

**Borough of Carlisle**  
**Workshop Meeting Minutes**  
**December 5, 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, Fire Chief Snyder, Human Resource Supervisor Hamilton, Public Information Coordinator Taylor, Dickinson College Student Ambassador Termini and Borough Secretary Stone.

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

Mayor Scott called the meeting to order at 6:00 PM

**II. Public Hearing**

The purpose of the public hearing was to receive public comment regarding proposed modifications to the Borough's Community Development Block Grant (CDBG) Program Years 2011, 2014, 2015 and 2016 in the amount of \$6,500.00 (six thousand five hundred dollars).

Ms. Kate Molinaro, Redevelopment and Housing Authorities of Cumberland County, 114 North Hanover Street, Carlisle, Pennsylvania noted that due to the excess or unexpended funds from various CDBG budget lines the reprogrammed funds were proposed to replace playground equipment at Heberlig Palmer Park

No public comment on this item was received.

At the conclusion of the public hearing, Council proceeded to its regularly scheduled Workshop meeting.

**III. Public Comment:**

A. Mr. Bob Long, 300 Belvedere Street, Carlisle, Pennsylvania spoke to Council of his experience with a neighborhood property on which bamboo was grown. He explained that due to bamboo's invasive nature, it has encroached onto his property and he has been unsuccessful in removing the bamboo from his property. Mr. Long conveyed that he found it necessary to hire a professional landscaper to apply chemicals and place a barrier in the ground to prevent the return of the bamboo. He expressed concern for other neighbors in the area that could be adversely affected by the planting of bamboo due to costly expenses to have it removed. Mr. Long spoke of a township in Pennsylvania that requires a citizen to place a preventive ground barrier if planting bamboo. He remarked that his only purpose for coming before Council was to help future residents that may have to deal with a similar situation.

Mayor Scott remarked that Council would take this under advisement and consider adopting an ordinance regarding bamboo. Council unanimously agreed to move forward in compiling a list of noxious plants restrictions to apply in a proposed future ordinance.

**IV. Meeting Minutes:**

A. Borough Council voted 7-0 to approve the October 30, 2018 Workshop Meeting Minutes. (Scott/Shultz)

**V. Mayor's Report:**

- A. Chief Snyder provided an overview of Senate Resolution 6 Report that addresses the implementation of recommendations to revamp the Fire and EMS systems in Pennsylvania to encourage citizens to become active volunteers.

Mr. Mike Snyder, President, Carlisle Fire & Rescue Services stated the decline of volunteers is a growing issue. He suggested to keep a regional mindset and recommended starting discussions with other municipalities next year. Mr. Snyder provided a memo to Council with his recommendations for the future of the fire department. The memo is attached to these minutes.

Mr. Josh Bramble, with Union Fire Company noted he is in agreement that regionalization is needed to continue the growth of the fire departments.

Nathan Harig, with Cumberland Goodwill EMS noted that recent legislation would improve loopholes that would improve payment collections for the EMS companies. Currently insurance companies send payments for EMS services directly to the patients.

Discussion ensued among Council regarding Senate Resolution 6 and agreed to create a sub group to speak to state legislatures in support of our fire services. The subgroup would consist of the Public Safety Committee and Councilor Crampsie. They will participate in an Advocacy day taking place in January/February with legislators.

**VI. Budget & Finance Committee:**

- A. Police Personnel Study Discussion:

Council members discussed the need for two additional police officers. Councilor Landis noted additional officers would allow for training in expanded services such as mental illness and drug abuse. Chief Landis added the police department could incorporate cross over training with the Sheriff's Department to ensure continuity during a police incident. There was consensus among Council to move forward with the implementation of two additional Borough police officers.

- B. Chapter 120 Fee Adjustments:

Planning/Zoning/Codes Manager Skelly explained the need for an increase in the current fee structure in order to bring revenues closer to full-cost recovery of expenses by the Borough.

