

**BOROUGH OF CARLISLE  
COUNCIL MEETING**

**March 14, 2019  
7:00 PM**

**MOMENT OF SILENCE**.....Councilor Fulham-Winston  
**PLEDGE OF ALLEGIANCE TO THE FLAG** ..... Councilor Fulham-Winston

**ROLL CALL**

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

*Members of the public and visitors may address Borough Council at this time on specific issues of concern relating to Borough government. This is a public meeting and we welcome your questions, comments and suggestions.*

*Those individuals who called ahead and requested to be on the agenda will be called upon first - all others will be recognized by raising their hand. The Mayor may request that citizens who have concerns with a scheduled agenda item delay their comments until Council addresses that agenda item.*

*In order to reflect accurate meeting minutes, we ask that those whom wish to address Council come forward to the podium, or stand in place, as long as everyone can hear. Individuals addressing Council are asked to give their full name and address (business or home) before beginning to speak. Citizens and visitors are asked to be brief and concise in their comments to permit everyone who wishes to speak an opportunity to do so.*

Mr. Greg Parrish: Employers Supporting the Guard and Reserves Seven Seals Award to Carlisle Borough Police Department

Mr. Bryan Lenders of B&L Dogz

**CONSENT AGENDA**

*The following is a list of routine items which do not appear to be controversial in nature and which probably do not require additional discussion. They can be acted on by one motion in their current form. If discussion is desired on any particular item, any member of Council, or the public, may request the item be removed from the Consent Agenda and that item will be considered separately.*

**A. Minutes:**

- 1. Council Meeting 02/14/19

**B. Approval of Bills and Investment Transactions:**

**Expenditures as of February 28, 2019**

General Fund	\$ 782,558
Water Fund	\$ 184,155
Sewer Fund	\$ 574,853
Stormwater Fund	\$ 21,059
Solid Waste Fund	\$ 73,338
Capital Projects Fund	\$ 56,198
Parking Fund	\$ 20,345

**C. Attendance Approval:**

1. *Borough Manager Matt Candland and Human Resource Supervisor Tom Hamilton to attend the PELRAS Conference at The Penn Stater Conference Hotel in State College, Pennsylvania from March 20-22, 2019.*
2. *Borough Fire Chief Jeff Snyder to attend the South Central Task Force Homeland Security Conference at Central Penn College in Summerdale, Pennsylvania from March 26-28, 2019.*
3. *Assistant Borough Manager Susan Armstrong to attend the ICMA Northeast Regional Conference in Brunswick, New Jersey from April 3-5, 2019.*
4. *Police Chief Landis to attend the FBI National Academy Associates Annual Training Conference in Phoenix, Arizona from July 20-23, 2019.*

**D. Budget and Finance Committee:**

*Borough Council may appoint Richard Juday as the representative and Sara Greecher as alternate to the Capital Tax Collection Bureau.*

**E. HARB:**

***The HARB recommends approval for the following item:***

1. *A request by Tara Stasi for a Certificate of Appropriateness at 231 N. Hanover Street (C-1 Central Business District) to install the maximum of 35 ft<sup>2</sup> of total signage:*
  - a. *18 ft<sup>2</sup> wall sign (N side);*
  - b. *4.5 ft<sup>2</sup> wall sign (S);*
  - c. *4.5 ft<sup>2</sup> projecting sign (W);*
  - d. *8 ft<sup>2</sup> (W) free-standing with gooseneck lighting;*
  - e. *One, temporary (business hours only) flag.*

*Sign material will be HD Urethane and have a carved look with wood-grain texture. Signs will be white with yellow lettering and outlined in the same shade of blue as the chef's hat.*
2. *A request by Art Amundsen for a Certificate of Appropriateness at 217 N. Hanover Street (C-1 Central Business District) to install one sign on the front elevation (15.75 ft<sup>2</sup>) and one sign (0.25 ft<sup>2</sup>) on the rear of the building. Signs will read: "Edward Jones Investments".*
3. *A request by Union Fire Company for a Certificate of Appropriateness at 35 W. Louthier Street (C-1 Central Business District) to replace approximately 3' x 3' area of rotten bead-board and trim on the overhang at antique bay door. Yellow pine bead-board and matching trim will be used and painted white.*
4. *A request by Ronald Grosso for a Certificate of Appropriateness at 35 Walnut Street (R-5 Traditional Residential District) to:*
  - a. *replace 13 windows with two-over-two throughout to match original;*
  - b. *replace one, 2nd floor balcony door with two-over-two window to include a faux door panel below the new window. All windows to be Anderson woodlight simulated divided with external muntin grilles.*
  - c. *re-side exterior of frame section with cement board siding or Hardiplank type siding and appropriate trim and paint white;*
  - d. *re-roof side sunroom section and replace with standing seam metal.*

