

Borough of Carlisle
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**BOROUGH OF CARLISLE
COUNCIL MEETING MINUTES
March 14, 2019**

Mayor Scott called the Council Meeting to order at 7:00 p.m. Councilor Fulham-Winston led the Moment of Silence and Pledge of Allegiance.

Councilmembers present: Councilors Crampsie, Flower-Webb, Fulham-Winston, Guido, Landis, Deputy Mayor Shultz and Mayor Scott. Also present were: Borough Manager Candland, Assistant Borough Manger Armstrong, Police Lt. Latshaw, Water Resources Director Malarich, Community Development Manager Skelly, Parks & Recreation Director Crouse, Human Resource Supervisor Hamilton, Public Information Coordinator Taylor, Solicitor Brenneman, and Borough Secretary Stone.

OPPORTUNITY FOR CITIZENS AND VISITORS TO BE HEARD

Mr. Greg Parrish with the Employers Support of Guard and Reserve (ESGR) recognized the Borough for its support of employees that are active in the National Guard and Reserve. Police Lt. Latshaw noted there are presently seven Borough police officer active in the National Guard or Reserve.

Mr. Bryan Lenders of B&L Dogz, 112 Ridge Street, Carlisle, Pennsylvania spoke to Council asking for their consideration to allow him to place his hotdog cart in downtown Carlisle during lunchtime. He offered to asked local business owners for their approval to allow the cart to be parked on the street two days per week. Mr. Lenders stated he pulls his hotdog cart behind his truck, which can be easily moved. There was discussion among Council to consider examining the current food vendor ordinance and possibly consider Mr. Lenders for a transient vendor permit. Instructions were provided to Mr. Lenders on the permitting process.

CONSENT AGENDA

Councilor Flower-Webb made a motion, seconded by Councilor Guido, to approve the Consent Agenda. Council unanimously voted (7-0) to approve the Consent Agenda, which consisted of the following items:

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:**

1. 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 ft² of total signage:
 - a. 18 ft² wall sign (N side);
 - b. 4.5 ft² wall sign (S);
 - c. 4.5 ft² projecting sign (W);
 - d. 8 ft² (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 ft²) and one sign (0.25 ft²) 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 ft² and read: "MEDITATION CENTER". The second wall sign will be 5.2 ft² 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 Louther 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 Louther 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 Louther (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.

REGULAR AGENDA

TABLED, CONTINUED, AND RECURRING ITEMS

None

REPORTS FROM ELECTED OFFICIALS

A. **Mayor's Report:**

No Report

REPORTS FROM COMMITTEES

B. Community Planning & Smart Growth Committee:

1. Borough Council voted 7-0 to approve a Resolution adopting the Borough of Carlisle's Comprehensive Plan. (Crampsie/Flower-Webb)
2. Borough Council, by a roll call vote of 7-0, adopted 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. (Crampsie/Flower-Webb)
3. Color Carlisle/DCA: Traffic Utility Box Artwork Project:

There was discussion among Council and staff regarding the artwork on traffic utility boxes guidelines that were provided to Council. Assistant Borough Manager Armstrong mentioned an optional vinyl application could be considered, which would require a modification to the guidelines.

Mr. Glenn White, Downtown Carlisle Association Director, explained he is working with Color Carlisle and a sign shop on the costs involved for the vinyl application option. He noted there would be an additional cost of \$840.00 per box for the vinyl application, which is not currently budgeted.

Mr. Greg Gunther, President of Color Carlisle, 228 North College, Carlisle, Pennsylvania, explained the vinyl wrap is a new application, it is not looked at as sustainable and is more costly. He noted if paint was directly applied, a high quality paint would be used and it would provide a layer of protection.

Assistant Borough Manager Armstrong listed several towns across the nation that require a vinyl wrap be used as the medium application. She provided the following paint application concerns; a light colored paint should be used to prevent overheating and direct sanding on the traffic box could damage the box. She noted vinyl is stainable for seven to ten years and can be reapplied in small sections if damaged by graffiti. Councilor Crampsie suggested approving the guidelines without approving the application medium of vinyl verses paint.

