

**Borough of Carlisle Workshop  
Meeting Minutes  
April 3, 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, Water Resources Director Malarich, Community Development Manager Skelly, Finance Director Juday, Fire Chief Snyder, Human Resource Manager Hamilton, Public Information Coordinator Taylor, Dickinson College Student Ambassador Termini and Borough Secretary Stone.

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

The Workshop Meeting convened at 6:00 p.m.

**II. Meeting Minutes:**

A. Borough Council unanimously approved the March 6, 2019 Workshop Meeting Minutes.

**III. Employee Relations/Citizens Participation Committee:**

A. Civil Service Commission (CSC) Rules & Regulations Proposed Amendments:  
Councilor Guido provided an overview of the duties of the CSC. Present at the meeting were Commissioners, Donna Greenwood and John Sacrison. The Commission recently reviewed the present hiring process of police officers and generated a draft document of revised Rules & Regulation. The Commission recommended the following key revisions:

Councilor Guido presented the following revisions for legal counsel to review.

- **Section 501:** paragraph 3: Modify to include Chief of Police.
- **Section 601:** paragraph 2d: Change to read: “An oral examination shall be conducted by a *4-person* panel consisting of *two persons* from the Carlisle community *designated by the Borough Manager*, the Chief of Police, or his designated representative, *and a law enforcement officer in the rank of Sergeant or higher selected by the Chief of Police.*”
- **Section 607:** Change Section Title to “*Rules of Examinations.*” Change designation of paragraphs A and B to “*A: Written Examinations: 1) and 2)*” since they both deal with the written examinations. Have paragraph B address oral examinations as follows: “*B) Oral Examinations: Persons selected to conduct all oral examinations must be approved by, and complete training as required by the Civil Service Commission.*”

Council agreed to obtain clarification from legal counsel regarding these three points and bring a clean document to the April Council meeting.

**IV. Community Planning/Smart Growth:**

A. Rental Housing Inspection Ordinance Project:

Community Development Manager Skelly introduced the Borough’s new residential Codes Officer, Sam Arnold. Mr. Skelly provided a rental housing data summary (see attached) that exhibited 64% of the complaints were regarding rental properties. Discussion ensued on ways to strengthen the

ordinance to address repeat problems properties. Mr. Skelly noted staff and the Solicitor are working a new ordinance that would provide the Borough with authorization to clean-up problem properties. He also noted that an upgrade in software could be considered to improve staff efficiency.

Councilor Shultz asked for the number of rental units in the Borough and how many of those are repeat offenders. Mr. Skelly remarked there are 3800 rentals and the he will need to obtain further analysis for the number of repeat offenders.

Mr. David Lanza, 2132 Market Street Camp Hill, Pennsylvania, attorney representing the Capital Area Rental Property Owners Association (CARPOA), requested to receive the rental documentation reported by Mr. Skelly. He asked for the number of landlords that are repeat offenders. Mr. Skelly stated he understands from talking to staff that there are a handful of landlords that have multiple rental properties. Mr. Lanza inquired how many of the reported number of complaints came from the new apartment buildings. Mr. Skelly noted that the present Borough data does not permit that type of analysis.

Mr. Joe Nunez, 7 Wellington Court, Carlisle, Pennsylvania, noted in order to identify the problem areas it would be helpful to know where on a map the renters were cited. Mr. Skelly noted to have that capability, there would need to interfacing of utility billing and the tax base records. There was discussion on obtaining new software that would provide the tools for this type of data analysis.

Mr. Chris Wyman, West Ridge Street, Carlisle, Pennsylvania, inquired if there have been studies on what effect a new rental ordinance would have on affordable housing in the Borough. He noted there are rental units in the Borough that are habitable for a very low rental rate. Mr. Wyman had concerns that a rental ordinance may cause landlords to raise rent if they are required to make costly improvements that are not necessary for habitability. There was discussion among Council that if an ordinance is proposed, it will follow the international property code and they are aware it may have an effect on some of the affordable housing in the Borough

Ms. Leah Sailhamer, 83 Ridge Avenue, Carlisle, Pennsylvania, Vice President of Government Affairs of National Apartment Association. She expressed her concerned that a new ordinance would create mandatory blanket inspections for all rental properties. She explained that her association offers educational programs in property management to the Carlisle landlords that belong the association. She noted the Carlisle apartment complexes in her association have property managers that provide preventive maintenance to keep their properties well maintained. Ms. Sailhamer offered her assistance in creating a rental ordinance.

