BOROUGH OF CARLISLE
COUNCIL MEETING MINUTES
January 9, 2020

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

Council members present: Councilors Crampsie, Fulham-Winston, Hicks, Guido, Landis, Stuby, Deputy Mayor Shultz and Mayor Scott. Also present were: Borough Manager 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 and Borough Secretary Stone.

A. Mayor’s Report:

1. Borough Council voted 6-0 to allow Council member Joel Hicks to participate by telephone during this evening’s meeting. (Shultz/Fulham-Winston)

RECOGNITION

Carlisle Police Department Recognition:

Police Sergeant Miller conveyed the he recently attended the FBI National Academy Program. While there, he attended five high quality leadership, college level classes. Sgt. Miller joined officers from every state, as well as from several countries, for a 10-week program that tested officers both physically and mentally. He noted the ideas and positive programs that were taken from the training would be slowly implemented in the police department and the community.

PRESENTATION

Mr. Tom Ritchey and Mr. Jon Juffe: Northside Village (Former Masland/IAC Site) Development Update

Mr. John Ritchey, Carlisle Events provided the following development update on the parcels of land in the Northside Village.

- Lots 5, 7 and 8 – Plan details will be brought to Council in the upcoming months
- Lot 1 - is not under contract but received a commitment for a restaurant, bank and a forty thousand foot office user.
- Lot 2 - reserved for surplus parking
- Lot 4 & 6 – Signed a contract with a townhouse developer to build between the two lots. Selling those parcels to a planned community with fee simple townhomes consisting of 50 1700 square feet, three bedroom, and two and half bath, three-story units with an open third floor. Infrastructure work is nearly completed on Carlisle Springs Road. Construction of homes to being in spring of 2020.
- Lot 5, 7 & 8 – Under contract with Mr. Jon Juffe of Tricorner Homes
Discussion ensued among Council with the following additional details provided by Mr. Richie.

- Development will be governed by a HOA.
- Streetlights will be the responsibility of the developer.
- Carlisle Events will install streetlights on lots that are not immediately developed. He noted Carlisle Springs Road by the spring of 2021, and then installation will follow on streets A, B, and C. The developer will be responsible for the streetlights until the dedication of the streets to the Borough.

There was discussion on lots 4 & 6 to be a planned community with fee simple townhomes, governed by a HOA. Streetlights will be the responsibility of the developer. Mr. Ritchie noted solid ground surfaces would meet the ordinance with the thirty percentage of green space a masonry wall will divide off parking lots along with vegetation.

Mr. Jon Juffe of Tricorner Homes provided the following development update on lots 5, 7 & 8.

- Lot 8 will consist of 50 townhomes as rentals
- Lots 5 & 7 will consist of 120 stack flat apartments.
  - Units will contain a bedroom in the below ground level.
  - The decision has not been made as to if the different building units will be built in phased or at one time.
  - The time line for building would be market driven
  - Rental Rates will range from $1000 to $1300 dollars
  - One and two bedroom apartments with a roof top patio
  - The first phase of 40+ unit apartments will be built and sealed off, and then the next construction phase of the remaining units will take place.
  - The bottom floor will be partial exposed at street level
  - When the additional phases are built, a hallway will tie the units together.
  - Community amenities are not finalized but will be market based. The minimum proposal is to include a fitness center and a small amount of commercial space.

Borough Manager Armstrong inquired if lighting and sidewalk installation will completed by the developer or builder. Mr. Ritchie responded that all street amenities such as streetlights and utilities are stubbed to the location and would be the responsibility of the developer. The builder is then responsible for sidewalks, street trees and parking lots. Ms. Armstrong inquired if the sidewalks and parking lots would be built in their entirety, Mr. Juffe stated the entire parking lot along with all the sidewalks would be installed in conjunction with the first phase of construction. The market will drive when the second and third phase begin.

Mr. Ritchie remarked that the master developer has the right of recapture, explaining if the plan does not perform in a certain period, the developer can buy back the parcel and pay for just the improvements. The developer can then change the use for the land.

Mr. Juffe will prelease the apartments prior to completion as much as possible.

Councilor Landis inquired how the end of the apartment building would be finished prior to the building of the next phase. Mr. Juffe remarked the first unit would be weather proofed and be aesthetically pleasing, possibly use of big banners.

