

Borough of Carlisle
Public Hearing and Workshop Meeting Minutes
June 6, 2018

Present at the meeting: Councilors Crampsie, Flower-Webb, Fulham-Winston, Guido, Landis, Deputy Mayor Shultz and Mayor Scott. Also present were: Borough Manager Candland, Assistant Borough Manager Armstrong, Police Chief Landis, Public Works Director Malarich, Planning/Zoning/Codes Manager Skelly, Finance Director Juday, Parks and Recreation Director Crouse, Fire Chief Snyder, Human Resource Supervisor Hamilton, Public Information Coordinator Taylor and Borough Secretary Stone.

I. Call to Order & Pledge of Allegiance

Mayor Scott called the Council Workshop Meeting to order at 6:00 p.m.

II. Meeting Minutes:

- A. Borough Council voted 7-0 to approve the May 2, 2018 Workshop Meeting Minutes. (Guido/Flower-Webb)

III. Public Hearing:

Borough Council held a public hearing for the purposes of reviewing the proposed 2018 Community Development Block Grant and Action Plan. Ms. Kate Molinaro with the Cumberland County Redevelopment Authority briefed Council on the 2018 Community Development Block Grant Action Plan/Needs process.

Attached are the details for the 2018 CDGB Action Plan that were presented by Ms. Molinaro.

After receiving no public comment, the hearing was adjourned at 6:10 p.m.

IV. Budget & Finance Report:

- A. 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 staff's bid tabulation document. The annual contract term shall be June 21, 2018 to June 20, 2019. Furthermore, Borough Council shall not award the lone bid received for 2.31 Potassium Chloride, as the bidder has been deemed non-responsive. The bid for 2.24 Activated Carbon shall be awarded to Cabot Norit Americas, which per bid specifications, has been deemed the closest vendor to the water plant facility. (Shultz/Crampsie)
- B. Audit Service Extension Discussion: Finance Director Richard Juday recommended that Council extend the five-year contract agreement with Smith Elliot Kearns and Company (SEK) for one additional year. The extension would allow new staff in the Finance Department the opportunity to work with auditors, who are already familiar with the Borough's financial activities. A request for proposals would then be sent out the following year.

V. Community Planning/Smart Growth:

- A. Demolition Ordinance Discussion: Assistant Manager Armstrong explained to Council that the draft ordinance was designed to maintaining and strengthen existing residential neighborhoods. She brought attention to the guidelines for obtaining a demolition permit that will include noise control and dust control, time limitations, requestor to provide a list of names and address of property owner with in a 200 foot radius of the site, proof of notification to DEP and contractor's liability insurance. Additionally, provide a written statement regarding the historical value of property and if the property is located in the Borough's Historical Preservation Overlay, along with the possible damage to existing street trees. Ms. Armstrong suggested charging a fee of \$100.00 or higher.

Councilor Flower-Webb recommended having a survey performed to determine and document what buildings throughout the Borough have historical value. Discussion ensued concerning obtaining a grant to help absorb the cost and using qualified staff from the Cumberland County Historical Society to perform the survey.

Deputy Mayor Shultz inquired if the proposed property should be checked to see if it is on the National Registry. Solicitor Brenneman recommended adding language to the ordinance that would require verification from the National, State and County Historical Registry regarding whether the proposed property has been registered or applied for the registry. He noted this ordinance is not to inhibit the demolition of building, but to provide the Borough with information to help the applicant make informed decisions.

Council agreed to have Borough staff make revisions to the draft ordinance and move forward with advertising.

Discussion ensued that determined a building located outside of the HARB District could still be demolished as long as the property owner complied with the ordinance.

- B. Institutional District Ordinance Discussion: Assistant Manager Armstrong and Solicitor Brenneman provided an overview of a proposed ordinance that would amend the current institutional district zoning ordinance. The proposed ordinance would modify uses allowed by right and require a number of current permitted by right uses to be allowed by conditional use approval by Council after a public hearing. Council was also briefed on amending the maximum impervious coverage reducing it from 80% to 70%. Under the proposed ordinance, additional criteria would need to be met by applicants including traffic and community impact analyses. By modifying the existing ordinance's language, Council would have the opportunity to be fully involved in the deliberation and decision-making process for these type of developments and land-uses. Discussion ensued and Council agreed that the ordinance presented was satisfactory with the exception that the ordinance should state projects over 10,000 square feet (whether existing building(s) are being expanded or new structures are being constructed) would require conditional use approval. Solicitor Brenneman will add that language to the proposed ordinance.
- C. Borough Council voted 7-0 to adopt a Resolution approving Chapel Pointe of Carlisle to undertake tax-exempt refinancing through the West Shore Area Authority. Said action does not have any financial implications for the Borough of Carlisle. (Crampsie/Flower-Webb)

