

**Borough of Carlisle Workshop
Meeting Minutes
March 6, 2019**

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, Water Resources Director Malarich, Community Development Manager Skelly, Finance Director Juday, Fire Chief Snyder, Human Resource Manager Hamilton, Solicitor Brenneman, Public Information Coordinator Taylor, Dickinson College Student Ambassador Termini and Borough Secretary Stone.

**Scribe note: Councilor Crampsie was present at the Council Meeting via telephone.*

I. Call to Order & Pledge of Allegiance

The Workshop Meeting convened at 6:03 p.m.

- A. Borough Council voted 6-0 to allow Councilmember Sean Crampsie to participate by telephone during the evening's meeting. (Shultz/Flower-Webb)

II. Tabled Item: PIRHL – Lot #1 Land Development Plan

- A. Borough Council voted 7-0 to remove agenda item V (A) from the table for discussion. (*Note: This item was tabled during the February 14, 2019 meeting of Council.*) (Shultz/Flower-Webb)

Mr. Hubert Gilroy, Attorney with Martson Law Office, 10 East High Street and representing PIRHL, made himself available for questions regarding PIRHL's request for the approval of a preliminary land development plan.

- B. Borough Council voted 7-0 to approve a waiver for the submission of a Preliminary Land Development Plan (226-19) submitted by FSA Associates, Inc., on behalf of PIRHL Developers, LLC for Lot 1, located at the NW corner of "A" Street and Factory Street, subject to the conditions herein imposed by staff. (Flower-Webb/Shultz)
- C. Borough Council voted 7-0 to approve a Final Land Development Plan, submitted by FSA Assoc. Inc., on behalf of PIRHL Developers, LLC, located on the NW corner of "A" Street & Factory St., subject to the conditions herein imposed by staff. (Flower-Webb/Shultz)

III. Economic Development Committee:

- A. Request for Shopsteading Loan from Carlisle Borough's Community Development Block Grant Budget:

Rebecca Yearick, Cumberland County Housing Authority, 53 West South Street presented information to Council regarding a shopsteading loan request from Ms. Tara Stasi for the purpose of opening The Sunrise Café at 231 North Hanover Street. The Café will serve breakfast and lunch as well as offer a customer walk-up window. The Café is expected to open in May.

IV. Public Comment:

- A. Ms. Wanda Hunter, 234 Walnut Bottom Road, Carlisle shared information on a movie entitled "Not in Our Town" to be shown in March at the Cumberland County Historical Society. The film is a PBS

documentary that tells of citizens standing together to rid a town of hate and bullying.

V. Presentations:

A. Human Relations Commission Annual Update:

Ms. Nancy Gregor, HRC Chairperson presented the 2018 Human Relation Commission annual report. The report is attached to these minutes.

B. Carlisle Theatre 80 Years Celebration:

Mr. Larry Estes along with Ms. Mary Gilroy, Gala Co-chairs shared plans for the 80th Birthday Gala Celebrations of the Carlisle Theatre to be held on May 11, 2019 from 6:00 - 10:00 PM. This date was the original opening of what was then the Comerford Theatre in 1939. Ms. Gilroy mentioned a lottery system is in place for submissions of persons interested in attending the event that otherwise could not afford the tickets.

VI. Meeting Minutes:

A. Borough Council by a vote of 7-0 approved the February 6, 2019 Workshop Meeting Minutes. (Scott/Guido)

VII. Mayor's Report:

A. YWCA – Year 2 of “Paint the Town Teal”

Borough Council voted 7-0 to approve the YWCA's request to tie teal colored ribbons to Borough lampposts as a sign of solidarity for Sexual Assault Awareness Month contingent upon the following: (Scott/Guido)

- Ribbons shall be hung from downtown Borough lampposts beginning April 1 through April 30, 2019 and removed on May 1, 2019;
- Ribbons shall be secured tightly and at a height that will prevent them from being easily removed by pedestrians or inclement weather; and,
- Area shall be inspected periodically to ensure that ribbons remain secure and in good condition.

VIII. Budget & Finance Committee:

A. Borough Hall Upgrades:

Borough Manager Candland stated preliminary estimates came in higher than expected for the upgrades to the HVAC and access to Borough Hall. An update will be provided once new estimates are received.

B. Smart Meter Status Update:

Assistant Borough Manager noted a presentation would be brought to Council at the April Workshop meeting.

IX. Community Planning/Smart Growth Committee:

A. Rental Housing Inspection Ordinance Project:

Councilor Flower-Webb explained that staff was still compiling data for the rental housing inspection ordinance, but Council would open the floor to public comments.

Mr. David Lanza, 2132 Market Street Camp Hill, Pennsylvania, expressed concern that fees imposed on landlords for violations would ultimately be passed on to the tenants.

Mr. Brian Walter, 14 Royal Drive, Carlisle, Pennsylvania, commented if a program is instituted it could be used to help remove bad tenants. Councilor Guido noted the program should be workable for both tenants and landlords.

