

Borough of Carlisle  
53 W. South Street  
Carlisle, PA 17013  
P: 717-249-4422  
F: 717-240-6615



**BOROUGH OF CARLISLE  
COUNCIL MEETING MINUTES  
April 11, 2019**

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

Councilmembers present: Councilors Flower-Webb, Fulham-Winston, Guido, Landis, Deputy Mayor Shultz and Mayor Scott. Also present were: Borough Manager Candland, Assistant Borough Manger Armstrong, Police Chief Landis, Water Resources Director Malarich, Community Development Manager Skelly, Parks & Recreation Director Crouse, Finance Director Juday, Fire Chief Snyder, Human Resource Supervisor Hamilton, Public Information Coordinator Taylor, Solicitor Brenneman, Dickinson College Student Ambassador Termini and Borough Secretary Stone.

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

**CONSENT AGENDA**

Councilor Shultz made a motion, seconded by Councilor Guido, to approve the Consent Agenda. Council unanimously voted (6-0) to approve the Consent Agenda, which consisted of the following items:

**A. Minutes:**

1. *Public Hearing for Comprehensive Plan 03/14/19*
2. *Council Meeting 03/14/19*

**B. Approval of Bills and Investment Transactions:  
Expenditures as of March 31, 2019**

<i>General Fund</i>	<i>\$ 867,586</i>
<i>Water Fund</i>	<i>\$ 232,772</i>
<i>Sewer Fund</i>	<i>\$ 370,344</i>
<i>Stormwater Fund</i>	<i>\$ 31,986</i>
<i>Solid Waste Fund</i>	<i>\$ 59,936</i>
<i>Capital Projects Fund</i>	<i>\$ 113,483</i>
<i>Parking Fund</i>	<i>\$ 18,530</i>

**C. Attendance Approval:**

1. *Director of Finance Richard Juday attending the National GFOA Annual Conference in Los Angeles, California from May 18-22, 2019.*

**D. Budget & Finance Committee:**

1. *Borough Council approved a resolution for the disposition of specific municipal records outlined in the attached resolution.*

E. **ERCPC Committee:**

1. Borough Council accepted the resignation of Mr. John Lampi from HARB, effective March 28, 2019.
2. Borough Council accepted the resignation of Ms. Renee Rhan from the Planning Commission, effective April 8, 2019.

F. **HARB:**

***Borough Council approved the following items:***

1. A request by Lara Bentley for a Certificate of Appropriateness at 201 N. Hanover St. to install two signs, each being 36 X 24 inches. The signs to be placed within the existing frame on the front (N. Hanover Street) and the side (E. North Street) of the building. Both signs will read: "Indigo Color Bar & Salon."
2. A request Mary & Art Roell for a Certificate of Appropriateness at 44 N. Bedford St. to remove existing metal roof and gutters and replace with OSB underlayment sheeting and GAF Timberline HO Lifetime shingles. Install new 6 inch. half-round gutters.
3. A request by Sue Schlegel for a Certificate of Appropriateness at 160 S. Hanover St. to remove all rails, pickets & upper deck boards on the side and front porches, inspect all structural components and repair as needed. Install DuxxBak (non-vinyl, composite) waterproof decking system for portions of the side / rear deck – porch; and the installation of the new pickets and top handrail with a square bottom rail to match the existing feature on the far rear porch. The HARB directed that the applicant return with a proposed material / design plan to replicate the design of the railing on the front and side porch.
4. A request by St. Patrick Church for a Certificate of Appropriateness at 140 E. Pomfret St. for the replacement of 14 windows on the second and third floors with Starview / Majesty type historical wooden clad aluminum windows, and painted profile molding, as needed.
5. A request by Robert Bingaman for a Certificate of Appropriateness to install signage at 151 S. Hanover St., was postponed by HARB, and applicant subsequently withdrew application on 4/2/19.
6. A request by Maria Ntzanis for a Certificate of Appropriateness to replace three apartment windows facing E. High Street and one on the side facing the Bosler Library. All four windows will be replaced with energy efficient wooden windows (Integrity by Marvin), and to be two by two panes for 2<sup>nd</sup> floor. The use of composite type material to replace the wood trim around the dormer window on the front, 3<sup>rd</sup> floor.
7. A request by Art Amundsen for a Certificate of Appropriateness at 217 N. Hanover St. to install two signs on the front elevation:
  - a. a 64 X 13 inch sign located above the front door, to read: "Edward Jones Financial Offices."
  - b. a 4ft<sup>2</sup> sign to be installed above the light fixture, and above the other proposed sign, to read: "Art Amundsen, Financial Advisor".