Borough Council voted 6-0-1 with Councilor Landis recusing herself, to approve the Borough's guidelines for the Color Carlisle/DCA Traffic Box Artwork Project, pending staff approval. (Crampsie/Flower-Web)

C. Economic Development Committee:

1. Borough Council voted 7-0 to 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. (Flower-Webb/Fulham-Winston)

D. ERCP:

1. Borough Council voted 7-0 to 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. (Guido/Shultz)
2. Borough Council voted 7-0 to 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. (Guido/Shultz)

3. Borough Council voted 7-0 to 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. (Guido/Shultz)

E. Parks and Recreation Committee:

1. Borough Council voted 7-0 to award a bid in the amount of \$48,550 (forty-eight thousand five hundred fifty dollars) to JPH Enterprises, LLC for the supplemental planting of the Vegetative Berm Improvement Project. (Landis/Scott)

F. Public Safety Committee:

1. Borough Council, by a roll call vote of 7-0, adopted an ordinance establishing a temporary parking ban affecting certain Borough streets in conjunction with Carlisle Production's 2019 schedule of events. (Scott/Guido)
2. Carlisle Borough Council voted 7-0 to 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 80th 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. (Scott/Guido)
3. Borough Council voted 7-0 to 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) (Scott/Guido)

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 voted 7-0 to 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. (Scott/Guido)
5. Borough Council, by a roll call vote of 7-0, adopted 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. (Scott/Guido)

G. Public Works Committee:

1. Borough Council voted 7-0 to 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. (Fulham-Winston/Landis)
2. Borough Council voted 7-0 to 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. (Fulham-Winston/Landis)

NEW BUSINESS -.

None

REPORTS FROM COUNCIL MEMBERS & STAFF

Councilor Landis provided a recap of recent events that she attended over the past month; events sponsored by the Historical Society, the Black History Festival, Bosnian Dinner at the YWCA, County Commissioner's Breakfast, and the Cumberland County Housing Summit.

Councilor Fulham-Winston attended the YWCA event that addressed racism.

Councilor Guido acknowledged the Finance Department for receiving the GFOA Certificate of Achievement.

Mayor Scott noted that an executive session was held prior to the Council meeting to discuss realty acquisition and pending legal matters. He noted that he attended the Young Professionals Annual meeting and acknowledged Public Information Coordinator Taylor for the information that is posted on social media.

Deputy Mayor Shultz noted he attended the Joint Municipal meeting where local volunteer fire and EMS service was discussed. He memorialized the passing of Sgt. Simon Jackson, noting that he was an important part of our police department, as well as a police officer and person that we should all aspire to be.

Councilor Flower-Webb mentioned reading a staff report that talked about how sump pump drainage is emptied directly in to sanitary sewer system, which increases the amount of flow in the sewer main. She suggested sharing this information with residents in the event they are unaware. Councilor Flower-Webb noted she attended the Taste of Carlisle and the Fire & Rescue Banquet. She shared with Council a Lunch & Learn event with DCA that will be held on May 29th. She spoke of the need for sponsor volunteers to welcome incoming International Fellows around Carlisle.

Councilor Crampsie noted he attended an event at the YWCA that addressed racism and he's hopeful that the conversations continue. He noted he is in favor of reopening the food truck ordinance to consider modifying the language.

Borough Manager Candland echoed the kind sentiments that were expressed in memory of Sgt. Jackson.

Lt. Latshaw stated the recent court hearing for the 2016 homicide concluded with a guilty verdict and he recognized the outstanding police work accomplished by the Police Department, particularly Officer Kurtz and Det. Freedman. He thanked Borough Council, members of staff, the police department and the fire department that assisted the planning of Sgt. Jackson's service.

Assistant Borough Manager Armstrong noted donations are being accepted in honor of Simon Jackson for the Simon B. Jackson Memorial Library. Donations can be made to the Carlisle Borough Police Association.

ADJOURNMENT

There being no further business or public comment, the meeting adjourned at 8:18 p.m.

Timothy A. Scott
Mayor

Joyce E. Stone
Borough Secretary

**CARLISLE BOROUGH COUNCIL
PUBLIC HEARING
COMMUNITY PLANNING & SMART GROWTH COMMITTEE
MINUTES
March 14, 2019**

Community Planning & Smart Growth Chair Sean Crampsie called the Committee meeting to order at 6:35 PM.

Councilmembers present: Councilors Crampsie, Flower-Webb, Fulham-Winston, Guido, Landis, Deputy Mayor Shultz and Mayor Scott. Also present were: Borough Manager Candland, Assistant Borough Manger Armstrong, Public Works Director Malarich, Community Development Manager Skelly, Finance Director Juday, Parks & Recreation Director Crouse, Public Information Coordinator Taylor, Solicitor Brenneman and Borough Secretary Stone.

The purpose of the hearing was to consider a Resolution adopting the Borough of Carlisle's Comprehensive Plan.

I. Public Comment

Community Development Manager Skelly commented that Cumberland County Planning Commission has endorsed the revised Comprehensive Plan as well as Borough staff.

II. Adjournment

There being no further business or public comment, the meeting adjourned at 6:40 p.m.

Respectfully Submitted,

Joyce E. Stone
Borough Secretary
(seal)