Mr. Glenn White, Executive Director of DCA, provided the annual DCA report. He noted the accomplishments since the conception of the organization in 1981 included serving as an incubator of small businesses, being community-driven with over 210 volunteers, began organizing events in 2009 and have added 17 additional events since then. They have met with 32 potential businesses and assisted with nine of the 14 new businesses in Carlisle. Councilor Crampsie inquired if there is collaboration with the developers at the North Side Village to promote Carlisle. Mr. White noted DCA would work with the developer to decide how best to approach marketing Carlisle and the new North Side Village.
OPPORTUNITY FOR CITIZENS AND VISITORS TO BE HEARD

Mr. Mike Snyder, President of Carlisle Fire & Rescue congratulated Sergeant Miller on his recent graduation from the FBI Training Academy. He welcomed the new Council members and invited them to the fire station for a tour. Mr. Snyder also thanked Council for the generous money allocation that will allow the fire department to discontinue some of the ancillary activities and will allow them to focus on their primary mission. He stated graduation was held for the Carlisle Emergency Services Academy in which eight students completed the program.

CONSENT AGENDA

Councilor Fulham-Winston made a motion, seconded by Councilor Landis, to approve the Consent Agenda. Council unanimously voted (7-0) to approve the Consent Agenda, which consisted of the following items:

A. **Minutes:**

   - Budget and Finance Committee Public Hearing 12/12/19
   - Council Meeting 12/12/19

B. **Approval of Bills and Investment Transactions:**

   **Expenditures as of December 31, 2019**

   - General Fund  $616,105
   - Water Fund  $129,089
   - Sewer Fund  $1,029,238
   - Stormwater Fund  $32,239
   - Solid Waste Fund  $80,004
   - Capital Projects Fund  $159,812
   - Parking Fund  $196,688

C. **Attendance Approval:**

   1. Parks and Recreation Director Andrea Crouse, Recreation and Pool Manager Kristin Zeigler and Recreation Assistant Kelsey Najdek attending the PRPS/PAEE Conference and Expo from March 17-March 20, 2020 in Champion, PA.


D. **ERCP Committee:**

   1. Borough Council may reappoint Mr. Kevin Weddle to first full term on the Carlisle Borough Municipal Authority. This term shall be retroactive to January 1, 2020 and shall expire on December 31, 2024.

   2. Borough Council may adopt a resolution appointing Ms. Dana Culbertson to a partial term as a regular member to the Carlisle Borough Zoning Hearing Board. The partial term will be retroactive to January 1, 2020 and shall expire December 31, 2023.

   3. Borough Council may adopt a resolution appointing Mr. John Rovegno as first full term as a member of the Carlisle Borough Zoning Hearing Board. The full term shall become effective immediately and shall expire December 31, 2024.
E. **HARB:**

The HARB received approval for the following item:

1. A request by Donald Diehl (Impact Disaster Services) for a Certificate of Appropriateness for 116 S. Pitt St., which was damaged by fire in 2019. The windows on the rear of the house, and siding, may be replaced with vinyl windows and siding. However, the front of the house shall utilize wood windows, which should match existing one over one, grill / muntins.

2. A request by Donald Diehl for a Certificate of Appropriateness for 4 E. High Street. The windows in the second story dormer will be replaced with wood windows with the exact configuration / arch as existing windows. Also, the cedar shake siding located on the dormers shall be replaced with natural colored cedar shake siding.

3. A request by Steve Smith for a Certificate of Appropriateness for 140 W. South Street. The existing second story walkway and steps will be removed / replaced with new wooden stairway and a graspable, contoured handrail. Also, the applicant is approved to replace the siding with new siding to match existing.

**REGULAR AGENDA**

**TABLED, CONTINUED, AND RECURRING ITEMS**

None

**REPORTS FROM ELECTED OFFICIALS**

A. **Mayor’s Report:**

1. Mayor Scott announced the Council Committee assignments for years 2020/2021. The assignments are attached to these minutes.