G. **Public Safety Committee:**

1. Borough Council authorized the temporary closing of several Borough streets for Dickinson College's 246th Commencement on May 19, 2019 from 8:00 a.m. – 2:00 p.m., with Dickinson College reimbursing the Borough 100% of the variable costs and 10% of the fixed costs incurred by the Borough of Carlisle to hold the event. Approval is contingent upon Penn DOT's approval of said street closure and the applicant providing a Certificate of Insurance naming the Borough and Penn DOT as additional insureds'.
2. Borough Council approved a Special Events Application from the YWCA of Carlisle to conduct a 5K "Race Against Racism" on April 27, 2019 beginning 9:00 a.m. – 11:00 a.m. The route would be G

*Street to Franklin Street; Franklin Street to W. Penn Street; Penn Street to Bellaire Drive; Bellaire Drive to the school complex and will travel through the complex and back out onto Orange Street and proceed back the same way to the YWCA. The YWCA will be responsible for 100% of the variable cost and 10% of the fixed costs for this event.*

## **REGULAR AGENDA**

### **TABLED, CONTINUED, AND RECURRING ITEMS**

None

### **REPORTS FROM ELECTED OFFICIALS**

#### **A. Mayor's Report:**

1. Mayor Scott brought a resolution to Council seeking their approval. He explained the Restore PA Resolution would be sent to Pennsylvania lawmakers to urge them to approve an infrastructure improvement plan that will invest \$4.5 billion over the next four-years in significant, high-impact projects throughout the commonwealth. He noted this would provide funding for local road upgrades, create new flexible funding options for businesses that need local infrastructure upgrades to enable development projects, and multimodal and large-scale capital projects for transit, like the Carlisle Urban Redevelopment Plan. Councilor Fulham-Winston made a motion, seconded by Councilor Flower-Webb, to approve the Restore PA Resolution. Council unanimously voted (6-0) to approve the PA Restore Resolution.
2. Mayor Scott provided an update to subjects discussed at the PA Municipal League Capital Conference. He noted topics of interest were local government and autonomous vehicles, preservation of local zoning, the impact and deployment of small wireless cell structures, and incentivizing volunteerism in the Fire Service.

### **REPORTS FROM COMMITTEES**

#### **B. ERCP:**

1. Borough Council voted 6-0 to appoint Mr. Zachary Sandonato to a first, 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 6-0 to appoint Mr. Robert Pinnell a partial term on the Borough's Planning Commission. The candidate's term shall become effective immediately and expire on February 28, 2021. (Guido/Shultz)
3. Borough Council voted 6-0 to appoint Mr. Thomas Easterly to a partial term on the Borough's Historical Architectural Review Board (HARB). The candidate's term shall become effective immediately and expire on December 31, 2020. (Guido/Shultz)
4. Borough Council voted 6-0 to reappoint Ms. Safronia Perry to a four-year term on the Borough's Human Relations Commission. The candidate's term shall become effective immediately and expire on February 28, 2023. (Guido/Shultz)
5. Borough Council voted 6-0 to amend the Borough of Carlisle's Civil Service Commission Rules & Regulations that were adopted in May 2018. (Guido/Shultz)

