

**Borough of Carlisle  
Workshop Meeting Minutes  
October 3, 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, Student Ambassador Lewis and Borough Secretary Stone.

**I. Public Hearing:**

Councilor Crampsie called the public hearing to order at 6:00.

Kate Molinaro with the Cumberland County Housing Authority (CCHA) provided an update on the proposed modifications to the Borough's Community Development Block Grant (CDBG) Program Years 2014 and 2015. The modifications will change the activity description for "Rehab: CHOC Phoenix Homebuyer Program" to a proposed future activity to be undertaken by the Borough's Community Housing Development Organization (CHDO), Tri-County Housing Development Corporation. The service area was proposed to be expanded from the Urban Redevelopment area to Borough-wide. After hearing no public comment the meeting was adjourned at 6:02 p.m.

**II. Call to Order & Pledge of Allegiance**

Mayor Scott called the Council Workshop Meeting to order at 6:02 p.m.

**III. Meeting Minutes:**

- A. Borough Council voted 7-0 to approve the September 5, 2018 Workshop Meeting Minutes. (Shultz/Guido)

**IV. Mayor's Report:**

A. Formal Endorsement/Letters of Support Process Discussion

Assistant Borough Armstrong engaged Council in discussion regarding the best practice in determining when a letter of support would be deemed appropriate. The recommendation was for Borough staff to draft guidelines to be used by Council when letters of endorsement requests are received. Council agreed that future citizen requests for letters of support would be brought before all Council members for discussion before an approval is granted.

Councilor Landis requested that an updated letter of support be submitted for the RACP Grant to provide information on the interest from Price Rite for the potential of a supermarket at the Carlisle Tire & wheel 2, LP. Council's consensus was to proceed sending a letter of support to the RACP Grant Program and including not only Price Rite's interest, but also the recent interest expressed by other retailer(s).

**V. Budget & Finance Committee:**

A. Interim Financing

Borough Council voted 7-0 to authorize the General Fund to provide interim funding to the Capital Projects Fund to cover previously budgeted expenditures with the expectation that the General Fund will be reimbursed from anticipated future proceeds of the Capital Projects Fund. (Shultz/Crampsie)

B. 2018 Debt Issuance

Finance Director Juday brought forth to Council the question of how to cover the expenses of the redevelopment project that will be reimbursed by the TIF. Specifically, to establish a line of credit that would be paid back with the TIF funds –once received.

Mr. Thomas Stroud, 325 East Louther Street, Carlisle, Pennsylvania asked Council to explain the need for the line of credit. It was explained that the Borough is waiting for payment from state and federal grant monies for the current redevelopment projects. Until the grant monies are received, the line of credit will be used to cover the cost of projects.

C. Municipal Lien Interest Ordinance Amendment

Finance Director Juday explained to Council the reasoning for implementing an interest charge on municipal liens. Specifically, to give the Borough the option to lien properties whose accounts are deemed delinquent and in arrears. He noted the adjustment to the legal service fee will bring the cost up to date with the Borough’s current legal fees.

**VI. Community Planning/Smart Growth Committee:**

- A. Ms. Kate Molinaro with CCHA provided details on the need to increase the Borough-wide Owner Occupied Rehab threshold that is funded through the Borough’s Annual Community Development Block Grant Program. The increase would change the maximum assistance threshold from \$17,000 to \$20,000 with an additional \$2,500 available for change orders. She noted the Borough approved three owner occupied rehab loans in 2017.

**VII. Economic Development Committee:**

A. Open Container Waiver/Ordinance Modification

Borough Manager Candland suggested amending the Borough Code to give Council the option to approve requests for open containers at a Borough event. Police Chief Landis recommended that any such event should require a designated, fenced-in area and a person to monitor the activities.

Council agreed to move forward with the drafting and advertising process to amend the Borough Code and to have specific criteria placed in the ordinance.