- e. *replace old shed type roof with a gabled roof, extending the length of the house and covered with standing seam metal roofing.*
  - f. *replace existing metal railing with simulated wood railing in conformity with the period architecture of the house.*
5. *A request by Blue Lotus Buddhist Temple for a Certificate of Appropriateness at 51 N. Pitt Street to install two signs on the front façade of the building. One wall sign will be 8.3 ft<sup>2</sup> and read: "MEDITATION CENTER". The second wall sign will be 5.2 ft<sup>2</sup> and read: "Blue Lotus Buddhist Temple & Meditation Center in Pennsylvania".*

**F. Parks and Recreation Committee:**

1. *Borough Council may approve the 2019 Summer Recreation Program Fee Resolution.*

**G. Public Safety Committee:**

1. *Borough Council may approve the May 27, 2019, Memorial Day Parade from 9:00 a.m. – 9:45 a.m. The parade route is as follows: Parade begins on N. Hanover Street at North Street. It proceeds on N. Hanover Street to South Street; turns right onto W. South Street and proceeds west to S. Pitt Street. The parade turns right onto S. Pitt Street and then north to W. High Street; turns right at W. High Street and disbands at the Square. The Memorial Day Ceremony at the Veterans Memorial Courtyard will begin at 10:00 a.m. and conclude at 10:45 a.m. Approval is contingent upon the applicant submitting a valid Certificate of Liability Insurance form naming the Borough of Carlisle as an additional insured.*
2. *Borough Council may approve three (3) Special Events Applications submitted by DCA involving street closures contingent upon receipt of valid Certificate of Liability Insurance forms naming the Borough as an additional insured and receipt of PennDOT approval for those roads deemed state highways.*
  - a. *Ford Parade, June 1, 2019 from 7:00 p.m. – 9:30 p.m.; streets to include:*

*Bryn Mawr Road – I Street. (south to) Carlisle Springs Road/Hanover Street from North Street (south to) South Street/High Street from Bedford (west to) West Street, North and South Pitt from Louthier to Pomfret; East Pomfret to Eagles Lot. No parking between North and Penn Street on Hanover.*
  - b. *Corvette Parade, August 24, 2019 from 6:30 p.m. – 10:00 p.m.; streets to include:*

*Bryn Mawr Road – I Street (south to) Carlisle Springs Road/ Hanover Street from North Street (south to) South Street/High Street from Bedford (west to) West Street, North and South Pitt from Louthier to Pomfret; East Pomfret to Eagles Lot. No parking between North and Penn Street on Hanover*
  - c. *Harvest of the Arts, September 28, 2019, 6:00 a.m. – 8:00 p.m.; streets to include:*

*High Street from Hanover Street (West to) College Street. Pitt Street from Louthier (South to) Pomfret/West Street from Dickinson Alley (South to) Church Avenue.*
3. *Borough Council may approve the Carlisle Holiday Parade sponsored by the DCA scheduled for December 6, 2019 from 6:00 – 7:30 p.m. including staging time (3-7 p.m.). Staging area will be at the Carlisle Events parking lot across from IAC from 3:00-7:00 p.m. the Parade route will be from the Carlisle Events parking lot on Spring road to Hanover/Penn and Willow Street and W. High Street from Hanover to Pitt.*

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**REGULAR AGENDA****TABLED, CONTINUED, AND RECURRING ITEMS**

None

**REPORTS FROM ELECTED OFFICIALS****A. Mayor's Report:****REPORTS FROM COMMITTEES****B. Community Planning & Smart Growth Committee:**

1. Borough Council may approve a Resolution adopting the [Borough of Carlisle's Comprehensive Plan](#).
2. Borough Council [may adopt an ordinance](#) approving an agreement to acquire either a fee simple interest or easement interest from the YMCA for future intersection improvements to northeast corner of W. Willow Street and S. West Street, instead of the YMCA providing payment of a cash-in-lieu of parkland dedication fee for its Land Development Plan. (*Roll Call Vote*)
3. Color Carlisle/DCA: Traffic Utility Box Artwork Project

**C. Economic Development Committee:**

1. Borough Council may approve a Borough of Carlisle Community Development Block Grant Shopsteading Loan and authorize the Mayor to execute the appropriate loan documents to provide \$35,000 (thirty-five thousand dollars) in Program Year 2019 CDBG repayment/program income funds to Ms. Tara Stasi, The Sunrise Café Breakfast and Lunch Sandwich Shop. Said loan shall reflect a 25-year amortization, two-percent (2%) interest rate, with a balloon payment after seven (7) years. Approval shall be subject to the Borough Solicitor's satisfactory review and approval of said loan documents and provisions outlined by staff.