#### **C. Budget & Finance Committee:**

1. Borough Council voted 6-0 to approve an agreement with Orrstown Bank regarding the method of collateralization of the Public Deposits of the Borough. (Shultz/Flower-Webb)

2. Borough Council voted 6-0 to adopt a resolution approving the sale and disposition of vehicles and other equipment (listed in Exhibit A of the Resolution) that may be sold through Municibid. (Shultz/Flower-Webb)
3. Borough Council voted 6-0 to approve an amendment to the April 2, 2015 agreement between the Borough of Carlisle and J. Michael Adler, 337 Lincoln Street, Carlisle, Pennsylvania. (Shultz/Flower-Webb)
4. Borough Council voted 6-0 to approve a Resolution amending the parking rent for spaces in the East Louther Street North Parking Lot. (Shultz/Flower-Webb)

**D. Community Planning & Smart Growth Committee:**

1. Borough Council voted 6-0 to approve a waiver for the submission of a Preliminary Subdivision Plan (226-19). (Shultz/Flower-Webb)
2. Borough Council voted 6-0 to approve a Final Subdivision Plan, submitted by FSA Inc., on behalf of Carlisle Area School district, located at 801 S. Hanover St., dated 2/15/19, subject to the conditions herein imposed by staff). (Shultz/Flower-Webb)

**E. Economic Development Committee:**

1. Borough Council, by a roll call vote of 6-0, approved an ordinance for 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. Agreement shall be retroactive January 1, 2019 to December 31, 2019. (*Flower-Webb/Fulham-Winston*)
2. Borough Council voted 6-0 to waive the Borough of Carlisle prohibition of public consumption and restriction of open containers of alcohol for the Employment Skills Center fundraising/post-race beer garden event that shall be held on “a private parking lot open to public use” (JFC Staffing Company, 101 West High Street). Waiver shall be in effect on May 16, 2019 from 6:45 p.m. to 8:30 p.m. (Flower-Webb/Fulham-Winston)

Mr. Art Kuntz, 636 Mooreland Avenue, Carlisle, Pennsylvania, Race Director of the 8<sup>th</sup> annual Downtown Mile event. Mr. Kuntz provided an overview of the upcoming event and thanked the local breweries for their participation in the beer Garden.

**F. Parks and Recreation Committee:**

1. Borough Council, by a roll call vote of 6-0, adopted an ordinance authorizing the lease of Room No. 108 in the Stuart Community Center to the Employment Skills Center. (Landis/Scott)
2. Borough Council voted 6-0 to enter into an agreement with the US Army War College Class of 2019. The agreement documents rights and responsibilities and the future care and maintenance with respect to the donation and construction of the Lincoln Cemetery archway. (Landis/Scott)

**G. Public Safety Committee:**

1. Borough Council, by a roll call vote of 6-0, 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 N. Bedford Street. (Scott/Guido)
2. Borough Council, by a roll call vote of 6-0, 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 South Hanover

Street and removal of one private on-street handicapped parking space on East High Street. (Scott/Guido)

3. Borough Council voted 6-0 to authorize the temporary closing of Cherry Street between W. High Street and W. Louthur Street on May 18, 2019 from 2:00 – 5:00 p.m. for Dickinson College Baccalaureate. Dickinson College would be responsible for 100% of the variable costs and 10% of the fixed costs to hold this event. (Scott/Guido)