Council advised rental property owners attending the meeting to email their ideas and rental data to the Borough Manager in order for Council to make an informed decision regarding a new rental ordinance.

Mr. Anthony Avazia, Property Manager at Seven Gables, noted he is uncertain as to what the ordinance would include and would like have an open discussion with Council during development of the ordinance.

Mr. Justin Hoveter, 239 Graham Street, Carlisle Pennsylvania, offered to place the Borough in touch with the PA Government Affairs liaison, in order to obtain a model rental ordinance.

Mr. Wyman noted the PA Government Affairs had discussed sending a model rental ordinance to Carlisle. He mention there are sample ordinances on the Nation Association of Rental Property

Managers (NARPM) website.

**B. Urban Mixed Use Zoning Amendment Request:**

Community Planning Manager Skelly provided a memorandum to Council to determine their interest in considering the merits of a possible zoning text amendment for a portion of the IAC/Carlisle Auto Industries Inc. (see attached memo)

Discussion ensued among Council regarding the square footage options and other requests from Carlisle Events. Council agreed that the following information is to be clarified before making an informed decision.

- Applicant to provide a definition of unit sizes
- Provide the number of planned efficiency apartments along with 2 and 3 bedroom apartments
- Provide the number of parking spaces that are being proposed
- Detailed text and rendering of the screening/architectural wall and who would maintain the product in the future.

Councilor Shultz suggested to make certain the ordinance is well developed, in the event a new developer becomes involved in the project and also for future developments.

**V. Public Works Committee:**

**A. Michael Baker Design Service Agreement, Amendment Request**

Water Resources Director Malarich provided an overview of the amendment request to adjust the following; scope for additional design services, address additional requests from Penn Dot and various issues raised by property owners. He noted Norfolk Southern would require the closure of South Hanover and Spring Road for a week in 2020 to replace the rail lines.

Borough Council voted 7-0 to approve an agreement amendment increasing the total fee to the Engineering Services Contract with Michael Baker International, Inc. by an amount not to exceed \$117,316 (one hundred seventeen thousand three hundred sixteen dollars) for additional design services needed for the Carlisle Connectivity Project, subject to approval of the agreement by the Borough Solicitor. (Fulham-Winston/Landis)

**VI. Public Safety Committee:**

**A. South College and Walnut Street Intersection, Potential 4-way stop**

Water Resources Director Malarich provided an update on traffic studies performed on the South College and Walnut Street intersection. With the data collected, PennDOT has made the recommendation to make the intersection a four way stop. Council agreed to move forward with the change.

**VII. Budget & Finance Committee:**

**A. Smart Meter Initiative:**

Parking Supervisor Hamilton provided highlights of parking meter options from two vendors regarding an upgrade to Smart Meters.

- CivicSmart, the current vendor will only offer the first fifteen minutes of parking free at an

- additional cost to the Borough for an upgrade. Staff recommended to not use this vendor.
- A second vendor, IPS Group comes highly recommended, is well known for their product and participates in Co-Stars. This company offers the following parking meter features:
    - ✓ A smart collection system that counts the coins as the person on the street is collecting, which is an added sense of security for the person collecting on the street and a way to double check what is deposited at the bank.
    - ✓ In-ground vehicle detectors are placed in the street which resets the smart meter every time a car pulls out of the parking space.
    - ✓ Along with the following options: Multi-space pay stations, upgrades to M5 smart meters will allow for contactless payments (Apple & Android pay), chip reader upgrades, dome mounted sensors for complex rate structures.
  - IPS Group does not offer a virtual wallet program. It was staff's recommendation to stay with Passport parking for that feature. Ms. Hamilton noted that Passport Parking reported there were 561 different virtual wallet accounts created/used in 2018.
  - Staff proposed increasing the cash payments for one hour parking to seventy-five cents and a credit card rate to \$1.15 per hour. This will help cover the monthly wireless fee for the smart meters.
  - Meters to be installed will be refurbished meters with a one-year warranty.
  - Staff recommended retaining United Public Safety for ticketing software.
  - Staff will meet with the DCA Board to review the new meter information.
  - The plan is to have smart meters installed mid to late summer 2019.