Borough Council voted 7-0 to authorize the Borough Solicitor to draft and advertise a fee ordinance amending Chapter 120 of the Borough of Carlisle Code with respect to the fee change recommendations contained herein and furthermore, direct staff to prepare a consolidated list of Borough related fees that can be approved by Resolution versus Ordinance for future action. (Shultz/Guido)

- C. Utility Billing Ordinance Amendment:

Finance Director Juday asked Council to consider a modification to the utility billing by changing from tenant billing to property owner billing. This would allow for the water, sewer and stormwater billing to be consolidated on to one bill.

Borough Council voted 7-0 to authorize the Borough Solicitor to draft and advertise an ordinance amending the Borough of Carlisle Code to require that property owners be billed for

utility services including water, sewer, and stormwater with an effective date for the first billing on or after July 1, 2019. (Shultz/Crampsie)

## **VII. Community Planning/Smart Growth Committee:**

Councilor Crampsie shared with Council the offer from PNC Bank to sponsor the painting of a utility box in the Borough.

### **A. Community Development Block Grant (CDBG) Reprogramming of Funds:**

Borough Council voted 7-0 to approve modifications to the Borough of Carlisle's Community Development Block Grant (CDBG) Program budgets for Program Years 2011, 2014, 2015 and 2016 in the amount of \$6,500.00. Reprogramming of funds shall be used to replace playground equipment at Heberlig Palmer Park.

### **B. Comprehensive Plan:**

Borough Council voted 7-0 to direct the Borough Solicitor to prepare and circulate notice for a public hearing to consider and approve a new Comprehensive Plan. (Crampsie/Flower-Webb)

### **C. Rental Housing Ordinance:**

Planning/Zoning/Codes Manager Skelly provided Council with information to begin the process to implement a rental inspection ordinance in the Borough. He also provided a comparison survey of local municipalities that currently have a rental-housing ordinance. Councilor Fulham-Winston acknowledged that moving forward with a rental inspection ordinance would be a positive direction for the Borough. She noted requiring mandatory inspections of rental properties would require property owners to maintain their properties, which would improve living conditions and safety for tenants. Councilor Flower-Webb inquired if the Borough could take advantage of inspections performed by the Housing Authority of landlord owned properties that rent to Section 8 tenants. Ms. Molinaro remarked that those reports could likely be provided to the Borough. Discussion ensued regarding initiating a timeline recommendation for the introduction of a rental ordinance to landlords. Borough Manager Candland suggested determining a lead-time to launch the program in order for staff to prepare for implementation and providing Council with draft ordinances from other municipalities. Council recommended staff obtain ordinances from municipalities such as West Chester, Mt. Holly and State College to use a guideline in creating a draft ordinance. The memo and survey are attached to these minutes.

### **D. Historic District Expansion Initiative:**

Borough Manager Candland remarked the Ad Hoc committee reviewing the expansion of the Historic District has recommended that Borough Council move forward with exploring the expansion of the Historic District starting first with a survey/inventory. Councilor Landis expressed concern that the inventory should include historic preservation and not just historic architecture. Councilor Fulham-Winston noted the committee could obtain grant assistance from a state agency to help with the cost of the inventory project. A thorough inventory would then determine the boundaries for the expansion. Assistant Borough Manager Armstrong noted \$18,000 was earmarked in the 2019 draft budget to be used as a grant match. Council's recommendation was to contact the state to obtain their opinion on the best way to conduct the survey.

**VIII. Economic Development Committee:**

A. Cumberland Area Economic Development Corporation/Tourism Turnpike Signage Renewal:

Borough Council voted 7-0 to renew the lease for the Carlisle Historic Downtown signage located at Pa Turnpike Exit 226 effective January 2019 and expiring December 31, 2021. Annual fee of \$3,693.60 shall be shared respectively among the following three parties: CAEDC, \$1,846.80; Downtown Carlisle Association, \$923.40; and, the Borough of Carlisle \$923.40. (Flower-Webb/Fulham-Winston)