VI. Employee Relations/Citizen Participation Committee:

- A. Borough Council voted 6-0-1, with Deputy Mayor Shultz casting the dissenting vote, to accept the tendered resignation of Mr. Stephen Hietsch from the Carlisle Municipal Authority effective June 4, 2018. (Guido/Fulham-Winston)

VII. Parks and Recreation Committee:

- A. Borough Council voted 7-0 to authorize the Borough Manager to execute a letter of support for the Cumberland Valley Rails to Trails (CVRT) pursuit for grant funding to advance ongoing efforts to improve the existing trail. (Landis/Fulham-Winston)

VIII. Public Comment

No public comment

IX. Adjournment

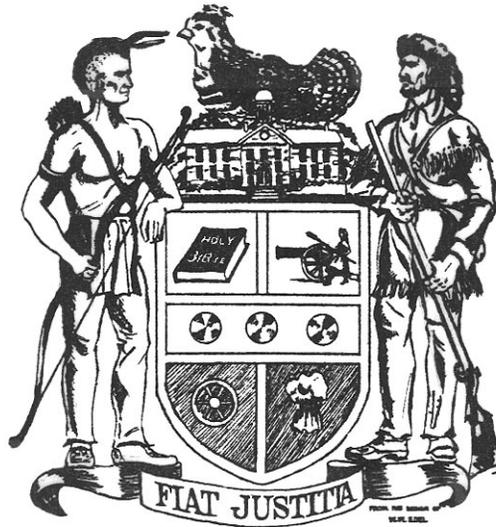
Mayor Scott announced that following the meeting, Council would hold an executive session to discuss issues regarding real estate acquisition, potential litigation and personnel.

There being no further business or public comments, the meeting adjourned at 7:25 p.m.

Timothy A. Scott,
Mayor

Joyce E. Stone
Borough Secretary

BOROUGH OF CARLISLE
PROPOSED 2018
CDBG BUDGET
&
ACTION PLAN



**Borough of Carlisle
Community Development Block Grant
2018 Proposed Budget**

ESTIMATED AVAILABLE BUDGET \$363,487.00

1	Rehabilitation: Housing - Borough-wide	50,000.00
2	Rehabilitation: Housing - Delivery	5,000.00
3	Code Enforcement in LMI Areas	80,000.00
4	Public Services: Workforce Development Training Program	1,500.00
5	Public Services: Hope Station Community Services Program	30,000.00
6	Public Services: Hope Station Utilities Payments	4,850.00
7	Public Services: Summer Neighborhood Park Program	5,000.00
8	Public Services: Enhanced Police Patrols—North, East, Louthier, Pitt	8,000.00
9	Acquisition/Rehab: First-time Homebuyer Program	30,000.00
10	N. Hanover Corridor Improvement Project (lighting, streetscape, etc.)	20,000.00
11	Public Facility: Sidewalk Improvement Program	20,000.00
12	Public Facility: Stormwater Improvements-Fairground Ave/CUSP	50,137.00
13	Planning & Administration: Redevelopment Authority Administration Costs	50,000.00
14	Planning & Administration: Borough Administration Costs	2,000.00
15	Planning & Administration: Audit Costs	2,000.00
16	Planning & Administration: Consolidated Plan	5,000.00
TOTAL ALLOCATED		363,487.00
AVAILABLE TO ALLOCATE		363,487.00

Available to Allocate is total of:
 FY 2018 Entitlement Grant 363,487.00

**CDBG Proposed Use of Funds
BUDGET NARRATIVE
FY 2018**

1. Rehabilitation: Housing -Borough-wide - \$50,000.00

The Borough adopted this program in 1977. It has been very successful in helping low/moderate income homeowners renovate and maintain their homes through the provision of rehabilitation grants. Many of the recipients are low-income elderly who would not be able to maintain their properties and likely fall victim to code violations.

In 2008, Carlisle Borough Council voted to modify the program from a grant-based program to a zero percent interest deferred loan program. Applicants are provided the same level of funding resources as the previous program but are required to repay the loan with no interest when the property is transferred or sold. The modified program is now consistent with the Cumberland County's CDBG Program and will result in future program income for the Borough.

Historically, because of the program's popularity and its impact on the Borough's aging housing stock, a substantial portion of the annual CDBG grant is allocated to this rehab program. Last year, three households received assistance. Rehab work consisted of roof repairs, new furnaces, plumbing, electrical work, and miscellaneous interior work.

Due to the Borough's large rental housing stock, the Authority is currently exploring the potential for a rental rehabilitation program that could be funded through this budget line item. However, until the issue is thoroughly researched by the Authority and brought forward to Borough management for consideration and subsequent discussion with Council, this budget line shall continue to be designated for homeowner rehab work/improvements.

