

**BOROUGH OF CARLISLE  
COUNCIL MEETING  
September 12, 2019  
7:00 PM**

This "Preliminary Agenda" is provided to inform citizens of items for Council consideration at the next Council meeting. It reflects the information provided to Council one week prior to the meeting and is subject to change. The final agenda is not published until the day of the meeting and will not be available until the meeting. Citizens who have questions concerning the final agenda should contact the Office of the Borough Manager, Joyce Stone, at 717-240-6920.

**MOMENT OF SILENCE**..... Councilor Flower-Webb  
**PLEDGE OF ALLEGIANCE TO THE FLAG** ..... Councilor Flower-Webb

**ROLL CALL**

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

*Members of the public and visitors may address Borough Council at this time on specific issues of concern relating to Borough government. This is a public meeting and we welcome your questions, comments and suggestions.*

*Those individuals who called ahead and requested to be on the agenda will be called upon first - all others will be recognized by raising their hand. The Mayor may request that citizens who have concerns with a scheduled agenda item delay their comments until Council addresses that agenda item.*

*In order to reflect accurate meeting minutes, we ask that those whom wish to address Council come forward to the podium, or stand in place, as long as everyone can hear. Individuals addressing Council are asked to give their full name and address (business or home) before beginning to speak. Citizens and visitors are asked to be brief and concise in their comments to permit everyone who wishes to speak an opportunity to do so.*

**CONSENT AGENDA**

*The following is a list of routine items which do not appear to be controversial in nature and which probably do not require additional discussion. They can be acted on by one motion in their current form. If discussion is desired on any particular item, any member of Council, or the public, may request the item be removed from the Consent Agenda and that item will be considered separately.*

**A. Minutes:**

*Council Meeting 08/08/19*

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

<i>General Fund</i>	<i>\$ 1,683,272</i>
<i>Water Fund</i>	<i>\$ 522,083</i>
<i>Sewer Fund</i>	<i>\$ 2,372,597</i>
<i>Stormwater Fund</i>	<i>\$ 35,632</i>
<i>Solid Waste Fund</i>	<i>\$ 4,442</i>
<i>Capital Projects Fund</i>	<i>\$ 153,491</i>
<i>Parking Fund</i>	<i>\$ 33,475</i>
<i>Highway Aid</i>	<i>\$ 35,361</i>

**C. Attendance Approval:**

1. *Borough Fire Chief Jeff Snyder to attend the Cumberland County LEPC Summit at Messiah College, Mechanicsburg, Pennsylvania on October 10, 2019.*

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

1. *Borough Council may accept and approve for submission the Community Development Block Grant (CDBG) Consolidated Annual Performance and Evaluation Report (CAPER) for the period covering July 1, 2018 through June 30, 2019.*
2. *Borough Council may authorize the Mayor to execute an agreement by and between the Borough of Carlisle [Borough] and the Redevelopment Authority of the County of Cumberland [the Authority] to permit the Authority to administer and execute the Borough's Fiscal Year 2019 Community Development Block Grant (CDBG) Program in accordance with all applicable local, state and federal laws, rules and regulations subject to the Borough Solicitor's satisfactory review and approval.*

*Borough Council may furthermore authorize the Mayor to execute the associated HUD Funding Approval Agreement documents subject to the Borough Solicitor's satisfactory review and approval.*