**VIII. Employee Relations/Citizen Participation Committee:**

A. Dickinson College Student Ambassador Appointment

Borough Council voted 7-0 to appoint Olivia Termini, Dickinson College Student Ambassador to Borough Council. Term shall become effective immediately and shall expire May 19, 2019. (Guido/Shultz)

**IX. Parks and Recreation Committee:**

A. Gymnasium HVAC Bid

Parks and Recreation Director Crouse stated that three bids were received for the installation of air conditioning at the Community Center gym. She noted all the bids received came in over budget. She explained the bids included recommendations to also add a new heating system when installing the air conditioning system. She noted staff will meet with Ken Tuckey to figure out how to reduce the cost. The recommendation from Council was to reject the present bids and go back out to bid.

**X. Public Safety Committee:**

A. Speed Limit Ordinance

Borough Manager Candland explained to Council that currently there are very few speed limits posted on Borough streets. Council was asked whether there was consensus to post 25 mile per hour speed limit signs on residential streets to allow enforcement of speed limits.

Public Works Director Malarich noted in order to place speed limits on each Borough street, signs must be posted at each intersection and a defined residential district would need to be established by way of an engineering study, which would be costly.

Councilor Landis advocated for Waggoner's Gap Road speed limit to be reduced to 25 miles per hour.

Council recommended narrowing the scope of the speed limit initiative to problem areas and post only those streets.

Ms. Wanda Hunter, 234 Walnut Bottom Road, Carlisle, Pennsylvania expressed concern regarding the intersection of Willow Street, West Street, and Walnut Bottom Road. She has observed cars at the Willow Street red light intersection, sitting in the left hand turn lane and then proceeding straight through to the Walnut Bottom Road.

Public Works Director Malarich explained that information has been submitted to HATS and Tri-County for a potential roundabout and funding support. Matt Candland concurred with Ms. Hunter's statement and that there is a problem in the road design and it is a challenge to place clear signage. There was additional discussion to paint travel lanes on the road.

Mr. Thomas Straud, 325 East Louther Street, Carlisle, Pennsylvania noted he is representing the citizens on his street to request that a speed sign be posted on Louther Street. He asked for the process to be simplified and the length of time to obtain speed limit signs.

Public Works Director Malarich responded that two things need to occur; an ordinance to establish the speed limit and then signs must be placed on the street. He noted the process would take two months.

Mr. Stroud also mentioned to Council when traveling south on Hanover Street, it is difficult to enter the Lamberton School driveway because there is not a left hand turn arrow at the red light on South Hanover and Noble Boulevard.

Deputy Mayor Shultz broached the subject of the most recent incidences of tractor-trailers becoming stuck under the Orange Street Bridge. Councilor Crampsie recommended sending letters to the warehouses to educate their drivers. Staff was directed to look into possible solutions.

B. Attendance Approval

Borough Council voted 7-0 to approve the attendance of Police Chief Landis to the IACP Conference on October 6 -9, 2018 in Orlando Florida. (Scott/Guido)

**XI. Public Works Committee:**

A. Green Light Go Grant Agreement/Resolution

Borough Council voted 7-0 to accept a resolution for the Green Light Go grant in the amount of \$139,385 (one hundred thirty-nine thousand three hundred eighty-five dollars) from the Pennsylvania Department of Transportation for the Orange and High Traffic Signal Upgrade Project. (Fulham-Winston/Landis)

B. Inline Grinder Pump Purchase

Borough Council voted 7-0 to authorize the purchase of an inline grinder and associated costs for start-up and training to Vogelsang c/o Envirep, Inc. under Co-Stars Contract #016-080 in the amount of \$19,587.00 (nineteen thousand five hundred eighty-seven dollars). (Fulham-Winston/Landis)

**XII. Adjournment**

Mayor Scott noted that Council will hold an executive session following the meeting and do not plan to reconvene.

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

---

Timothy A. Scott  
Mayor

---

Joyce E. Stone  
Borough Secretary