Councilor Flower-Webb inquired if Passport Parking can be integrated at the parking garage. Ms. Hamilton will research that option. Council agreed to move forward with the new meters.

B. Carlisle Water/Sewer Rate Study Amendment:

Finance Director Juday presented the results of a rate study performed by Gannett Fleming that reflected the use of Pay-As-You-Go fund balances. The revised water and sewer rates reflected the use of these available resources.

C. Municibid, Disposition of Borough Surplus Items:

Finance Director Juday explained to Council they would be asked at the May Council meeting to approve a resolution allowing the sale and disposition of assets through Municibid, which will increase cash and make additional space available at Borough facilities.

D. Bank Resolution (Act 72):

Finance Director Juday explained to Council they would be asked at the May Council meeting to approve an agreement, permissible by Act 72, that allows Orrstown Bank to have greater flexibility with Borough funds while continuing to protect the Borough assets.

E. Business Central Parking Agreement:

Borough Manager Candland provided Council an update regarding a proposed amendment to the parking agreement with Business Central. Staff recommends the following parking space options: five spaces in the Post Office parking lot, ten spaces in the East Louther South Street lot and ten spaces in the East Louther North Street lot. Business Central tenants selecting to park in the East Louther Street North lot would be offered a one-year prepayment fee of \$300.00, a semiannual fee of \$180.00 or monthly fee of \$35.00. This fee would be offered to all other tenants in that parking lot. Council agreed to move forward with the recommendations.

**VIII. Parks & Recreation Committee:**

A. Employment Skills Center Lease Agreement, Stuart Community Center:

Borough Manager Candland explained the Employment Skills Center has agreed to lease room 308 in the Community Center.

**IX. Public Safety/Finance Committees:**

A. Monetary Donation:

Borough Council voted 7-0 to accept a monetary donation from Mr. and Mrs. Douglas Jackson for the Borough of Carlisle Police Department's future purchases of 9mm handguns and associated equipment, as well as training needs. (Guido/Scott)

**X. Public Works Committee:**

B. LeTort Interceptor Rehabilitation Project, Change Order:

Water Resources Director Malarich advised Council of a Change Order No. 1 to the Letort Interceptor Rehabilitation Contract to change the bypass pumping route across Harmony Hall Road in Middlesex Township so as not to delay the contractor's work on the Project and to use the lowest available cost option to crossing Harmony Hall Road.

C. Orange and High Street Intersection, Signal Upgrade Ordinance:

Water Resources Director Malarich advised Council bids would be opened for the placement of a new traffic signal on Orange and High Street. He noted money was built into the CIP and \$35,000.00 of grant money will help fund the project. The bid selected will be brought to the April Council meeting for approval.

D. Pedestrian Curb Ramp Rehabilitation 2019 Project:

Water Resources Director Malarich advised Council bids would be opened for the 2019 Pedestrian Curb Ramp Rehabilitation Project. He noted a total of 51 ramps are required to be upgraded prior to the 2019 paving project. Borough staff will be upgrading 25 of these ramps, with an outside contractor completing 26 of the ramps. The bid selected will be brought to the April Council meeting for approval.

E. PennDOT Multi-Modal Transportation Funds (MTF), Grant Agreements Execution:

Water Resources Director Malarich advised Council the Borough was awarded three PennDOT Multi Modal grants totaling five million dollars for the Carlisle Connectively Project. He noted the projects have now progressed to the point where final design construction cost estimates are available and a tentative project schedule has been developed. Mr. Malarich explained the Borough is now ready to proceed with execution of the grant agreements with PennDOT. The grant will be brought to the April Council meeting for approval.