**D. ERCP:**

1. Borough Council may reappoint Mr. Tim Tilton to a second, four-year term on the Borough's Planning Commission. The candidate's term shall become effective immediately and expire on February 28, 2023.
2. Borough Council may reappoint Mr. John Shugars to a second, four-year term on the Borough's Planning Commission. The candidate's term shall become effective immediately and expire on February 28, 2023.
3. Borough Council may reappoint Ms. Jacqueline Powell to a second, five-year term on the Pension Advisory Commission. The candidate's term will become effective April 1, 2019 and expire on March 31, 2024.

**E. Parks and Recreation Committee:**

1. Borough Council may award a bid in the amount of \$48,550 (forty-eight thousand five hundred fifty dollars) to JHP Enterprises, LLC for the supplemental planting of the Vegetative Berm Improvement Project.

**F. Public Safety Committee:**

1. Borough Council [may adopt an ordinance](#) establishing a temporary parking ban affecting certain Borough streets in conjunction with Carlisle Production's 2019 schedule of events. *(Roll Call Vote)*
2. Carlisle Borough Council may authorize the closure of W. Church Avenue between S. Pitt Street and S. Courthouse Avenue on Saturday, May 11, 2019 from 4:00 – 10:00 p.m. with clean-up until 12:00 midnight to celebrate the 80<sup>th</sup> year of the Carlisle Theatre. The Carlisle Theatre shall be responsible for 100% of the variable cost and 10% of the fixed costs for this event.
3. Borough Council may authorize a Northside Ride-Community Bike Ride on Saturday, April 6, 2019 from 10:00 a.m. – 12:00 p.m. Northside will be responsible to reimburse the Borough 100% of the variable costs and 10% of the fixed costs incurred by the Borough for this event. (Rain Date: April 27, 2019)  
*Note: They will have Special Fire Police assist in getting the riders across North Hanover Street as they ride down East to West North Street.*
4. Borough Council may approve a request received by the Amani Festival for the closure of first block of North Pitt Street to Dickinson Avenue on Friday, May 3, 2019 beginning at 9:00 p.m. (for set up purposes) and running to the conclusion of the event on May 4, 2019 at 7:00 p.m. Furthermore, Borough Council may authorize the closure of the first two blocks of West High Street and the first block of South Pitt Street to Church Avenue from 6:00 a.m. -8:00 p.m. on Saturday, May 4, 2019. Approvals shall be contingent upon receipt of a valid Certificate of Liability Insurance form naming the Borough of Carlisle as an additional insured; the Amani Festival reimbursing the Borough 100% of the variable cost and 10% of the fixed costs incurred by the Borough; and, receipt of PennDOT approval.
5. Borough Council [may adopt an ordinance](#) amending the Code of the Borough of Carlisle, adopted by Ordinance #2032, and thereafter amended, with respect to Chapter 244, Vehicles and Traffic, to add one private on-street handicapped parking space on East Penn Street and remove one on-street handicapped parking space on East Penn Street. *(Roll Call Vote)*

**G. Public Works Committee:**

1. Borough Council may authorize the Borough Solicitor to draft and advertise an ordinance amending the Code of the Borough of Carlisle with respect to Chapter 197, Sewers, relating to the Carlisle Industrial Pretreatment Program. Said provisions will incorporate new local limits that will be applied to permitted industries who contribute process wastewater to the Carlisle Region Water Pollution Control Facility.
2. Borough Council may amend the professional services contract with Herbert Rowland & Grubic, Inc. to continue to provide program manager services at a not to exceed fee of \$242,000 related to the Carlisle Connectivity Transportation Improvement Project subject to review and approval of the agreement by the Borough Solicitor.

**NEW BUSINESS** - This section includes citizens who would like to address Council on any matter relating to Borough government.

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

### **ADJOURNMENT**

### **UPCOMING EVENTS/MEETINGS**

**March 2019** - (All meetings are held at Borough Hall unless noted otherwise.)

14	Public Hearing for Comprehensive Plan	6:30 p.m.
14	Council Meeting	7:00 p.m.
28	Planning Commission	5:30 p.m.

**April 2019** - (All meetings are held at Borough Hall unless noted otherwise.)

01	HARB	5:30 p.m.
03	Council Workshop Meeting	6:00 p.m.
04	Board of Appeals	5:00 p.m.
04	Zoning Hearing Board	6:30 p.m.
04	Parks & Recreation Board (Stuart Community Center)	7:00 p.m.
11	Council Meeting	7:00 p.m.
16	Sewer Authority Meeting (54 North Middlesex Road)	6:00 p.m.
17	Municipal Authority Meeting (195 Longs Gap Road)	5:00 p.m.
25	Planning Commission	5:30 p.m.