Staff recommends funding at the same level as last year.

2. Rehabilitation: Housing - Delivery - \$5,000.00

The Redevelopment Authority of Cumberland County is permitted to collect up to ten percent (10%) of the project cost to offset administrative costs in overseeing projects. Their work includes developing project specifications, preparing work write-ups, contractor selection, compliance with Federal and/or State regulations, and construction management.

3. Code Enforcement in LMI Areas - \$80,000.00

This line item reflects the process to reimburse the General Fund for code enforcement work done in the LMI census tracts. In 2006, Council approved hiring one additional full time code enforcement officer to work solely in low/moderate income census tracts. Consequently, the Code Office complement was increased from three to four individuals.

This salary allocation is done on an hourly basis (including benefits and payroll taxes) for any employee who conducts code enforcement activities within the LMI designated tracts. Staff updated the LMI map in 2017 to reflect current LMI data provided by the US Census Bureau and Department of Housing and Urban Development.

Staff recommends earmarking \$80,000, which is an increase from prior years, but is warranted given the activity and staffing associated with this objective.

Note: The funding level for this particular activity has been adjusted periodically. In 2011, funding was increased to \$69,000. In 2016, it was increased to \$70,000. Staff is now proposing to increase funding to \$80,000 as this will assist the Borough greatly with respect to General Fund budgetary constraints and the importance of this quality of life activity.

4. Public Services: Workforce Development Training Program - \$1,500.00

This project fulfills the Carlisle Works goal of supporting residents of the Urban Redevelopment Area achieve employment opportunities. The Employment Skills Center is requesting funds to provide soft skills training to participants in the EPA Environmental Workforce Development and Job Training Grant program. A barrier to employment for many folks is the soft skills development, i.e. how to be a good employee. This training is not eligible to be paid by the EPA grant, but is a necessity in ensuring job placement upon graduation. The ESC course includes one week of soft skills development, computer skills training, and resume building. The first cohort of the EPA grant graduated seven students, the second graduated 10. Recruitment efforts are underway for the third and final cohort, scheduled to begin in June 2018.

In 2016, Council earmarked \$3,850 for this program. In 2017, \$3,900 was earmarked. Staff recommends \$1,500 for PY 2018 since PY 2017's allocation has not been exhausted. The recommended \$1,500 will replenish this line item and shall assist in funding the 2018 summer cohort.

5. Public Services: Hope Station Community Service Program - \$30,000.00

As some of you may recall, Hope Station had relied heavily upon an annual grant of \$100,000 from M&T Bank. This money, along with CDBG funding, provided the bulk of Hope Station's revenue to function and deliver programs to the Memorial Park neighborhood. Unfortunately, the 10 year commitment expired on June 30, 2010.

Without the annual grant, and with change in Board leadership and staff, Hope Station is developing new ways to fundraise and generate revenues to retain Hope Station's programs/services. Hope Station offers programs which benefit low-income residents of Carlisle, including community services, crime prevention, education, job training and neighborhood assistance. New programming provided by Hope Station this year includes a Youth Leadership program, a revamped HIRE Plus program, and a homework club offered at the Memorial Park location.

In an effort to continue and expand the delivery of services to the Hope Station/Memorial Park area, staff proposes funding Hope Station this year at the same level as last year.

6. Public Services: Hope Station Utility Payments - \$4,850.00

In 2001, the Borough began providing utility payments to subsidize the operating costs of the former railroad station, now home to Hope Station. As noted earlier in this briefing, Hope Station supports a number of programs and services for persons in the Borough's low/moderate income census tracts.

In 2017, we reduced the utility reimbursement budget line after carefully analyzing utility costs over the past several years revealed Hope Station's average annual costs were \$4,500.00. A small contingency was built in to account for rate increases.

Staff is comfortable recommending the same level of funding for 2018 as 2017.

7. Public Services: Summer Neighborhood Park Program - \$5,000.00

The Parks and Recreation Department hosts a summer neighborhood park program for children. A portion of this summer program is located in Memorial Park and is supported through the Borough's CDBG Program. A total of 36 children registered for the Memorial Park Program during the 2017 Program Year, which is the maximum allowable number of children permitted given the leader versus child ratio, size of room, and budget.

Staff is proposing the same level of funding for 2018.

8. Public Services: Enhanced Police Patrols—North, East, Louthier & Pitt - \$8,000.00

In an effort to improve safety and perceived safety in the block radius of the troubled North Hanover Street corridor, Council funded a portion of police bicycle and foot patrol work through the CDBG Program in 2017. The funding was specific to North Hanover Street and extending in a one-block radius to North, Bedford, Louthier and Pitt Streets.

