BOROUGH OF CARLISLE
COUNCIL MEETING
February 13, 2020
7:00 PM

MOMENT OF SILENCE ........................................................................................................... Deputy Mayor Shultz
PLEDGE OF ALLEGIANCE TO THE FLAG ........................................................................ Deputy Mayor Shultz

ROLL CALL

PRESENTATION

Human Relations Commission Annual Update: Nancy Gregor, HRC Chairperson

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:

Biennial Meeting 01/06/2020
Council Meeting 01/09/2020

B. Approval of Bills and Investment Transactions:

Expenditures as of January 31, 2020

<table>
<thead>
<tr>
<th>Fund</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td>$ 946,032</td>
</tr>
<tr>
<td>Water Fund</td>
<td>$ 294,093</td>
</tr>
<tr>
<td>Sewer Fund</td>
<td>$ 350,243</td>
</tr>
<tr>
<td>Stormwater Fund</td>
<td>$ 164,484</td>
</tr>
<tr>
<td>Solid Waste Fund</td>
<td>$  8,330</td>
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<tr>
<td>Capital Projects Fund</td>
<td>$  1,244</td>
</tr>
<tr>
<td>Parking Fund</td>
<td>$  30,765</td>
</tr>
</tbody>
</table>

C. Attendance Approval:


**D. ERCP Committee:**

1. Borough Council may reappoint Mr. James Hamblin to a four-year term on the Borough’s Human Relations Commission. The candidate’s term shall become effective March 1, 2020 and expire on February 28, 2024.

2. Borough Council may re-appoint Ms. Morgan Dux to a first full term on the Carlisle Borough Planning Commission. This term will become effective on March 1, 2020 and shall expire on February 28, 2024.

3. Borough Council may appoint Mr. Gary R. Steele to a partial term on the Carlisle Borough Civil Service Commission. This term will become effective immediately and shall expire on July 31, 2020.

**E. Public Safety Committee:**

1. Borough Council may approve the use of Carlisle Special Fire Police and Special Fire Police from other municipalities to work at non-fire related Borough events, functions or parades.

2. Borough Council may authorize the closure of North Pitt Street between I and K Streets on April 21 – April 26; June 23 – June 28; and, September 29 - October 4, 2020 between the hours of 7:00 a.m. -10:00 p.m. daily to facilitate the drop off and pick up of vehicles for Carlisle Events Auto Auction at the Carlisle Expo Center. Carlisle Events shall be responsible for 100% of the variable costs and 10% of the fixed costs incurred by the Borough and be required to provide a Certificate of Insurance naming the Borough of Carlisle as an additional insured.

3. Borough Council may authorize the Northside Ride-Community Bike Ride on Saturday, April 4, 2020 from 10:00 a.m. – 12:00 p.m. subject to the applicant being responsible for reimbursing the Borough 100% of the variable costs and 10% of the fixed costs incurred by the Borough and be required to provide a Certificate of Insurance naming the Borough of Carlisle as an additional insured. (Note: April 27, 2020 shall be deemed the rain date).
REGULAR AGENDA

TABLED, CONTINUED, AND RECURRING ITEMS

None

REPORTS FROM ELECTED OFFICIALS

A. Mayor’s Report
   1. Marriage Fee Notice 2020

REPORTS FROM COMMITTEES

A. Budget and Finance Committee:
   1. Borough Council may approve an ordinance amending the Code of the Borough of Carlisle, with respect to Chapter 120, Fees to establish an administrative fee in the amount of thirty dollars ($30), together with the associated cost of postage, which will be added to all discontinued water and sewer service for tenant occupied accounts. Roll Call Vote

   2. Borough Council may approve a collective bargaining agreement with the Carlisle Borough Police Association establishing terms and conditions of employment for the period January 1, 2020 and ending December 31, 2023.

B. Community Planning & Smart Growth Committee:
   1. Borough Council may:
      a. Direct the Borough Solicitor to finalize a draft of the Rental Housing Ordinance (Chapter 193) Amendment; and,
      b. Schedule, advertise, and circulate a draft Ordinance Amendment for a public meeting for adoption.

