

Borough of Carlisle
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**BOROUGH OF CARLISLE
COUNCIL MEETING MINUTES
June 13, 2019**

Mayor Scott called the Council Meeting to order at 7:07 p.m. Mayor Scott led the Moment of Silence and Pledge of Allegiance.

Council members present: Councilors Crampsie, Flower-Webb, Fulham-Winston, Guido, Landis, and Mayor Scott. Also present were: Assistant Borough Manager Armstrong, Police Chief Landis, Water Resources Director Malarich, Community Development Manager Skelly, Parks & Recreation Director Crouse, Finance Director Juday, Fire Chief Snyder, Public Information Coordinator Taylor, Solicitor Brennehan and Borough Secretary Stone.

Deputy Mayor Shultz was not present at the meeting.

CONSENT AGENDA

Councilor Guido made a motion, seconded by Councilor Flower-Webb, to approve the Consent Agenda. Councilor's Guido and Landis requested items G 4, 5 & 6 be removed from the Consent Agenda. Council unanimously voted (6-0) to approve the Consent Agenda, which consisted of the following items:

A. **Minutes:**

Council Meeting 05/01/19

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

<i>General Fund</i>	\$ 898,672
<i>Water Fund</i>	\$ 166,127
<i>Sewer Fund</i>	\$ 1,569,559
<i>Stormwater Fund</i>	\$ 26,429
<i>Solid Waste Fund</i>	\$ 11,420
<i>Capital Projects Fund</i>	\$ 279,987
<i>Parking Fund</i>	\$ 19,390

C. **Attendance Approvals:**

1. *Police Chief Landis attending the Federal Bureau of Investigation National Alumni Association Training Conference in Phoenix Arizona from July 20-23, 2019.*

D. **Budget & Finance:**

1. *Borough Council adopted a resolution approving the sale and disposition of equipment (listed in Exhibit A of the Resolution) that may be sold and delivered to the Good Hope Middle School for the Annual COG Surplus Equipment Auction on July 17, 2019.*

E. Community Planning/Smart Growth:

1. Borough Council reaffirmed the “Delegation of Signing Authority for CDBG and HOME invoices” as reflected in Section III entitled, “Certification of Elected Officials” of said form to reflect Mayor Timothy A. Scott and Deputy Mayor Sean M. Shultz retroactive to May 9, 2019.
2. Borough Council approved the 2019 – 2023 Five Year Consolidated Plan and the 2019 Action Plan and Community Development Block Grant Budget as presented during the June 5, 2019 Public Hearing.

F. ERCP:

1. Borough Council accepted the tendered resignation of Mr. Matthew Candland as Borough Manager retroactive to Friday, June 7 and appoint Susan Armstrong to serve as Acting Borough Manager until such time that Mr. Candland’s successor is appointed.
2. Borough Council reappointed Mr. Robert Schmidlein to a first full term on the Parks and Recreation Board. The candidate’s term will become effective July 1, 2019 and shall expire on June 30, 2023

G. HARB:

The following HARB items were approved:

1. A request by BK Properties for a Certificate of Appropriateness at 46 S. East Street to replace rotting wood on the top left corner of the house with wood (same design as the front roof).
2. A request by Heather & Harpreet Bedi for a Certificate of Appropriateness at 221 W. South St. to replace mortar on the side brick wall of the house using Type O, 1:2:9 mortar. Applicant stated that they had water damage to bedrooms and living room, therefore the work was completed prior to approval.
3. A request by St. John’s Episcopal Church for a Certificate of Appropriateness at 1A N. Hanover Street to:
 - Remove existing shingle roof system, ice & water shields at all eaves & valleys
 - Install synthetic underlayment covering wood substrate and install 50 year GAF brand Timberline HD architecture shingles including flashing.
 - Remove existing slate roof system and install one layer of ½ plywood to existing substrate, install flame rated underlayment, install EchoStar Empire Slate Traditional 10” wide and 8” reveal slate shingle.
 - Flash all roof penetrations with appropriate flashing to include a 50-year Gold Star Warranty.
 - Remove existing roof system on the steeple. Install ice & water shield covering on substrate and install synthetic shakes or in-kind wooden shakes including roof flashing of roof penetrations.
4. A request by Chad Kimmel for a Certificate of Appropriateness at 26 W. High St. to paint: “Grand Illusion, Hard Cider” on the front façade of the building between the second and third floor windows. The sign will measure 3.5 ft. tall x 26 ft. long. The letters will be black with gold outlining. Also, install three puck lights on the wood cornice above the first floor windows, illuminating the new signage.
5. A request by The Carlisle Antique Mall for a Certificate of Appropriateness at 164 N. Hanover St. to install plastic lettering: “The Carlisle Antique Mall” on the front façade of the building. The lettering will be maroon in color and anchored to the brick with metal studs. Overall height of the letters will be 26.25” and the overall length will be 478.46”.
6. A request by St. Patrick’s Church for a Certificate of Appropriateness at 140 E. Pomfret Street to remove/replace existing slate and shingle roofing systems with new EchoStar slate and shingles, replace damaged or rotted plank, overlay and attach new substrate, and underlayment. Replace all existing

cooper spouting, downs and flashings with new copper. Install new pipe snow guards and EPDM rubber roofing on low slope areas.

7. A request by Maranatha- Carlisle for a Certificate of Appropriateness at 20 N. Hanover St. to install laminated decals on the inside of front glass windows. The decals will be approximately 7.5" x 16". A gray/white oval with black lettering: "Scaringi & Scaringi, P.C. A Full Service Law Firm." Below the oval will be a tree and green/white lettering "Maranatha Carlisle, A Financial Guidance Ministry." Also, install a 4" x 30" indicator plaque on the identification board located to the rear of the building.

The following HARB item was denied:

1. Borough Council denied a request by Kevin & Dawn Hutchinson for a Certificate of Appropriateness at 47 Walnut St., to replace existing wooden panel front door with two top windows with a new Speakeasy style door. **(The HARB recommended denial)**

H. Public Safety:

1. Borough Council authorized the closure of Dickinson Avenue between North Hanover and North Courthouse Avenue on Friday, August 9, 2019 from 9:00 a.m. – 9:00 p.m. for Sadler Health Center to conduct their Annual Health Fair contingent upon Sadler Health Center reimbursing the Borough of Carlisle 100% of the variable costs and 10% of the fixed costs incurred by the Borough and receipt of a valid Certificate of Liability Insurance form. (Note: The event is scheduled for 5:00 – 8:00 p.m.).

REGULAR AGENDA

A. HARB

Borough Council voted 4-0-2 to approve the following items. Councilor's Guido and Landis recused themselves from the vote due to a conflict of interest.

1. A request by Dickinson College for a Certificate of Appropriateness at 34 S. West St. to replace existing windows with Norwood 500 Series windows in the "Just Gray" color, miscellaneous painting of wood trim, soffit, etc. to match the existing colors, and replace slate shingles at upper level due to discoloration / aging.
2. A request by Dickinson College for a Certificate of Appropriateness at 275 W. Louthier St. to replace existing windows with Norwood 500 Series in the "Mahana White" color. Also, paint wood trim, soffit, etc. to match the existing colors and replacement of Mansard shingles at the upper level due to discoloration / aging.
3. A request by Dickinson College for a Certificate of Appropriateness at 55 N. West St. to replace the current wood railing on the second floor balcony. The proposed new railing would be up to code, constructed of pressure treated wood and be painted to match the existing building color. The railing design would duplicate the approved railing on the rear of the attached property located at 170 W. Louthier Street.