**E. HARB:**

***The HARB recommends approval for the following item:***

1. *A request by Stacy Snyder for a Certificate of Appropriateness at 17 E. South St., to replace seven windows. Five on the front of the house, one on the side, and rear. The proposed windows will be made of Fibrex with a wood / vinyl composite to look like wood. The new windows will be two-over-two with an exterior profile. The window grills shall be located between the panes of glass.*
2. *A request by Tri-County HDC for a Certificate of Appropriateness at 157- 159 E. South St., to demolish the existing vacant, blighted house and construct two, new townhomes, subject to the following conditions:*
  - a. *That the existing metal fence be partially retained and integrated into the landscape features of the front and side yards;*
  - b. *That window shutters be used in addition to decorative trim, similar to the style of adjacent homes;*
  - c. *Replicate existing windows, which appear to be two over two; Otherwise, use a one-over-one configuration;*
  - d. *That front entrance porches be installed with upgraded balusters, railings, and columns;*
  - e. *That the partial brick veneer façade be removed, and that cost savings be applied to using an appropriate wood, composite, or fiber-cement siding on the façade, and that the applicant make a good effort attempt to consider wood / composite along sides, as well;*
  - f. *Any salvageable material from home, which cannot be used for new design, should be offered to HARB / other community historic representative for use elsewhere in the Borough.*
3. *A request by John & Colleen Oszustowicz for a Certificate of Appropriateness for 104- 106 S. Hanover St., to:*
  - a. *Cover brick exterior with wood milled siding (to match the existing on side & rear);*
  - b. *Replace front (left side) door with a "BenBilt" fiberglass door to match the existing size and design of the current door; Right side door, porch & awning to be removed;*

- c. *Add a permanent roof structure over the front door. The porch roof will be a small gable roof (see attached example)*
  - d. *Add wooden shutters and decorative trim above the windows, as per submission;*
  - e. *Existing concrete front steps will be repaired / replaced, as described in submission.*
4. *A request by Carlisle Theater for a Certificate of Appropriateness for 40 W. High Street, to:*
    - a. *Reconstruct the pilasters on the west side of the auditorium with expansion joints to match the pilasters on the east side of the building;*
    - b. *Remove and reconstruct the upper two feet of the chimney, which has deteriorated and is in need of urgent repairs. Existing chimney caps will be removed and reused. Brick will match the pilasters. Rout out and repoint the remaining mortar joints to the top of the parapet wall.*

**F. Public Safety Committee:**

1. *Borough Council may approve the temporary closure of several Borough streets to facilitate the Carlisle Family YMCA annual Turkey Trot 5K Road Race to be held November 28, 2019, Thanksgiving Day from 8:00 a.m. to 11:00 a.m. The street closures include South West; West South to Orange Street; Orange Street to Georgetown Circle to Orange Street; Orange Street to Hillside; Hillside to Belvedere Street; Belvedere to Noble Blvd.; Noble to Wilson Street; Wilson to South; South to West Street; West Street to Finish Line. Approval shall be subject to the YMCA providing the Borough of Carlisle a valid Certificate of Liability Insurance form naming the Borough of Carlisle as an additional insured and the YMCA being responsible for 100% of the variable costs, 10% of the fixed costs of traffic control.*

**REGULAR AGENDA****TABLED, CONTINUED, AND RECURRING ITEMS**

None

**REPORTS FROM ELECTED OFFICIALS****A. Mayor's Report**

1. YWCA 100<sup>th</sup> Anniversary Proclamation

**REPORTS FROM COMMITTEES****A. Budget and Finance Committee:**

1. Borough Council may approve the 2020 Minimum Municipal Obligation (MMO) budgets in the amount of \$667,830 (six hundred sixty-seven thousand eight hundred and thirty dollars) to fund the police, non-uniformed employees, and 401(a) pension plans for 2020 as required by Act 205 of the Commonwealth of Pennsylvania.
2. Borough Council may adopt a resolution taking the following actions:
  - Authorizing additional supplemental budget appropriations to those fund and departments outlined in said resolution.
  - Furthermore to amend the 2019 – 2023 CIP to include 2018 projects not completed and carried over to 2019.
3. Borough Council may 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 modify the parking rates for the short-term (2-hour) meters and provide the Borough Manager with authority to modify parking restrictions for special events.

**B. Community Planning & Smart Growth:**

1. Borough Council may consider adopting an ordinance providing for a text amendment request submitted by Carlisle Auto Industries, applicable to portions of the Urban Mixed Use zone.
2. Borough Council may direct the Borough Solicitor to advertise a proposed ordinance to create new Chapter 158 to permit and regulate Mobile Food Vendors.