For 2018, staff is recommending funding this activity at \$8,000.00 in order to expand the police bicycle and foot patrol work easterly to include East Street, which is still in the designated LMI area. Increasing this service area to include East Street will benefit 720 more LMI individuals increasing the total number of persons to benefit to 1,710, a 72% increase from 2017.

9. Public Facility: Acquisition/Rehab-First-time Homebuyer Program - \$30,000.00

Beginning in 2004, Borough Council began allocating CDBG funds for down payment and closing assistance help to low/moderate income individuals who could qualify for mortgage financing, but who do not have sufficient funds for down payment and closing costs.

Recently, the Borough received notification from DCED of the agency's intent to award the Borough \$500,000 of HOME grant funds for the acquisition, rehab/renovation of properties deemed blighted within the Borough of Carlisle. A condition of this award requires a Borough match. In the past, CDBG funds have been coupled with HOME funds to provide assistance with items such as down payment and closing assistance for these types of initiatives ("Pride Projects").

Staff is recommending earmarking \$30,000 of CDBG funds as the Borough's match for this round of HOME grant funds that shall be used for qualified first-time homebuyer down payment and closing assistance as well as meet the Borough's match obligation.

10. N. Hanover Corridor Improvement Project (lighting, streetscape, etc.) - \$20,000.00

The Gibbs Study, along with the Carlisle Urban Redevelopment Plan, and the Brownfields Area Wide Plan, identified the North Hanover Street Corridor in the Borough as a key focus area for improvement in order to be an economic driver. The perceived notion of high crime in the area contributes to the vacancy rate along this corridor. Improvements to the front and rear facades, streetscape and especially lighting could help improve the perception of safety along this corridor and make it a more attractive location for businesses to set up shop and for residents and visitors to frequent.

The North Hanover Street corridor is a key element to bridging the IAC site to the downtown, both of which continue to be priorities for the Borough. Thus, staff is proposing setting aside \$20,000 of CDBG funds that can be used toward a future improvement project (yet to be determined), or combined with an Elm Street/Keystone Community Grant. By doing so, we will have \$40,000 set aside for this activity (\$20,000 from PY 2017 and \$20,000 for PY 2018) that should assist the Borough in its objective to “bridge the gap” between the C-1 and northwest quadrant when the appropriate time and project surface.

11. Public Facility: Sidewalk Assistance Program - \$20,000.00

The Borough administers a sidewalk inspection and maintenance program to guarantee barrier-free public access throughout the community for pedestrians of all ages and varying physical limitations. The program originated in 1985 and was modified by Council in 1997 to provide sidewalk inspection on a 10-year rotating basis. The Sidewalk Assistance Grant (SAG) offers grants to low and moderate income homeowners who meet certain criteria including income limits by family size. Grants up to \$2,000 or 100% of the project costs, whichever is less, may be made to low income homeowners. Grants up to \$1,400 or 70% of project costs, whichever is less, may be made to moderate-income homeowners. Funding is used for the replacement of deficient curb and sidewalk.

Staff is proposing replenishing funds for this program given current funds are almost depleted and activity/requests continue to come forward.

12. Public Improvements: Stormwater Park/CUSP – \$50,137.00

Staff is proposing utilizing CDBG funding to assist with the Carlisle Urban Stormwater Park (CUSP) design work. Specifically, to take the current 60% design of the park to the appropriate level necessary to secure the required NPDES permit for Carlisle Borough.

Staff is recommending funding this new activity through CDBG given budget constraints and the need to secure the required NPDES permit.

13. Program Administration: Redevelopment Authority Administration - \$50,000.00

These funds are provided to the Redevelopment Authority to administer the Community Development Block Grant Program on the Borough's behalf. Specifically, the Redevelopment Authority supplies personnel to write the grants, monitor program compliance, maintain financial records and accounts, complete environmental reviews, and assure that the program is complying with current rules and regulations.

This line item has increased by \$250 over last year's allocation of \$49,750.00

14. Program Administration: Borough Costs - \$2,000.00

These funds will reimburse the General Fund for all work done by Borough staff in the administration of the CDBG Program. This includes partial salaries, benefits, and payroll taxes for the Assistant Borough Manager. Some of the work which is reimbursed includes monthly program reviews, writing monthly reports, completing program amendments, attending public hearings, monitoring program performance, developing contract specifications, etc.

15. Program Administration: Audit - \$2,000.00

HUD regulations require that an annual single audit be performed on the program.

Staff is proposing the same level of funding as last year.

16. Planning and Administration: Consolidated Plan - \$5,000

Every five years, the Borough is required to prepare and submit a Five-Year Consolidated Plan to HUD outlining its housing and community development priorities and projected activities to meet those priorities. It is anticipated that these funds will be used to help defer the costs necessary to engage a consultant to assist in the preparation and submission of Carlisle's Consolidated Plan for the period 2019-2024.

End o