

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. Call to Order & Pledge of Allegiance

II. Presentation:

- A. Mr. Greg Herbert with Gannett Fleming Engineering, 207 Senate Avenue, Camp Hill, Pennsylvania, presented the findings of the Water and Sewer Rate Study that Gannett Fleming performed. The Power Point Presentation is attached to these minutes.

Councilor Guido inquired as to why a surplus would be acquired and what would the Borough expect to do with that money. Mr. Herbert replied that the money would be used for upcoming “pay as you go projects”, which would allow the Borough to not have the need to borrow money. Public Works Director Mark Malarich explained the rate study was based on a ten-year projection and generated rates that would cover the first five years of the CIP. The rate increase would be implemented for the only the first three years. He noted the surplus money would be used for continued implementation of the Capital Improvement Plan for the Water and Sewer System. Councilor Fulham-Winston inquired if the surplus monies generated from a rate increase could be used for other purposes or would the money be dedicated to the water and sewer fund. Finance Director Juday reply that all proceeds must remain in the water and sewer funds. Councilor Guido inquired if there is any benefit to implementing smaller incremental rate increases over a five-year period instead of larger increased over a three-year period. Mr. Herbert replied that smaller incremental increases would be at Council’s discretion to do so. Councilor Crampsie inquired if a comparison is available for similar communities that implemented an increase at three or five years. Mr. Herbert noted the results vary for each community, a comparison of various scenarios can be provided to Council.

III. Meeting Minutes:

- A. Borough Council voted 7-0 to approve the October 03, 2018 Workshop Meeting Minutes. (Flower-Webb/Guido)

IV. Mayor’s Report:

- A. Biennial Goals

Assistant Borough Manger Armstrong explained that each Council members submitted a prioritized list of their top three Council goals. The lists were then combined, which generated three levels of priorities. Deputy Mayor Shultz recommended for Council to focus on the top goals but not to lose sight of the other documented goals. Council members agreed to concentrate on the top ten goals and for staff to continue developing the other goals listed.

Borough Council voted 7-0 to adopt the revised Biennial Goals for 2018-2019 to include the following top ten goals identified: (Guido/Flower-Webb)

- Revitalization (C-1-northend focus, public safety perceptions, smart meter technology)
- Housing Inventory Standards (Rental Ordinance/HOME Funds)
- Land Use/Planning (Stormwater Mitigation)
- Website/Transparency (New website & public access)
- Improving Revenue Sources (Zoning/Overlay Exploration)
- Advocacy: (Meetings w/fed officials, etc.)
- Service Delivery (E-commerce for payment of bills, permits, etc.)
- Volunteerism (Methods to provide consistent funding to FD)
- Recreational Opportunities (Skate Park)
- Infrastructure (Advancement/funding of infrastructure work)

V. Budget & Finance Committee:

Act 172: Fire Chief Snyder explained Tax Credit Act 172 regarding offering volunteer firefighters and EMS a tax credit within the Borough of Carlisle. The Act allows municipalities, like Carlisle, to offer earned income tax (EIT) credit and/or real estate tax credit to volunteer firefighters and non-profit EMS service providers who are active volunteers and reside within the Borough limits. He noted there are currently twenty members of the local fire companies eligible for the tax credit.

Chief Snyder listed the criteria for eligibility will be the following:

- Active member of Carlisle Fire & Rescue, Union Fire Department, Cumberland Goodwill EMS, North Middleton Fire Company, Mt. Holly Springs Citizen Hose Company.
- 50 Services Hours per year to include the following events: Emergency calls, training, meetings, fire prevention, public service events and fundraising
- Provisions for injured volunteer fire fighters for up to five consecutive years of care
- Tracking of service hours must be retained by the individual fire companies and then submitted to Chief Snyder for verification.
- Qualified members must submit an application to the Borough for the tax credit
- A review process to be held at a public meeting to validate the eligible application.
- An appeals process to be included in the ordinance

The cost to the Borough is estimated to be approximately \$2,000 (two thousand dollars). There was consensus among Council and staff to use the median household income level of \$50,000 (fifty thousand dollars) as the income limit with a tax credit cap of \$250 (two hundred fifty dollars).

Borough Council voted 7-0 to authorize the Borough Solicitor to draft and advertise an ordinance consistent with Act 172-2016 regarding volunteer firefighter/EMS tax credit within the Borough of Carlisle. (Shultz/Crampsie)

A. Budget Amendment:

Borough Council voted 7-0 to amend the Borough of Carlisle's FY 2018 General Fund Budget in the amount of \$6,392 (six thousand three hundred ninety-two dollars) for costs associated with the purchase of a 2019 Ford SUV (COSTARS #13-034) to replace Police Car #4 that has been deemed by the insurance carriers as "salvage" only. (Shultz/Crampsie)

VI. Community Planning/Smart Growth Committee:

A. Pennsylvania Downtown Center Letter of Support Request:

Borough Council voted 7-0 to endorse the Pennsylvania Downtown Center's (PDC's) Certified Local Government (CLG) grant application for developing a design guidelines planning workbook that would be used by Pennsylvania communities in developing and/or updating guidelines that support rehabilitation, preservation, and restoration appropriate to each respective community. (There are no grant match monies required by the Borough for this application.) (Crampsie/Flower-Webb)

B. Wireless Communications Facilities (Small Cell Towers) Discussion:

Planning/Zoning/Codes Manager Skelly presented information to Council that explained current FCC changes to small cell tower regulations. He mentioned the current Borough ordinance protects the Borough but recommended strengthening the ordinance to regulate land use policies for locations of small cell tower.