**REPORTS FROM COMMITTEES**

A. **Budget and Finance Committee:**

1. Borough Council voted 7-0 to approve the Annual Support Contract with Springbrook for the Borough’s main software package for a one-year period effective January 1, 2020 – December 31, 2020. (Shultz/Crampsie)

2. Borough Council voted 7-0 to authorize the Borough Solicitor to draft and advertise 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. (Shultz/Crampsie)

B. **Economic Development Committee:**

1. Borough Council voted 7-0 to authorize the drafting and advertising of 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. (Hicks/Fulham-Winston)

2. Borough Council voted 7-0 to direct the Borough Solicitor to draft and advertise 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 to January 1, 2020 through December 31, 2020. (Hicks/Fulham-Winston)

3. Borough Council voted 7-0 to approve a contract with Keystone Strategic Advocacy, LLC (KSA) that shall provide the continuance of grant writing and lobbying services for Pennsylvania Commonwealth funding opportunities retroactive to January 1, 2020 through December 31, 2020, contingent upon the Borough Solicitor’s satisfactory review and approval. (Hicks/Fulham-Winston)

C. **ERCP Committee:**

1. Borough Council voted 6-0-1, with Councilor Fulham-Winston recusing herself, to reappoint a Mr. Robert Winston to a second term on the Borough’s Sewer Authority retroactive to January 1, 2020 and expiring on December 31, 2024. (Stuby/Shultz)

2. Borough Council, by a roll call vote of 7-0, adopted an ordinance amending Chapter 83 to provide additional training opportunities to the Members and Alternate Members of the Borough of Carlisle Human Relations Commission. (Stuby/Shultz)

D. **Public Works Committee:**

1. Borough Council, by a roll call vote of 7-0, adopted an ordinance amending the Code of the Borough Code with respect to Chapter 212, Solid Waste and Recyclables, to give the Borough Manager the authority to allow multifamily dwellings with four or more units to participate in the Borough solid waste and recycling contract when the Borough in-house engineer has deemed that it is not practical for a property owner to contract with a separate service provider due to site constraints. (Fulham-Winston/Landis)

2. Borough Council voted 7-0 to approve the annual service contract with HACH Service Partnership for preventative maintenance and servicing of equipment at the Carlisle Water Treatment Facility. Contract is for a one-year period effective January 2, 2020. (Fulham-Winston/Landis)

**NEW BUSINESS –**

Not new business

**REPORTS FROM COUNCIL MEMBERS & STAFF**

Councilor Stuby noted he attended the ESNA potluck dinner with twelve residents.

Councilor Landis spoke of the Cumberland County Transit meeting that she attended and noted she assisted as a judge for the Rotary Student Speech Writing contest.

Councilor Crampsie welcomed Councilors Hicks and Stuby.

Mayor Scott thanked staff for the new publication of the Gazette.

Deputy Mayor Shultz congratulated Sergeant Miller for completing the FBI training.

Councilor Fulham-Winston welcomed Councilors Hicks and Stuby and noted she attended the Cumberland County Transit meeting. She noted the proposed plans do not include transit service on the weekends in Carlisle.
Councilor Hicks expressed appreciation for the offer from Fire & Rescue to visit to their facility and is looking forward to learn of their mission. He is looking forward to working with DCA as the liaison and acknowledged that public transit is an important issue for the community.

Borough Manager Armstrong noted that the International Fellows mentioned the need for public transit. She also stated she that Sergeant Miller made us proud.

Police Chief welcomed the new council members and invited them to a ride along with a police officer.

Water Resources Director Malarich spoke of the Borough’s new trash hauling contract and details for transitioning to the new bags and recycling containers.

**ADJOURNMENT**

There being no further business or public comment, the meeting adjourned at 8:21 p.m.

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Timothy A. Scott
Mayor

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Joyce E. Stone
Borough Secretary
2020-2021 Committee Assignments
Carlisle Borough Council

Budget and Finance
Chair – Sean Shultz
Vice Chair – Sean Crampsie

Community Planning and Smart Growth
Chair – Sean Crampsie
Vice Chair – Jeff Stuby

Economic Development
Chair – Joel Hicks
Vice Chair – Deb Fulham-Winston

Employee Relations and Citizen Participation
Chair – Jeff Stuby
Vice Chair – Sean Shultz

Parks and Recreation
Chair – Brenda Landis
Vice Chair – Tim Scott

Public Safety
Chair – Tim Scott
Vice Chair – Joel Hicks

Public Works
Chair – Deb Fulham Winston
Vice Chair – Brenda Landis

Council Liaison Assignments
Tim Scott – HARB
Sean Shultz – Pension Advisory Commission
Sean Crampsie – Planning Commission
Deb Fulham-Winston – Sewer Authority and Municipal Authority
Joel Hicks – Downtown Carlisle Association
Brenda Landis – Parks and Recreation
Jeff Stuby – Zoning Hearing Board
Deb Fulham-Winston – Hope Station
Jeff Stuby – Eastside Neighborhood Association
Deb Fulham-Winston – South of South Street Neighborhood Association