F. Solid Waste and Recycling:

Borough Manager Matt Candland advised Council that staff has met with three waste haulers in order to prepare an RFP. Following are the suggested criteria for consideration.

- Keep the bag or tag system
- One bulk item per week.
- Consider a bag attached to a second bulk item
- Pay the hauler a set monthly fee in lieu of revenue from bags, which gives the hauler predictability.
- Multi-unit buildings – consider requiring landlords with four or more units provide a trash receptacle for tenants.
- Preferred start time of 5:00 AM for collections
- Cost of small bag could be offered, but would not be half the costs of larger bag
- RFP should go out in June or July

Mr. Malarich explained that recycling is now a cost to the haulers and indicated that recycling cost will increase. He noted the following information that was conveyed by the trash haulers; indication that the type of recyclables will change in the next contract and recommending a larger recycling container with a lid that would hold 30-35 pounds. Mr. Malarich explained reducing the level of contamination helps reduce cost. It was explained to staff that when paper or cardboard becomes wet, it is no longer recyclable. Council was asked to review the options and discuss at the next workshop meeting.

**XI. Mayor's Report:**

A. Policy for Town Hall Use: *This item was deferred to the May Workshop meeting.*

**XII. Adjournment**

Mayor Scott announced an executive session would be held following the workshop meeting for the purpose of discussing real estate acquisition and personnel.

There being no further business or public comments, the meeting adjourned at 8:45 p.m.

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Timothy A. Scott Mayor

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Joyce E. Stone Borough Secretary

## INTER-OFFICE MEMORANDUM

TO: Borough Council  
FROM: M. Skelly, Mgr. Community Development  
RE: Proposed Rezoning Request for IAC lands  
DATE: 3/29/19

### BACKGROUND:

The purpose of this Memo is to determine Borough Council's interest in considering the merits of a possible zoning text amendment for a portion of the IAC / Carlisle Auto Industries Inc. lands north of "B" Street. The subject lands (illustrated below) are zoned UM – Mixed Use.



Over the past couple of months, staff and Councilors have held informal discussions with IAC / CAI representatives. We have received a suggested list of items that they would like to see changed for their UM zoned lands, which includes:

- Making flats, mid-rise and garden apartment dwelling units – uses permitted By-right versus by Special Exception;
- A reduction to the minimum dwelling unit size for flats, mid-rise and garden apartments – from 1,000 ft<sup>2</sup> to various sizes based on # of bedrooms (e.g. 550 ft<sup>2</sup> for 1-bedroom)
- Changing / reducing height requirements for architectural wall when parking fronts / faces public streets;
- Reducing off-street parking requirement ratios for apartments.

IAC / CAII has not made a formal application submission, and staff has not provided any recommendation as to the merits of their request. Council's initial input and guidance would be important for all parties before we determine that a rezoning may have merit. The Borough's typical approach in considering a rezoning is outlined below; however, other approaches are also available.

1. Applicant makes formal application, draft ZOA, provides compelling / supporting narrative, plans, photos, etc.
2. Council authorizes Borough Solicitor to advertise formal Public Hearing and begin 45-day review process;
3. Borough Solicitor may edit ZOA format, and then circulate application package to local and County Planning Commission for review;
4. Staff prepares report considering the merits of ZOA, and provides recommendation to both local planning commission and Council hearing. *Typically, a 30-day lead time, prior to Planning Commission, is necessary;*
5. Local Planning Commission holds its public meeting to consider and make recommendation on ZOA. *They are afforded a minimum review period of 30-days prior to Council hearing;*
6. Council holds public hearing, and may approve, reject, or continue with additional hearings;
7. If ZOA is approved, attested copy sent to County PC and law library;
8. A 30-day appeal process, from time of Council's decision is required.

**RECOMMENDATION:**

Staff requests that Council provide direction for the consideration of this possible rezoning. If Council decides to proceed, we recommend a 60-day review period prior to the selection of a possible Council hearing date.