TABLED, CONTINUED, AND RECURRING ITEMS

None

REPORTS FROM ELECTED OFFICIALS

B. Mayor's Report:

1. Mayor Scott stated that he was invited to be a member of the Pennsylvania Advisory Committee for US Global Leadership Coalition. He noted the Coalition works to educate the American public and policymakers on the importance of investing in diplomacy and development alongside defense in building a strategic, modern foreign policy.
2. Acting Borough Manager Armstrong announced that the Pennsylvania State Association of Borough's awarded a second place Social Media Award to the Borough of Carlisle. She presented the award to Public Information Coordinator Taylor and congratulated Ms. Taylor on a job well done.

REPORTS FROM COMMITTEES

C. Budget & Finance Committee:

1. Borough Council voted 4-0-2, with Councilors Guido and Landis recusing themselves, to ratify agreements by and between the Borough of Carlisle and Dickinson College; and, DVRE, LP respectively. (Crampsie/Fulham-Winston)

D. Community Planning & Smart Growth Committee:

1. Borough Council adopted, by a roll call voted of 6-0, an ordinance amending the Code of the Borough that prohibits certain nuisances. (Crampsie/Flower-Webb)
2. Borough Council voted 6-0 to approve a waiver for the submission of a Preliminary Subdivision Plan (226-19), submitted by James Hockenberry, PLS, on behalf of KIS Holdings and Paul Estep, located along E. Louther Street. (Crampsie/Flower-Webb)

Borough Council voted 6-0 to approve a Final Subdivision plan, submitted by James Hockenberry, PLS, on behalf of KIS Holdings and Paul Estep, located along E Louther Street, subject to the conditions imposed by staff. (Crampsie/Flower-Webb)

3. Borough Council voted 6-0 to approve a waiver for the submission of a Preliminary Subdivision Plan (226-19), submitted by FSA Assoc., Inc. on behalf of Dino & Patricia Craig, located on 110 S. Hanover Street, 30 W. Pomfret Street. (Crampsie/Flower-Webb)

Borough Council voted 6-0 to approve a Final Subdivision plan, submitted by FSA Assoc., Inc. on behalf of Dino & Patricia Craig, located on 110 S. Hanover Street, 30 W. Pomfret Street, subject to conditions imposed by staff. (Crampsie/Flower-Webb)

4. Borough Council voted 6-0 to approve a waiver for the submission of a Preliminary Subdivision Plan (226-19), submitted by Akens Engineering Assoc. Inc., on behalf of Wolf & Tiger LLC, located at 1625 Ritner Highway. (Crampsie/Flower-Webb)

Borough Council voted 6-0 to approve a Final Subdivision plan, submitted Akens Engineering Assoc. Inc., on behalf of Wolf & Tiger LLC, located at 1625 Ritner Highway, subject to conditions imposed by staff. (Crampsie/Flower-Webb)

E. ERCP

1. Borough Council voted 6-0 to approve the Carlisle Borough Zoning Hearing Board's appointment of Kurt E. Williams as Solicitor at the hourly rate of \$165.00 and furthermore, approve the Carlisle

Borough Zoning Hearing Board's appointment of Jeffrey C. Clark as Alternate Solicitor at the hourly rate of \$165.00. *(Guido/Sean)*

F. Public Safety Committee:

1. Borough Council adopted, by a roll call voted of 6-0, an ordinance amending the Code of the Borough of Carlisle, with respect to Chapter 244, Vehicles and Traffic to modify the time of parking prohibition in a certain section of West North Street. *(Scott/Guido)*
2. Borough Council voted 6-0 to authorize the Borough Solicitor to draft and advertise an ordinance amending the Code of the Borough of Carlisle, with respect to Chapter 244, Vehicles and Traffic, to establish a prohibition against the parking of vehicles at all times on West North Street at the intersection with Franklin Street from the intersection east 60 feet, along the north side of the Street. *(Scott/Guido)*
3. Borough Council voted 6-0 to approve the follow special events/street closures requested by Dickinson College and contingent upon Dickinson College reimbursing the Borough of Carlisle 100% of the variable costs and 10% of the fixed costs incurred by the Borough and receipt of a valid Certification of Insurance form naming the Borough of Carlisle as an additional insured for these events. *(Scott/Guido)*