Councilor Crampsie inquired if there are provisions to prevent a loophole that would allow a small cell tower to be placed in the right-of-way (ROW) on a citizen's front yard. Mr. Skelly noted, as currently specified in the state legislation, small cell towers could be placed in the ROW on a citizen's property. He stated if approved, a new state legislation could dictate the maximum fee the Borough charges the cell tower company. Councilor Crampsie inquired if the Borough could receive payment from several cell companies from a shared cell tower. Mr. Skelly remarked the Borough would receive a portion of money from each company using the cell tower. Councilor Crampsie asked if small cell tower companies have offered to pay for police surveillance cameras. Mr. Skelly was not aware of any provision for that benefit.

VII. Employee Relations/Citizen Participation Committee:

A. Borough Council voted 7-0 to approve a Resolution appointing Mr. Vincent C. Elbel as Carlisle Borough's Sewage Enforcement Officer and furthermore, authorize the Borough Solicitor to draft and advertise an ordinance amending the Borough of Carlisle Code with respect to administration of on-lot disposal systems permitting if deemed appropriate. (Guido/Shultz)

VIII. Parks and Recreation Committee:

A. Gymnasium HVAC Project:

Parks and Recreation Director Crouse reported to Council that Borough Manager Candland met with the low bidder on the Gymnasium HVAC project and discussed methods to lower the cost of project. The conclusion was in order to lower the cost, some work would need to be performed in house. Ms. Crouse inquired if Council would consider placing the cost of the new HVAC system in the 2019 CIP at an estimated amount of \$130,000 to \$165,000. She noted currently \$70,000 was built into the 2018 CIP. Council concurred to move forward with the installation of a new HVAC system.

IX. Public Safety Committee:

A. Downtown Mile Race

Assistant Borough Manager Armstrong updated Council, noting a meeting was held with Borough staff, the Employment Skills Center and the race volunteers to improve the logistics of closing Orange Street during the race. The recommendation from the Employment Skills center is to include a later start time and reduce the number of heats. The official request will be brought before Council at the November Council meeting.

B. South College Street Traffic Calming

Public Works Director Malarich informed Council of the various methods that were implemented in an effort to calm traffic on College Street such as: installation of paint markings along the extended no parking areas to create a visual effect of a narrowed roadway; some trimming of smaller trees; pursuing removal of a large diseased tree near the intersection that limited site distance. He noted the before and after traffic monitoring showed there was no benefit from the line painting found in regard to vehicle speeds and several accidents had occurred at the intersection since the change. Mr. Malarich remarked that staff continues to work with PennDOT to explore other traffic calming measures and are now recommending the installation of reflective, flexible delineator posts along the perimeter of the no parking areas at the Walnut Street – College Street intersection and at one intersection north and one intersection south of Walnut Street. If PennDOT approves the concept, the Borough would be responsible for the installation and maintenance costs related to the posts. Estimated cost for initial installation is approximately \$5,000. Council and staff engaged in discussion concerning the effectiveness of the flexible posts and concurred to revisit the topic after receiving PennDOT's comments on the installation of delineator posts.

C. Mooreland Avenue Parking

Public Works Director Malarich provided a summary on the steps taken to alleviate college students parking on Conway Street. These steps have led to increased parking on Mooreland Avenue. The Borough has received requests from Mooreland residents to place temporary no parking signs or to make Mooreland Avenue a one-way street. Borough Manager Candland added the width of the street prevents the passing of two vehicles when street parking is full. Councilor Guido suggested placing temporary "no parking" signs on Mooreland Avenue when the college is in session. Councilor Fulham-Winston recommended establishing a "no left turns" from Mooreland to High Street to help reduce traffic. After discussion, the consensus of Council was to wait and monitor to see if the parking issue remains.

X. Public Works Committee:

A. Carlisle Borough Sewer Treatment Plant Wet Well Cleaning Contract

Borough Council voted 7-0 to authorize Utility Services Group, Inc. to perform the annual cleaning of the wet well at Carlisle Wastewater Treatment Plant. Services to perform work shall not exceed \$14,500 (5 days at \$2,900/day). (Fulham-Winston/Landis)

B. LeTort Interceptor Field Directive (Bypass Pumping)

Public Works Director Malarich updated Council on a work change directive from HRG to provide an additional Quite Flow Pump to increase the pumping capacity needed as the result of flows experienced during recent wet weather events. The cost will be contingent on the need of the pump and length of time it is use. Mr. Malarich asked for Council to authorize the Borough

Manager to sign the work directive and when it is determined that the pump is necessary, a change order will be presented to Council.

Borough Council voted 7-0 to authorize the adding of an additional pump to the Letort Interceptor pump project to take care of emergency situations and to authorize the Borough Manager to sign the work directive. (Fulham-Winston/Landis)

XI. Adjournment

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

There being no further business or public comments, the meeting adjourned at 7:34 p.m.

Timothy A. Scott
Mayor

Joyce E. Stone
Borough Secretary