**C. ERCP**

1. Borough Council may appoint Mr. Fred Vigeant to a first full five-year term on the LeTort Regional Authority. This term will become effective immediately and shall expire on December 31, 2023.
2. Borough Council may appoint Mr. Kevin Weddle to a partial term on the Carlisle Borough Municipal Authority. This term will become effective immediately and shall expire on December 31, 2019.

3. Borough Council may appoint Ms. Katie Maxwell to a partial term on the Parks and Recreation Board. The partial term will become effective immediately and shall expire on June 30, 2023.
4. Borough Council may appoint Mr. Gary R. Steele to a first full term as an alternate on the Carlisle Borough Civil Service Commission. This term will become effective immediately and shall expire on July 31, 2025.

**D. Public Safety Committee:**

1. Borough Council may consider a special event request submitted by PPG Paints, 24 West South Street, Carlisle, PA to hold an event on Wednesday, September 18, 2019 from 10:00 a.m. to 3:00 p.m. in front of said location. Special event request includes utilizing sidewalk and reserving parking spaces directly in front of the business. PPG would be subject to reimburse the Borough 100% of the variable and 10% of any fixed costs associated with said event and to provide a valid Certificate of Liability Insurance form naming the Borough of Carlisle as an additional insured.

**E. Public Works Committee:**

1. Borough Council may authorize the purchase of a Sludge Grinder Unit for the Wastewater Treatment Plant from Envirep, Inc. of Camp Hill, Pennsylvania, in the amount of \$19,679 (nineteen thousand six hundred seventy-nine dollars) through the Commonwealth of Pennsylvania's Cooperative Purchasing Program (COSTARS), Contract #016-080.
2. Borough Council may approve the purchase of a replacement sewage grinder for the Wastewater Plant from JWC Environmental through Watermark Environmental Systems Inc. of Exton, Pennsylvania, through the Commonwealth of Pennsylvania's Cooperative Purchasing Program (COSTARS), Contract Number 391243, in the amount of \$36,717.52 (thirty-six thousand seven hundred seventeen dollars and fifty-two cents).
3. Borough Council may approve entering into a contract with Hunters Masonry in an amount not to exceed \$24,500 (twenty-four thousand five hundred dollars) for masonry repairs to the stonewall at the Old Graveyard (aka Molly Pitcher Cemetery).
4. Borough Council may authorize Destination Carlisle to decorate select downtown lampposts with fall/Halloween type décor and to utilize select outlets from October 15, 2019 through October 22, 2019 as part of the "Halloweekend" event.

**NEW BUSINESS** - This section includes citizens who would like to address Council on any matter relating to Borough government.

**REPORTS FROM COUNCIL MEMBERS & STAFF**

**ADJOURNMENT**

**UPCOMING EVENTS/MEETINGS**

**September 2019** - (All meetings are held at Borough Hall unless noted otherwise.)

12	Public Hearing (IAC Zoning Amendment)	6:45 p.m.
12	Council Meeting	7:00 p.m.
26	Planning Commission	5:30 p.m.
30	HARB	5:30 p.m.

**October 2019** - (All meetings are held at Borough Hall unless noted otherwise.)

02	Public Hearing - CDBG Reprograming of Funds	6:00 p.m.
02	Public Hearing - Analysis of Impediments (CDBG)	6:05 p.m.
02	Council Workshop Meeting (Immediately following the Public Hearing)	
03	Board of Appeals	5:00 p.m.
03	Zoning Hearing Board	6:30 p.m.
03	Parks & Recreation Board (Stuart Community Center)	7:00 p.m.
10	Council Meeting	7:00 p.m.
15	Sewer Authority Meeting (54 N. Middlesex Road)	4:00 p.m.
16	Municipal Authority Meeting (195 Longs Gap Rd.)	3:00 p.m.
24	Planning Commission	5:30 p.m.