive bidder, Doug Lamb Construction, Inc. of Elizabethtown, Pennsylvania, in the amount of \$222,155.00. (Guido/Bires)

Borough Council voted 7-0 to authorize any contract change orders needing prompt action in an amount not to exceed \$4,000 each, to be approved at the discretion of the Borough Manager and brought before Council for retroactive approval. (Guido/Bires)

NEW BUSINESS:

None

REPORTS FROM COUNCIL MEMBERS & STAFF:

Student Ambassador Granda participated in “Take Back the Night” event to raise awareness for victims of sexual violence and abuse. Ms. Granda noted that Dickinson’s President Nancy Roseman announced her resignation.

Councilor Bires attended the “Strongest Town” presentation and found the presentation interesting.

Councilor Guido remarked on the Strong Town Award that the Borough received and stated, “what makes Strong Towns are strong people”. She acknowledged the accomplishment of Mr. Craig Doll, Borough Codes Enforcement Officer, has achieved the certification of Master Code Professional. Mr. Doll is one of only about 800 holders of this certification in the world. Ms. Guido also mentioned that seven of Carlisle’s firefighters have passed the certification course for Fire Officer I. She also attended the Cumberland County Victims Rights Rally. Councilor Guido noted a movie will be shown at Biddle Mission Park on May 20th.

Councilor Heath noted the East Side Neighbors have agreed to pay the licensing fees for the Movie in the Park on May 20th. He commended the neighborhood groups for all their efforts in making Carlisle a “Strong Town”. Councilor Heath thanked Lt. Latshaw for stepping in as Interim Police Chief and taking on those responsibilities.

Mayor Scott noted an executive session was held prior to the Council meeting to discuss personnel issues and land acquisition. No official actions were taken.

Councilor Schultz thanked Lt. Latshaw for stepping in to the roll of Interim Police Chief.

Councilor Flower mentioned she attended the Federal Delegation Networking event at which the workforce initiative was discussed. She also attended a Carlisle Events update meeting at which they discussed that they are coordinating with the turnpike with upcoming projects.

Councilor Crampsie thanked all those who put in time and effort into the Strongest Town event. This achievement is a testament to our staff and community. He thanked Interim Chief Latshaw for coordinating the Body Worn Camera discussion.

There being no further business or public comment, the meeting adjourned at 8:05 p.m.

Signature on file in Borough Manager's Office

Timothy A. Scott
Mayor

Signature on file in Borough Manager's Office

Joyce E. Stone
Borough Secretary