C. Economic Development Committee:
   1. Borough Council may approve an ordinance to enter into an Agreement by and between the Downtown Carlisle Association [DCA] and the Borough of Carlisle [Borough] retroactive to January 1, 2020 through December 31, 2020. Roll Call Vote

   2. Borough Council may approve 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. Agreement shall be retroactive January 1, 2020 to December 31, 2020. Roll Call Vote

D. Parks & Recreation Committee:
   1. Borough Council may consider entering into an agreement with the Cumberland Youth Cycling Development (CYCD) to install a pumptrack on the northeast corner of Valley Meadows Park. The organization must raise all funds necessary for the design, construction, and ongoing maintenance of the proposed pumptrack as well as providing all insurances and indemnifications.

   Further, Borough Council may authorize staff to prepare a letter of support to the Cumberland Youth Cycling Development to accompany their April 2020 DCNR grant application for said project.
E. **Public Safety Committee:**

1. Borough Council may adopt 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 on-street handicap parking space at 108 East North Street, Carlisle. *Roll Call Vote*

2. Borough Council may authorize the Downtown Carlisle Association to reserve two parking spaces on the eastern corner of South Hanover and West Church Avenue for “Downtown Horse and Carriage Rides” on dates/times reflected in the Special Events Application.

F. **Public Works Committee:**

1. Borough Council may enter into an engineering services contract for a not-to-exceed cost of $45,000 (forty-five thousand dollars) with Gannett Fleming, Inc. to provide engineering services for the Borough’s Water Treatment Plant Sludge Transfer Station Improvement Project, subject to Borough Solicitor approval of the contract.

2. Borough Council may approve the low bid received for the Water Treatment Plant Residual Waste Disposal Contract from Commonwealth Disposal, Inc. of Harrisburg, Pennsylvania for $0.05 per gallon.

3. Borough Council may approve the purchase and installation of the Sensus FlexNet water meter network communication system and up to 825 (eight hundred twenty-five) meter transmitters from LB Water for a not-to-exceed cost of $200,000.00 (two hundred thousand dollars) through the Commonwealth of Pennsylvania’s cooperative purchasing program (COSTARS) program.

4. Borough Council may enter into an engineering services contract with Gannett Fleming, Inc. to perform an evaluation of the Borough’s stormwater management system that includes development of a Stormwater System Master Plan for a not-to-exceed cost of $160,000.00 (one hundred sixty thousand dollars) subject to the Borough Solicitor’s review and approval of the contract. Additionally, staff recommends that a project contingency be allocated at a maximum amount of $15,000 to be utilized at the discretion of the Borough Manager to support the development of the stormwater system CIP.

**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**

**February 2020** - (All meetings are held at Borough Hall unless noted otherwise.)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>13</td>
<td>Council Meeting</td>
<td>7:00 p.m.</td>
</tr>
<tr>
<td>17</td>
<td>Borough Offices Closed in Observance of President’s Day</td>
<td>5:30 p.m.</td>
</tr>
<tr>
<td>27</td>
<td>Planning Commission</td>
<td>5:30 p.m.</td>
</tr>
</tbody>
</table>

**March 2020** - (All meetings are held at Borough Hall unless noted otherwise.)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>02</td>
<td>HARB</td>
<td>5:30 p.m.</td>
</tr>
<tr>
<td>04</td>
<td>Council Workshop Meeting</td>
<td>6:00 p.m.</td>
</tr>
<tr>
<td>05</td>
<td>Board of Appeals</td>
<td>5:00 p.m.</td>
</tr>
<tr>
<td>05</td>
<td>Zoning Hearing Board</td>
<td>6:30 p.m.</td>
</tr>
<tr>
<td>05</td>
<td>Parks &amp; Recreation Committee (Stuart Community Cnt.)</td>
<td>7:00 p.m.</td>
</tr>
<tr>
<td>12</td>
<td>Council Meeting</td>
<td>7:00 p.m.</td>
</tr>
<tr>
<td>26</td>
<td>Planning Commission</td>
<td>5:30 p.m.</td>
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