Sarah DeHaus, with Patriach Management Company for Seven Gables, Carlisle, Pennsylvania noted the management company's regular preventative maintenance inspections and the lack of complaints received from their tenants.

Mr. Matt Madden, 905 Hillside Drive, Carlisle, Pennsylvania spoke as a member of the Realtors Association by providing the Association's general policy statement. He noted the Association has model ordinances and would be willing to share them with staff.

Mr. Anthony Evasia, with Patriach Management Company for Seven Gables, Carlisle, Pennsylvania stated their company competes with multiple apartment complexes outside the Borough limits that do not have rental ordinances. He expressed concern that inspection fees would pass on to the tenants and would affect their ability to financially compete with other rental businesses.

Mr. David Lanza commented it is his understanding that if drugs were found in a rental unit during an inspection, the evidence could not be legally used by the police. He suggested finding another way to target landlords that have recurring problems.

B. Comprehensive Plan Status Update:

Community Development Manager Skelly noted the County has provided their comments and support for the proposed comprehensive plan and a public hearing will be held prior to the April Council meeting.

X. Economic Development Committee:

A. Central Pennsylvania Youth Ballet Letter of Support (RACP Grant Funding):

Borough Council voted 7-0 to authorize the execution of a letter of support for the Central Pennsylvania Youth Ballet's pursuit of Redevelopment Assistance Capital Program (RACP) funds to assist with renovations of the existing facility and proposed addition. (Flower-Webb/Shultz)

B. Agreement Renewal – Redevelopment Authority of Cumberland County

Borough Council voted 7-0 to authorize the Borough Solicitor to draft and advertise an ordinance approving an Agreement between the Redevelopment Authority of Cumberland County and the Borough of Carlisle to include but not limited to the continuance of leasing of office space, parking and basic services in Borough Hall. (Flower-Webb/Fulham-Winston)

XI. Public Safety Committee:

A. Special Events Approval:

Borough Council voted 7-0 to approve the request by the Blue Lotus Buddhist Temple to close North Pitt Street between Louther and High Street on Saturday, March 30, 2019 from 3:30 – 5:30 p.m. to celebrate the Grand Opening of the Blue Lotus Buddhist Temple. [Approval is contingent upon the Temple reimbursing the Borough of Carlisle 100% of the variable costs and 10% of the fixed costs associated with this event.] (Scott/Guido)

XII. Public Works Committee:

A. Solid Waste and Recycling:

Borough Manager Candland stated talks are to take place with waste hauling companies to discuss options in the new contract. He noted that changes in recycling would determine the Borough's options. There were recommendations from Council members to explore smaller garbage bags and recycling container options for residents.

Water Resources Director Malarich noted the concept is to bring a variety of options back to Council, but expressed concern that changes could significantly raise rates. There was conversation regarding problems with residents' current knowledge of what can and cannot be recycled. It was noted that staff would elevate recycling education for citizens through social media.

Councilor Landis suggested working with local restaurants to consider using compostable paper products to reduce waste.

Councilor Flower suggested to education residents on how to dispose of grease and items that may clog the sewer system.

XIII. Adjournment

There being no further business or public comments, the meeting adjourned at 7:05 p.m.

Timothy A. Scott Mayor

Joyce E. Stone Borough Secretary

CARLISLE HUMAN RELATIONS COMMISSION

Annual Update - Summary

Borough of Carlisle Council Workshop Meeting

March 6, 2019

February 2018 – February 2019

- No complaints were filed in 2018. One new complaint has been filed recently and is being processed by the Carlisle Human Relations Commission (HRC).
- In February 2018, Carlos Rojas-Goana was appointed to a four-year term as Commissioner. Jason Rivera was appointed to a two-year term as Alternate and McKenzie Clark was appointed to a four-year term as Alternate. Marian Coughlin was appointed in February 2019 to the remainder of Jason Rivera's term as Alternate, following Mr. Rivera's move from Carlisle.
- The HRC voted to name Nancy Gregor as Chairperson and James Hamblin as Vice-Chairperson.
- The HRC has approved the following documents:
 - Amendments to Bylaws
 - Right to Know Policy
 - Frequently Asked Questions (FAQs), available on the Borough's website
 - Translations in Spanish of Commissions documents by Commissioner Rojas, including the Commission brochure and materials available on the Borough's website
- The HRC reviewed the 2018 Municipal Equality Index (MEI), the current and new MEI standards and the draft scorecard for Carlisle. The new scorecard is not yet available.
- Carlisle Police Chief Taro Landis has designated Officer Joseph Rucinsky to serve as Carlisle HRC Liaison. The HRC appreciates Officer Rucinsky's support.
- The HRC received a message from a Borough citizen describing serious racial incidents, which did not fall under the purview of the Borough HRC Ordinance. Police Chief Landis assisted the HRC with respect to the citizen's concerns. The HRC sent a response to the citizen that included contact information to the Carlisle Police Department and to the Pennsylvania Human Relations Commission. The HRC is crafting a template letter for future similar types of complaints.
- Outreach to the Carlisle community is continuing.

Nancy Gregor

Chairperson, Carlisle Human Relations Commission