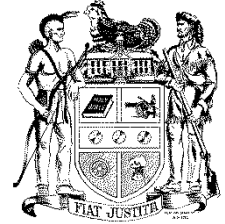


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**BOROUGH OF CARLISLE  
COUNCIL MEETING MINUTES  
July 12, 2018**

Deputy Mayor Shultz called the Council Meeting to order at 7:05 p.m. Councilor Flower-Webb led the Moment of Silence and Pledge of Allegiance.

Councilmembers present: Councilors Crampsie\*, Flower-Webb, Fulham-Winston, Guido, Landis and Deputy Mayor Shultz. Also present were: Borough Manager Candland, Assistant Borough Manger Armstrong, Police Chief Landis, Public Works Director Malarich, Planning/Zoning/Codes Manager Skelly, Parks & Recreation Director Crouse, Fire Chief Snyder, Human Resource Supervisor Hamilton, Public Information Coordinator Taylor, Solicitor Brenneman and Borough Secretary Stone.

*\*Scribe note: Councilor Crampsie was present at the Council Meeting via telephone.*

**A. Mayor Report:**

1. Borough Council voted 5-0 to allow Council member Sean Crampsie to participate by telephone at this evening's meeting. (Flower-Webb/ Guido)
2. Deputy Mayor Shultz recognized Mr. Robert Broyles and Mr. Nathan Harig for their community service to the Borough. Mr. Broyles was recognized for his 13 years of service on the Zoning Hearing Board and Mr. Harig was recognized for his eight years of service on the Parks and Recreation Board.
3. Mr. Bill White and Mr. Justin Hovetter presented the 2017 Historic Preservation Awards to the following businesses for their outstanding contribution in maintaining the high standards of the community's historic district.

- |                                     |                              |
|-------------------------------------|------------------------------|
| ❖ The Smith Steiner Bed & Breakfast | ❖ Grand Illusion Hard Cider  |
| ❖ Alibis Eatery and Spirits         | ❖ Downtown Counseling Center |
| ❖ Grand Illusion Hard Cider         | ❖ Grazery                    |

**OPPORTUNITY FOR CITIZENS AND VISITORS TO BE HEARD**

No citizens were heard

**CONSENT AGENDA**

Councilor Guido made a motion, seconded by Councilor Flower-Webb, to approve the Consent Agenda. Deputy Mayor Shultz requested item D-1 (Jennifer Acuna HARB item) be removed from the Consent Agenda. Council unanimously voted (6-0) to approve the Consent Agenda, which consisted of the following items:

**A. Minutes:**

1. *Public Hearing for Alley Vacation 06/14/2018*
2. *Council Meeting 06/14/2018*

**B. Approval of Bills and Investment Transactions:  
Expenditures as of June 30, 2018:**

<i>General Fund</i>	\$ 926,626
<i>Water Fund</i>	\$ 189,452
<i>Sewer Fund</i>	\$ 328,389
<i>Solid Waste Fund</i>	\$ 95,328
<i>Parking Fund</i>	\$ 16,229
<i>Capital Projects Fund</i>	\$ 167,009
<i>Highway Funds</i>	\$ 1,013

**C. ERCP:**

1. *Borough Council reappointed Pam Fowler to a second full four-year term on the Parks and Recreation Board. This term will become effective July 1, 2018 and expire on June 30, 2022.*
2. *Borough Council accepted the tendered resignation of Mr. Robert Broyles from the Zoning Hearing Board effective July 12, 2018.*

**D. HARB:**

1. *A request by Cheryl Slattery for a Certificate of Appropriateness at 227 West South Street to remove and replace nine (9) windows with Andersen Woodright units with 6/6 lights to match existing.*
2. *A request by Jennifer Steiner for a Certificate of Appropriateness at 155 South College Street proposing to install a free-standing double-sided sign 15" x 19 3/16" in area on each side. Sign is to be mounted on one 8' tall wood or iron column and will read "The Smith Steiner, Bed and Breakfast".*
3. *A request by Cactus Hill Carlisle LLC for a Certificate of Appropriateness at 9-11 East High Street to proposing to replace an existing hanging sign on an existing yard arm, sign to read "Gilded Door Oil & Vinegar Tap Room".*

**E. Mayor's Report:**

1. *Borough Council approved entering into a professional services agreement with Shelly Lyons Communications.*