**IX. Employee Relations Citizen Participation Committee:**

A. Dickinson School of Law Student Ambassador Resignation

Borough Council voted 7-0 to accept the tendered resignation of Ms. Courtney Lewis as Dickinson School of Law's Student Ambassador to Borough Council effective immediately. (Guido/Shultz)

**X. Public Works Committee:**

A. Norfolk Southern Construction Agreement for Carlisle Connectivity Project:

Borough Council voted 7-0 to authorize the execution of a Construction Agreement with Norfolk Southern Railway Company that addresses modifications to public infrastructure and railroad infrastructure within lands of the Railroad needed for the Carlisle Connectivity Road Improvement Project. (Fulham-Winston/Landis)

**XI. Parks and Recreation Committee:**

A. "2nd Annual Keep Carlisle Warm" Initiative:

Borough Council voted 7-0 to approve the "2nd Annual Keep Carlisle Warm" initiative of Forest Park Health Care and Rehabilitation to tie donated scarves, gloves, and hats in designated Borough parks for disbursement to those in need. This initiative would occur on December 10, 2018 through February 1, 2019. Forest Park would be responsible for monitoring the progress weekly and removal of any items that remain after February 1, 2019. (Landis/Scott)

**XII. Public Safety Committee:**

A. 2018 Holiday Parade Time Schedule Modification:

Borough Council voted 7-0 to amend its April 5, 2018 action regarding the 2018 Holiday Parade time (6:00 – 7:30 p.m.). The correct time of the event: 7:00 – 8:30 p.m. Council's action is retroactive to November 30, 2018. (Scott/Guido)

**XIII. Adjournment**

Mayor Scott noted that Council would hold an executive session following the meeting to discuss real estate acquisition.

There being no further business or public comments, the meeting adjourned at 7: 57 p.m.

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Timothy A. Scott  
Mayor

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Joyce E. Stone  
Borough Secretary

## MEMORANDUM

**TO: Mayor Scott, Deputy Mayor Shultz, Borough Council, and Manager Candland**

**FROM: Mike Snyder, President, Carlisle Fire & Rescue Services**

**RE: SR6 Report**

Chief Snyder has informed me that the SR6 report will be discussed at your workshop session on Wednesday December 5<sup>th</sup>. I plan to attend the meeting. In an effort to have a more productive discussion, I wanted to share with you some of my personal thoughts on the report and our current situation. I welcome any questions you may have prior to the meeting or in person tomorrow night.

### **RECOMMENDATION 1**

#### **EXPAND, MODERNIZE, AND INCENTIVIZE RECRUITMENT AND RETENTION EFFORTS**

We have made a consistent effort over the past year and a half to improve our recruitment and retention process. Some of these efforts have included:

- Changed the application process to make contact with prospective members within 48 hours of application.
- Made contact with over 20 members who were no longer active to solicit their return.
- Started to offer refreshments prior to each company meeting to encourage attendance.
- Revamped reward program to cover more than fund raising to include training hours, administration, maintenance, and other contributions to the organization.
- Established a presence on the National Volunteer Fire Council website <https://makemeafirefighter.org/listing/firefighter-support-volunteer>
- Implemented a joint memorial and recognition service in June to reward our long term members with uniform service pins and remember those we have lost.
- In 2018, we started a regional emergency services academy for high school seniors. We had 9 students from Carlisle, Cumberland Valley, and Boiling Springs HS. CASD provided recognition to the CFD in February and we received several notes about the impact the program had on the students. I have attached one for your review. Unfortunately, only 2 students from Carlisle High School signed up for the program this fall. We will continue this program because it provides students with valuable perspectives and life skills, but as a recruitment tool it has distinct limits. For example, after we train the seniors they often move away to college/trade school or enlist in the military. This is a worthwhile program we will continue next year, but thus far it has yielded limited results for our staffing issues.
- We developed a pilot program to present to Dickinson College regarding live in opportunities at fire stations. Approximately two weeks later, Dickinson issued a press release that off campus living was not consistent with their vision of the school. Union had attempted to receive approval for a company member to live on station approximately 3 years ago and was denied. We did attend the college activities fair in August and secured about 30 names of students who may be interested in emergency services. After following up, we have 1 student and 2 staff currently volunteering at CFRS and I believe Union has 2 students. The student at CFRS has extensive training from his home fire station on Long Island. The college could help us immensely by

simply helping to identify in the admission process which students may have training that could be used during their time in our community.