Event: First Year Student Orientation Move in Day
Date: August 25, 2019
Time: 7:00 a.m. – 3:00 p.m.
Location: Cherry Street between W. High Street and W. Louther Street

Event: First Year Student Orientation Move in Day
Date: August 28, 2019
Time: 7:00 a.m. – 3:00 p.m.
Location: Mooreland Avenue between W. High Street to West South Street and Cherry Street between W. High Street and W. Louther Street

Event: Homecoming
Date: September 28, 2019
Time: 11:00 a.m. – 2:00 p.m.
Location: Belvedere Street between W. High Street and Biddle Avenue South

4. Borough Council voted 6-0 to approve the special event and street closure request for the 2019 Summerfair 5K and 10K races on Saturday, July 6, 2019 from 7:45 a.m. – 10:00 a.m. Approval shall be subject to receipt of a valid Certificate of Liability Insurance form naming the Borough of Carlisle as an additional insured and the applicant (Summerfair) reimbursing the Borough of Carlisle 100% of the variable and 10% of the fixed costs incurred by the Borough for said event. *(Scott/Guido)*

G. Public Works Committee:

1. Borough Council voted 6-0 to award the bids for various chemicals used at the water and wastewater plants to the lowest, responsive bidders outlined in staff's bid tabulation document, attached to these minutes. The annual contract term shall be June 21, 2019 to June 20, 2020. *(Fulham-Winston/Landis)*
2. Borough Council voted 6-0 to approve Change Order Numbers 1 and 2 to the Carlisle Springs Road Water Main Replacement Project to reflect deviations from the actual work completed by the contractor to the estimated bid quantities included in the unit price contract, increasing the total contract by \$18,127.00 (eighteen thousand one hundred twenty-seven and zero cents). *(Fulham-Winston/Landis)*

3. Borough Council voted 6-0 to approve Change Order No.2 to the Letort Interceptor Rehabilitation Contract to change the bypass pumping approach within Carlisle Barracks, as requested by Barracks leadership, increasing the total contract by \$39,991.25 (thirty-nine thousand nine hundred ninety-one dollars and twenty-five cents). *(Fulham-Winston/Landis)*

NEW BUSINESS

Ms. Wanda Hunter, 234 Walnut Bottom Road, Carlisle, Pennsylvania, provided a reminder of the tragedy at the Mother Emanuel Church that occurred on June 17, 2015.

REPORTS FROM COUNCIL MEMBERS & STAFF

Councilor Landis spoke of the Memorial Day celebration where the class of the 2019 War College students dedicated the archway at Lincoln Cemetery to the Borough.

Councilor Fulham-Winston stated that she attended the recognition of the arch at the Lincoln Cemetery and thanked all those persons involved in the installation. She also attended the Union Fire Company recognition and memorial of the firefighter that lost his life in the line of duty. She noted that it was a very moving ceremony.

Councilor Guido also recognized the fire department memorial service and the police department service

Mayor Scott announced an executive session was held prior to the meeting to discuss land acquisition and potential litigation.

Councilor Flower-Webb shared information she received from the Cumberland Historical Society in regard to a project that will portray the history of Lincoln Cemetery. She noted there has been a request for knowledge or pictures to be shared with the Historical Society.

Councilor Crampsie congratulated Stephanie Taylor and staff for providing information on social media that was recognized by the Pennsylvania Borough Association with a second place award. He noted Pride Week would take place on June 23-30 in downtown Carlisle.

Police Chief Landis noted the Fraternal Order of Eagles honored Mayor Scott and himself. Chief Landis received the Anthony Angelo Municipal Award and Mayor Scott received the Maury Splain Mayor's Award.

Fire Chief Snyder updated Council on the Emergency Work Group and noted they are now working on a mission statement.

Public Information Coordinator Taylor stated that the website design company will meet with staff to discuss the vision for new website.

ADJOURNMENT

There being no further business or public comment, the meeting adjourned at 7:35 p.m.

Timothy A. Scott
Mayor

Joyce E. Stone
Borough Secretary