**F. Public Safety Committee:**

1. *Borough Council authorized the closure of Dickinson Avenue between North Hanover and North Courthouse Avenue on Friday, August 17, 2018 from 10:00 a.m. – 9:00 p.m. for Sadler Health Center to conduct their Annual Health Fair. The event is set for 5:00 – 8:00 p.m. so Sadler Health Center can prepare to set-up equipment, tables, etc. Approval is subject to Sadler Health Center reimbursing the Borough of Carlisle 100% of the variable costs and 10% of the fixed costs incurred by the Borough and a valid Certificate of Liability Insurance form naming the Borough of Carlisle as an additional insured.*

**G. Public Works Committee:**

1. *Borough Council approved a resolution approving a Right-of-Way Plan and authorizing negotiations to obtain rights-of-way for the portion of the Carlisle Connectivity Project referred to as the TIGER Project.*

**REGULAR AGENDA**

**A. HARB**

1. Borough Council voted 5-0-1 (Deputy Mayor Shultz recused himself from the vote due to a conflict in interest) to approve a request by Jennifer Acuna for a Certificate of Appropriateness at 36 West Pomfret Street (rear) to infill an existing garage door opening with wood framing and T-111 wood siding, new wall to include a six-foot-wide double entry door and a panel of windows above the new doors. In addition, to install solar panels to cover entire roof. *(Note: This masonry block building is visible only from West Chapel Avenue.)* (Flower-Webb/Guido)

**TABLED, CONTINUED, AND RECURRING ITEMS**

None

**REPORTS FROM ELECTED OFFICIALS**

None

**REPORTS FROM COMMITTEES**

**A. Community Planning & Smart Growth:**

1. Borough Council voted 6-0 to approve a waiver for the filing of a Preliminary Plan (226-17; 19). Furthermore, Borough Council approved a Final Subdivision Plan, submitted by FSA Associates, on behalf of DABD Ltd., located on the SE corner of “H” Street & N. Pitt St. (R2 – Medium Density Residential), subject to the conditions imposed by staff. (Flower-Webb/Guido)
2. Borough Council voted 6-0 to table directing the Borough Solicitor to:
  - a. prepare a draft zoning ordinance amendment (Chapter 255) to revise existing text contained within the UM – Urban Mixed Use Zone; and,
  - b. proceed with the formal advertising and circulation of this draft ZOA for a public hearing before Borough Council on or before October 11, 2018. (Flower-Webb/Shultz)

**B. Economic Development Committee:**

1. Borough Council voted 5-0-1 (Deputy Mayor Shultz recused himself from the vote due to a conflict of interest) to approve a shopsteading loan and authorize the Mayor to execute the appropriate loan documents to provide \$70,000 (seventy thousand dollars) in Program Year 2014-2015 CDBG funds to Ms. Jennifer Acuna, Bessie’s Best Lactation Cookies. Said loan shall reflect a 25-year amortization, two-percent interest rate, with a balloon payment after 10 years. Approval shall be subject to the Borough Solicitor’s satisfactory review and approval of said loan documents and provisions outlined by staff. (Flower-Webb/Fulham-Winston)
2. Borough Council voted 6-0 to approve a resolution granting staff permission to apply for a Commonwealth of PA Multi-Modal grant from the Commonwealth Financing Authority in

the amount up to \$1,500,000 (one million five hundred thousand dollars) for the Carlisle Connectivity Project. (Flower-Webb/Fulham-Winston)

Furthermore, Borough Council voted 6-0 to approve a 30% local match (up to \$450,000) as part of the total grant application process. (Flower-Webb/Fulham-Winston)

**C. ERCP:**

1. Borough Council voted 6-0 to adopt a resolution appointing Mr. John Rovegno to a partial term as a member of the Carlisle Borough Zoning Hearing Board. The partial term will become effective immediately and shall expire December 31, 2019. (Flower-Webb/Shultz)
2. Borough Council voted 6-0 to adopt a resolution appointing Mr. Joel Hicks as an alternate member of the Carlisle Borough Zoning Hearing Board. The partial term will become effective immediately and shall expire December 31, 2019. (Flower-Webb/Shultz)
3. Borough Council voted 6-0 to appoint Ms. Whitney Baker to a first full four-year term on the Parks and Recreation Board. This term will become effective immediately and shall expire on June 30, 2022. (Flower-Webb/Shultz)
4. Borough Council voted 6-0 to appoint Mr. Eric Oakman to a partial term on the Parks and Recreation Board. This term will become effective immediately and shall expire on June 30, 2020. (Flower-Webb/Shultz)