- In the spring, we started “Coffee with a Firefighter” events on Saturday mornings once per month at the Starbucks on Westminster Drive. Firefighters made contact with customers and explained how we operate and solicited for volunteers.
- The department has continued to attend First Friday and other DCA events in an effort to educate the public on safety and provide information on how people can volunteer.
- For the second year in a row, CFRS has established a recruiting booth at our annual carnival in June. This has been moderately successful. Last year, we had a father and two sons join at the same time and they have been active and reliable members. We also hosted an open house on a Tuesday evening during Fire Prevention Week in October.
- We have attempted to work with other community partners such as schools to advertise our need. We participated in a “Ride a Fire Engine to School” event with Bellaire Elementary with the caveat that the school reminds parents that we are a volunteer organization and their help would be appreciated.
- We have a strong social media presence. We attempt to highlight our operations, day to day chores, fund raising, and outreach events. This is also a way to recognize the members who are participating by getting their face out to over 5,500 people who follow us. We often ask for help or explain how people can join the department.
- We have recommitted to company values and member respect by highlighting these at our company meeting each month and posting in several conspicuous places around the fire station. We are attempting to become more diverse and welcoming by ensuring we are emphasizing the value of differences and being inclusive.

## **RECOMMENDATION 2**

### **USE FINANCIAL AND NON-FINANCIAL INCENTIVES TO RECRUIT AND RETAIN FIRST RESPONDERS**

The tax incentive recently passed by Council and South Middleton Twp. is appreciated by the members. I am told that North Middleton Twp. is considering a similar ordinance. Unfortunately, I am not sure that this tool will help us to actually recruit members unless the school districts are able to participate. While \$100-\$200 may be a nice bonus for the service provided, I believe it is not likely to be large enough to motivate people who don't already have some level of interest. I anticipate the true result in the current form will be to motivate current members who had limited performance to add a few hours per month in order to try to reach the 50 hour goal for the year. Allowing firefighters relief association money to be used for a LOSAP program may help with retention by encouraging people to stay longer to achieve a higher monthly payment in retirement.

## **RECOMMENDATION 3**

### **ENSURE MINIMUM FIRE & EMS COVERAGE THROUGH GOVERNMENT PARTNERSHIP**

Standard of cover and community risk assessment is a process we have been discussing internally for several months. It is possible that we are doing things that we no longer need to or should be doing. Fire departments tend to have mission creep. When people don't know who to call, they call the fire department. Many people in our organizations are proud and they are “fixers.” When something is going wrong, we don't want to stand up and say “That isn't our problem.” We figure out a way to make it work. The problem is that many individual companies have grown over the years to handle the same problems, some of which occur on a very infrequent basis. We need to use a risk

assessment model to determine what our true needs are and figure out how we can pay for that level of service. Although I don't believe that we need to spend money on a consultant to prepare a large study, we may need to find a way to retain a facilitator to help us compile data and present it in a form that is actionable. I think there are ways to achieve greater cooperation, but the process is going to be complex and delicate. I am hopeful we will have more on this topic for your review during Q1 2019.

**RECOMMENDATION 4  
CORRECT EMS REIMBURSEMENT RATES TO ALLOW FOR COMPETITIVE COMPENSATION**

No opinion.

**RECOMMENDATION 5  
CREATE A STATE FIRE COMMISSION AND EXPAND THE OFFICE OF STATE FIRE COMMISSIONER**

This would be a positive change. The State Fire Commissioners office is currently understaffed.

**RECOMMENDATION 6  
SIMPLIFY PROCESS TO REGIONALIZE FIRE & EMS SERVICES**

Regional delivery of emergency services is going to be required in the future. We have not been self-sufficient for many years. Our municipal neighbors are not either. The only change heading in to the future is how we communicate between fire companies and municipal leaders on the necessity of cooperation. The borders which exist on the map are going to have to be erased and the community viewed as a region not a borough or township.