#### H. **Public Works Committee:**

1. Borough Council voted 6-0 to approve the purchase and installation of water pumps at the Wastewater Plant from Ram Industrial Services LLC of Camp Hill, Pennsylvania, for \$45,526.00, through the Commonwealth of Pennsylvania's Cooperative Purchasing Program (COSTARS). (Fulham-Winston/Landis)
2. Borough Council voted 6-0 to authorize the Mayor to sign the grant agreements and other support documents for the Pennsylvania Multi-Modal grants received from the Pennsylvania Department of Transportation in the total amount of \$5,078,650.00 for the Carlisle Connectivity Project. (Fulham-Winston/Landis)
3. Borough Council voted 6-0 to award the lump sum construction contract for the Orange and High Street Traffic Signal Upgrade Project to the lowest responsive bidder, Atlantic Transportation Systems, Inc. of Camp Hill, Pennsylvania, in the amount of \$161,000.00 (One Hundred Sixty-One Thousand dollars). (Fulham-Winston/Landis)
4. Borough Council voted 6-0 to approve Change Order No.1 to the Letort Interceptor Rehabilitation Contract to change the bypass pumping route across Harmony Hall Road in Middlesex Township, increasing the total contract by \$17,422.50. (Fulham-Winston/Landis)
5. Borough Council, by a roll call vote of 6-0, approved 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)
6. Borough Council voted 6-0 to award the unit price construction contract for the 2019 Pedestrian Curb Ramp Rehabilitation Project to the lowest responsive bidder, Porter Construction, LLC. of Mount Holly Springs, Pennsylvania, in the amount of \$121,604 (One Hundred Twenty-One Thousand Six Hundred and Four Dollars). Borough Council may also authorize any contract change orders needing prompt action in an amount not to exceed \$4,000 (four thousand dollars) each, to be approved at the discretion of the Borough Manager and brought before Council for retroactive approval. (Fulham-Winston/Landis)
7. Borough Council voted 6-0 to enter into an engineering services contract for a not-to-exceed cost of \$18,799 with ARRO Consulting, Inc. to provide engineering services for the Borough's Penn Street Water Storage Tank Coating System Refurbishment, subject to Borough Solicitor's approval of the contract. (Fulham-Winston/Landis)

#### **NEW BUSINESS -**

None

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

Student Ambassador Termini shared the following future events to take place at Dickinson College: Day of Service, Dickinson Arts Events, Baccalaureate as well as Commencement on May 19<sup>th</sup>. She noted celebrity, Pierce Bronsan will be the Commencement speaker for the event.

Councilor Landis noted she participated in the Northside Ride community event. She noted the following upcoming events: Heberlig Paler Park Cleanup Day, Lincoln Cemetery Town Hall Meeting, ceremony for the installation of the arch at the Lincoln Cemetery on Memorial Day.

Councilor Fulham-Winston noted she attend the Blue Lotus Buddhist Temple Peace March event, welcoming them to the Borough. She also attended the Workforce Development and Sustainable Work Group, which will look how to bring entities together to focus on sustainable wages for local families.

Councilor Guido acknowledged Parking Supervisor Hamilton for her work on the new smart meters for downtown parking. She recognized Public Works Secretary Lucretia Hefflefinger and Public Information Coordinator for their handling of recent trash and recycling concerns.

Mayor Scott spoke of the 175<sup>th</sup> Anniversary Carlisle Town Band that he will attend and present the opening remarks and a proclamation.

Councilor Shultz noted the Emergency Services Work Group met and appointed Nathan Harig as the chair and himself as the vice chair.

Councilor Flower-Webb stated she attended the Zoning Hearing Board at which a request for distillery on North Hanover Street was presented. She attended the Carlisle Events Spring meeting for an overview of the upcoming events.

Solicitor Brenneman remarked that he feels Mr. Bronsan is an excellent actor but his least favorite James Bond.

Police Chief Landis noted he attended the Crime Victims Service Ceremony where Detective Sgt. Freedman and Officer Kurtz were honored as the Officers of the Year and also presented with the District Attorneys Mayors for Service Award for their work on a recent court case.

Mayor Scott announced an executive session was held prior the Council the meeting at which land acquisition and personnel were discussed.

## **ADJOURNMENT**

There being no further business or public comment, the meeting adjourned at 7:45 p.m.

---

Timothy A. Scott  
Mayor

---

Joyce E. Stone  
Borough Secretary