**D. Public Safety Committee:**

1. Borough Council, by a roll call vote of 6-0, adopted an ordinance amending the Code of the Borough of Carlisle, with respect to Chapter 244, Vehicles and Traffic, to modify the prohibition against the parking of vehicles at all times and certain locations around the intersection of West South Street and Mooreland Avenue. (Guido/Landis)
2. Borough Council voted 6-0 to 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 move the prohibition against the parking of vehicles at all times on Woodward Drive from the south side of the street to the north side of the street. (Guido/Landis)
3. Borough Council voted 6-0 to authorize the closure of A Street between College Street and Oak Avenue on August 18, 2018 from 6:00 a.m.-4:00 p.m. for the Carlisle Church of God to hold a block party for the congregation and neighborhood subject to the Church of God reimbursing the Borough of Carlisle 100% of the variable costs and 10% of the fixed costs for traffic control and include a valid Certificate of Liability Insurance form naming the Borough of Carlisle as an additional insured. (Guido/Landis)
4. Borough Council voted 6-0 to authorize the closure of a section of Terrace Avenue between Shirley Avenue and Hemlock Avenue in the Valley Meadows area of the Borough for a block party to raise funds and awareness for local non-profits focused toward children in the community sponsored by the Life House Church of God and will be held on Wednesday, August 8, 2018 from 6:00 p.m. - 9:00 p.m. subject to The Life House Church of God reimbursing the Borough of Carlisle 100% of the variable costs and 10% of the fixed costs and providing a valid Certificate of Liability insurance form naming the Borough of Carlisle as an additional insured. (Guido/Landis)

5. Borough Council voted 6-0 to authorize the closure of South Courthouse Avenue between West High and Church Avenue on Friday, August 3, 2018 from 3:00 p.m. – 9:00 p.m. to accommodate the Downtown Carlisle Association’s Welcome Jam in coordination with their First Friday event. The event begins at 5:00 p.m. and concludes at 8:00 p.m. Approval is subject to the Downtown Carlisle Association reimbursing the Borough of Carlisle 100% of the variable costs and 10% of the fixed costs for this event and submission of a valid Certificate of Liability Insurance form naming the Borough of Carlisle as an additional insured. (Guido/Landis)

#### **E. Public Works Committee:**

1. Borough Council voted 6-0 to authorize the Mayor to sign the Pennsylvania Department of Environmental Protection Sewage Facilities Planning Module Exemption Form for a connection to the Borough’s sanitary sewer system from the proposed DABD, Ltd subdivision of 1119 and 1121 North Pitt Street, Carlisle. (Fulham-Winston/Landis)
2. Borough Council voted 6-0 to approve a unit price construction contract with Asphalt Maintenance Solutions, LLC. of Emmaus, Pennsylvania for the 2018 Street Microsurfacing Project, in the amount of \$2.80 per square yard of applied surface, under the CapCOG 2018 Street Microsurfacing Contract. (Fulham-Winston/Landis)
3. Borough Council voted 6-0 to approve a unit price construction contract with Kinsley Construction Company, Inc. of York, Pennsylvania for milling and paving of Borough Streets during 2018 pavement milling, in the amount of \$9.76 per square yard of pavement surface milled and paved, under the CapCOG 2018 Street Milling and Paving Contract. (Fulham-Winston/Landis)
4. Borough Council voted 6-0 to enter into an Engineering Contract with Gannett Fleming, Inc. to provide construction phase engineering services to the Borough of Carlisle for the Carlisle Springs Road Water Main Replacement Project for a not to exceed amount of \$39,500 (Thirty-Nine Thousand Five Hundred dollars) subject to the Borough Solicitor’s satisfactory review and approval of the agreement. (Fulham-Winston/Landis)
5. Borough Council voted 6-0 to award the unit price construction contract for the LeTort Interceptor Rehabilitation Project to the lowest responsive bidder, Ric-Man Construction Florida Inc. of Deerfield Beach, Florida, in the amount of \$8,245,274.00 (Eight Million, Two Hundred Forty-Five Thousand, Two Hundred Seventy-Four Dollars and zero cents), pending receipt of the required bonds and insurances for the project. Borough Council also authorized any contract change order needing prompt action in an amount not to exceed \$10,000 (Ten thousand dollars) each, to be approved at the discretion of the Borough Manager and brought before Council for retroactive approval. (Fulham-Winston/Landis)

#### **NEW BUSINESS**

No citizen were heard

#### **REPORTS FROM COUNCIL MEMBERS & STAFF**

Councilor Landis stated the events held during Summer Fair were well done. She attended the Street Tree Commission meeting and now the member will be out looking at the tree canopies in the Borough.

Councilor Fulham-Winston attended the East Neighbors Association meeting where it was reported the recent band concert was well received.

**ADJOURNMENT**

There being no further business or public comment, the meeting adjourned at 7:36 p.m.

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Timothy A. Scott  
Mayor

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Joyce E. Stone  
Borough Secretary