**RECOMMENDATION 7  
DESIGNATE REGIONAL TECHNICAL ADVISERS TO SUPPORT COMMUNITY RISK REDUCTION EFFORTS**

Good idea.

**RECOMMENDATION 8  
REVIEW AND REVISE EMS ACT AND REGULATIONS**

No opinion.

**RECOMMENDATION 9  
STREAMLINE AUDITS OF AND AWARDS TO VOLUNTEER FIREFIGHTER RELIEF ASSOCIATIONS**

The current process is very cumbersome and confusing. Guidance and questions are directed to the DCED, but the Auditor General does not always concur and this sometimes results in audit findings. Transferring to the state fire commissioner and making guidance binding would be very helpful.

**RECOMMENDATION 10**

**PROTECT FUNDING AND OPEN ELIGIBILITY FOR VLAP TO ALL FIRE SERVICE PROVIDERS**

This is a fair idea to include career departments in the volunteer loan assistance program. Many cities have limited budgets and needs similar to volunteer departments.

**RECOMMENDATION 11**

**CLARIFY DEFINITION OF EMS RELIEF ASSOCIATIONS**

No opinion.

**RECOMMENDATION 12**

**EASE ADMINISTRATIVE BURDEN ON RELIEF ASSOCIATIONS**

Any easing of administrative burdens would be welcome.

**RECOMMENDATION 13**

**CLOSE LOOPHOLES IN FOREIGN FIRE INSURANCE TAX**

This is a huge issue. Relief funds have dropped 15.8% since 2013. We are using this money to purchase big ticket safety items like self-contained breathing apparatus and personal protective equipment. We plan for major expenses like SCBA replacement by saving every year. However, these huge drops in funding mean we have to choose between training, current safety equipment, and saving for future large purchases. If this situation isn't resolved with the insurance department, we face a problem in the near future. The items will still need to be replaced at the end of their service life, so local funding would be required if relief association funding is not available.

**RECOMMENDATION 14**

**ADJUST FUNDING STREAMS FOR EMERGENCY MEDICAL SERVICES OPERATING FUND**

No opinion.

**RECOMMENDATION 15**

**UPDATE EMS PAYMENT POLICIES INCLUDING MEDICAL ASSISTANCE (MEDICAID) RATES**

No opinion.

**RECOMMENDATION 16**

**EDUCATE MUNICIPAL OFFICIALS ABOUT FIRE & EMS CRISIS AND NEEDS**

This is similar to Recommendation 3. The Borough of Carlisle has been very supportive in appropriations and capital purchases. The new Truck 45 was a major expense, and we appreciate it. However, we as the fire service have done a poor job educating municipal officials about why we are doing what we are doing, and why it matters. We invite you to our special events and you come and support us, and it's a very friendly process. The problem as I see it is that we aren't having difficult conversations about staffing or money. I am by no means saying that we need to throw money at this problem and it will go away. We as the fire service need to do our part and truly evaluate what we are doing and why. Conversely, we are quickly approaching the point where I can't use fund raising to meet minimum obligations anymore. In the past when health care went up 20% in one year as it did this year, we would simply create a new event (We have Meat Raffles the 2<sup>nd</sup> Friday of every month BTW.), and ask our people to do more to make up the difference. The old staples of fire department self-funding like bingo are, literally, dying. As older people fade away, younger people aren't stepping up in the

numbers required to sustain the event. We still make some money with ours, but no other fire department in the Carlisle area or east of here still has this event. West of Carlisle, Shippensburg and Newville are the only departments left who run bingo. Shermans Dale only does it for 6 months per year because they can't make any money and don't have any help during the summer months. Fifteen years ago we averaged 95-100 people per week, and now its 75-80 most weeks. We need to find ways to work smarter, not harder.

