BOROUGH OF CARLISLE
COUNCIL MEETING MINUTES
February 13, 2020

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

Council members present: Councilors Crampsie, Fulham-Winston, Hicks, Landis, Stuby, Deputy Mayor Shultz and Mayor Scott. Also present were: Borough Manager Armstrong, Assistant Borough Manager Snyder, 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 Brenneman, Dickinson Law School Student Ambassador Speer Dickinson College Student Ambassador Smith and Borough Secretary Stone.

PRESENTATION - Human Relations Commission Annual Update:

Nancy Gregor, 241 North West Street, Carlisle, Pennsylvania, HRC Chairperson, expressed their mission is to take and verify complaints from any person claiming discriminatory conduct under the HRC ordinance. The parties can choose resolution by mediation through the HRC. She noted that the Commission acts as public liaisons, attends public events, provide public material and maintain website information. Ms. Gregor provided the following summary of complaints that were received in the past three years of the Commission’s existence: the first year no complaints were received, second year – one complaint and the third year – three complaints. The submissions were related to race, employment, gender orientation and public accommodations. She noted that there were no complaints that went to mediation. Ms. Gregor stated that the police department was helpful in appointing a police liaison to the commission. She explained that the Human Rights Campaign Foundation surveyed 506 random cities across the nation regarding certain criteria on how inclusive their laws, policies and services are of LGBTQ people. This survey was used to determine a Municipal Equality Index (MEI) score. The Borough received a grade of 71 in 2018 and 86 in 2019. Ms. Gregor thanked the Borough for the help provided by staff.

OPPORTUNITY FOR CITIZENS AND VISITORS TO BE HEARD

No person was heard

CONSENT AGENDA

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

Minutes:

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

A. Approval of Bills and Investment Transactions:
  Expenditures as of January 31, 2020
  General Fund $ 946,032
Water Fund $ 294,093
Sewer Fund $ 350,243
Stormwater Fund $ 164,484
Solid Waste Fund $ 8,330
Capital Projects Fund $ 1,244
Parking Fund $ 30,765

B. Attendance Approval:


C. ERCP Committee:

1. Borough Council reappointed 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 reappointed 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 appointed 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.

D. Public Safety Committee:

1. Borough Council approved 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 authorized 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 authorized 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. Mayor Scott gave notice of his intent to accept marriage fees of up to one-hundred and fifty dollars for a ceremony. He will provide quarterly reports with proper documentation to the Borough Secretary.

**REPORTS FROM COMMITTEES**

A. **Budget and Finance Committee:**

1. Borough Council, by a roll call vote of 7-0, approved 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)

2. Borough Council voted 7-0 to 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. (Shultz/Crampsie)

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

1. Borough Council voted 7-0 to direct the Borough Solicitor to finalize a draft of the Rental Housing Ordinance (Chapter 193) Amendment and schedule, advertise, and circulate a draft Ordinance Amendment for a public meeting for adoption. Direct the Solicitor to edit language within the draft ordinance dealing with heat sourcing language, adding language for lease postings, alternate locations consistent with what was identified by the Solicitor and an effective date of September 1, 2020. (Crampsie/Stuby)

   Solicitor Brenneman asked for direction from Council for the possible enactment of the ordinance. There was consensus of Council to advertise the ordinance for the April meeting.

C. **Economic Development Committee:**

1. Borough Council, by a roll call vote of 7-0, approved 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, by a roll call vote of 7-0, approved 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. (Hicks/Fulham-Winston)

D. **Parks & Recreation Committee:**

1. Borough Council voted 7-0 to enter 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. Borough Council authorized staff to prepare a letter of support to the Cumberland Youth Cycling Development to accompany their April 2020 DCNR grant application for said project. (Landis/Scott)
E. **Public Safety Committee:**

1. Borough Council, by a roll call vote of 7-0, approved 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. (Scott/Hicks)

2. Borough Council voted 7-0 to authorize the Downtown Carlisle Association to reserve three 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. (Scott/Hicks)

F. **Public Works Committee:**

1. Borough Council voted 7-0 to 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. (Fulham-Winston/Landis)

2. Borough Council voted 7-0 to 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. (Fulham-Winston/Landis)

3. Borough Council voted 7-0 to 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. (Fulham-Winston/Landis)

4. Borough Council voted 7-0 to 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. (Fulham-Winston/Landis)

**NEW BUSINESS –**

Mr. Joe Nunez, 7 Wellington Court, Carlisle, Pennsylvania, inquired if discussions have concluded at the workshop meetings. Mayor Scott remarked that discussions have concluded during workshop meeting and comments will be taken at the public hearing in April.

**REPORTS FROM COUNCIL MEMBERS & STAFF**

Dickinson Law School Student Ambassador Speer mentioned the Provost from Penn State University visited the law school to present an annual speech. He announced that he had accepted an internship with the US Coast Guard in Alaska and will be unable to attend the summer council meetings.

Student Ambassador Smith provided information on upcoming events occurring in February.

Councilor Stuby mentioned he toured the Carlisle Fire Station and took a ride along with the police department. He encouraged to public to sign up for a police ride along.
Councilor Landis attended neighborhood and Chamber meetings. She plans to attend Community Art Project presentation on Memorial Day.

Councilor Crampsie congratulated Glenn White and the DCA staff for a successful Ice Art Festival and thanked Nancy Gregor for her HRC report and the work put in by the all-volunteer commission. He also acknowledged Councilor Shultz for the well-written ordinance and it will be a model ordinance for other small communities.

Mayor Scott attended the MLK Luncheon and the MLK March. He attended the Mayor’s Innovation Project Winter Police meeting in Washington DC.

Deputy Mayor Shultz extended an invitation to the March 4, 2020 Workshop meeting for a presentation by Dickinson College regarding Greenhouse Gases Inventory.

Councilor Fulham-Winston spoke of the upcoming Black Cultural Festival and the CALC Art Show and invited all to attend.

Councilor Hicks attend Downtown Center’s Winter Managers meeting where long-term plans were discussed for a five-year DCA plan. He gave a shout out for the opening of Nothing Sweeter Bakery. He attended an Opioid Intervention Court and spoke of how promising the early results are looking.

Borough Manager Armstrong welcomed and recognized Owen Snyder as the new Assistant Borough Manager. She reflected back on the past year regarding the collective bargaining meeting with the police association. Manager Armstrong expressed her appreciation to the officers involved for the collegial interaction and outcome.

Chief Landis invited Council to take a ride along with the police department.

**ADJOURNMENT**

There being no further business or public comment, the meeting adjourned at 7:50 p.m.

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Timothy A. Scott
Mayor

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Joyce E. Stone
Borough Secretary