**RECOMMENDATION 17**

**CREATE PERMANENT COMMUNICATION AND COOPERATION LINK AMONG FIRE & EMS PROVIDERS**

Good idea, but people need to see value in participation in another organization. If it is simply another meeting where nothing useful happens, it will fail.

**RECOMMENDATION 18**

**ESTABLISH DEFINITIONS, CLASSIFICATIONS, AND TRAINING LEVELS FOR FIRE SERVICE PROVIDERS**

Good idea.

**RECOMMENDATION 19**

**FUND BASIC FIRE & EMS TRAINING AT COMMONWEALTH LEVEL**

This sounds good, but the details may be difficult. What exactly is "basic?" This may be more workable if recommendation 5 for a state fire commission is implemented.

**RECOMMENDATION 20**

**INCENTIVIZE EMPLOYERS TO PERMIT TRAINEES TO ATTEND FIRE & EMS TRAINING**

This may be helpful, but implementing blended training to shorten the hour requirements of training so that people only need to be physically present for hands on or group activities would likely be just as helpful without the employer push back. There is no reason to require people to sit in the same space to watch a PowerPoint presentation or video. The additional benefit to blended training is that some people are much better at presenting than others who may be very good at the hands on portion. By using blended sessions, you can select material from an instructor who is providing material at a high level and not just muddling through.

**RECOMMENDATION 21**

**RESTORE FTE REIMBURSEMENT FOR PUBLIC SAFETY TRAINING COURSES AT COMMUNITY COLLEGES**

I cannot prove it, but it feels like many community colleges are using fire & other emergency services training as a profit stream. There is very limited choice in providers, and we need to offer the training. If restoring FTE funding can be tied to training cost restrictions or limits, it could be a workable solution.

**RECOMMENDATION 22  
DEVELOP A MENTAL WELLNESS AND STRESS MANAGEMENT PROTOCOL FOR FIRST RESPONDERS**

This is a huge issue in all emergency services. Chief Landis and I have been working for several months at the county level to establish a critical incident and peer support team. We have received approval from the county commissioners and are in the process of recruiting members. We hope to offer training and start providing services in the spring.

**RECOMMENDATION 23  
ADOPT RESIDENTIAL SPRINKLER REQUIREMENTS IN ACCORDANCE WITH INTERNATIONAL CODES**

While this would likely improve safety, the cost and political push back from builders is going to be a large hurdle and many of the “easier” recommendations should receive attention first.

**RECOMMENDATION 24  
REASSESS FIREWORKS LAW ADOPTED IN 2017**

No opinion at this time.

**RECOMMENDATION 25  
CERTIFY INDIVIDUALS WHO INSTALL AND SERVICE EQUIPMENT TO PREVENT, SUPPRESS, AND EXTINGUISH FIRES**

No opinion at this time.

**RECOMMENDATION 26  
CLARIFY APPLICABILITY OF RIGHT-TO-KNOW LAW TO NONMUNICIPAL FIRE & EMS PROVIDERS**

We have not have many issues with right to know requests. Most of the requests are for copies of fire or accident reports which are simple to provide. Luckily, we have not had any major disagreements which have prompted citizens to bombard us with requests for data as a tactic.

**RECOMMENDATION 27  
INVOLVE FIRE & EMS STAKEHOLDERS IN VETTING LEGISLATION**

Often, legislation intended to benefit the emergency services is watered down with interest groups with a larger profile in Harrisburg. An example is proposed changes to EMS billing which has been challenged by the insurance industry. The fire & EMS services need to do a better job of presenting to our legislators why this is important and how it is impacting our communities.

**Carlisle Borough  
Inter-office Memorandum**

To: Borough Council

From: M. Skelly, Manager, Planning, Zoning & Codes

RE: 2018 – 2020 Council Goals – Update to Rental Housing Ord. (Chap. 193)

Date: 11/30/18

On 3/10/18, Borough Council, as part of its annual goal-setting session, indicated its desire to: *“Review the Borough’s current rental housing ordinance and potential recommendations to include mandatory inspections and a disruptive clause. Due to Council by end of 2018.”* No further detail / direction was offered as to what elements of current program were lacking and what type of change was needed.

Staff has (a) completed a review of our current program – ordinance, (b) surveyed / researched other municipalities, (c) prepared a draft report and initial recommendations. Due to the potential impact and significance in intensifying this regulatory program on administration, operating budget, and personnel, as well as to landlords, the best approach would be to have Council fully articulate what it desires from an update to this program. Based on recent discussion with Councilor Fulham-Winston, it’s staffs’ understanding that a more collective, multi-party review and decision-making approach – such as through a steering committee, would make sense. This approach was used in 2012, when the current policy was adopted. The motivating reason for this current policy review is to:

- Improve upon the interior / external conditions of our rental housing stock;
- Minimize the amount of ongoing nuisance / property maintenance complaints and issues that the Borough has to deal with on a regular basis;
- Improve upon the Borough community character by addressing negative issues / perceptions associated with the concentration of rental housing in certain neighborhoods;
- Improve upon the proportion of owner-occupied dwellings, and enhanced property rehabilitation / reinvestment before blight may take root.

Councilor Fulham-Winston would like the review and amendments be completed within 6 – 8 months once the scope of recommended changes are finalized by Council. The inclusion of a “Repeat / Disruptive / Crime Clause” is something that will require input from our Solicitor. To assist in illustrating the range of policy options, staff has attached a simple comparison of how a few other municipalities have dealt with their rental housing ordinance – program.

Attach.

### Survey of Municipal Rental Housing Ordinances (2018)

	Carlisle	Gettysburg	City of Hagerstown, MD - doing update	State College (by Centre Reg. C.O.G.)	Elizabethtown Borough	Lititz	Mount Holly Springs	West Chester
Est. 2014 Population	18,916	7,633	40,354	42,147	11,553	9,226	2,034	19,403
Required License / Permit (Per DU)	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Annual License / Permit	No	Yes	Yes	Yes	Yes	Yes	No	Yes
Update registry / trigger	N/A	15 days after change of occupancy.	Annual	30 days after change of occupancy	10 days after change of ownership / occupancy	N/A	N/A	Not specified / annual renewal
Required Inspections	No - voluntary	Yes	Yes	Yes	Yes	Initial	Initial	Initial
Frequency of Inspection in years	Only upon initial const. / reno; rarely	1 to 3	1 yr. for external; 2 yr. for internal	3	Not specified	3	3	1
Standard Lease / Addendum / Acknowledgement - ref. to Crime Free, Disruptive Conduct, Chronic Nuisance clauses - loss of license / eviction	No	Yes	Yes	Yes - plus Fire Safety Certificate	Yes	Yes	No	Yes
Fee (usually per DU)	\$0	\$25	\$75	\$56	\$48 + \$50 for Insp.	\$40 + \$50 for Insp.	\$65	\$42
Required on-site / proximity of property mgr. / owner to reside within ? miles	25	Within Adams Cty	N/A	25	20	50	30	5
Crime-free / Disruptive Clause resulting in violation of license / lease	No	Not definitive	Yes	Points System	Not specified	Yes	No	Yes - Points System

<b>Disruptive Conduct / Chronic Nuisance Properties, property maintenance, subject to police action / fines</b>	No	Yes	Yes	Points System	Yes - 3 incidents / yr. = loss of license	Yes - 3 incidents / yr. = loss of license	No	Yes
<b>Exemptions</b>	Residences already inspected as per Fed. / State prg.	Owner-occup.+2; B&B, hotel, motel, nursing home	New const., Hsg. Auth., Owner-occupied with 1 apt., hotel, motel	Not specified	Some Institutional facilities / uses	Hotel, motel, Dorm; Hsg. Auth., Owner-occ. + > 1 Apt. DU, nursing home	Hotel, motel, brd. home, adult / assisted living, group home	Hotel, motel, Section 8 / Hsg. Auth., nursing / group home
<b>Manpower</b>								3 of 5 staff dedication

