

**Borough of Carlisle**  
**Workshop Meeting Minutes**  
**May 6, 2020**

This meeting was held via Zoom due to the restrictions of social distancing put in place do to Covid-19.

Present at the meeting: Councilors Crampsie, Fulham-Winston, Hicks, Landis, Deputy Mayor Shultz, Mayor Scott and Stuby. Also present were: Borough Manager Armstrong, Assistant Borough Manager Snyder, Water Resources Director Malarich, Community Development Manager Skelly, Finance Director Juday, Fire Chief Snyder, Public Information Coordinator Taylor and Borough Secretary Stone.

**I. Call to Order & Pledge of Allegiance**

Mayor Scott called the Workshop Meeting to order at 6:00 p.m.

**II. Citizens to be Heard:**

A. Ms. Jill Bartoli thanked Council for the opening up the Community Center for those in need of a place to live during the COVID crisis. She noted looking ahead, plans should be underway to make spaces for affordable housing such and garage apartments or in-law housing. Ms. Bartoli expressed concern that there could be a flood of housing needs once this crisis ends and people are in need of affordable housing.

Mr. Mike Adler, 337 Lincoln Street, suggested that the submission process and forms for a new and existing housing zoning application request could be simplified. He questioned also why a Zoning Hearing Board approval is needed for an apartment in the C-1 district, which is commercial but the area has many existing apartments.

Mayor Scott asked if approval is a zoning regulation by the state or does this fall under the Borough's control.

Mr. Mike Skelly remarked that there is not a state regulation and approval for a secondary dwelling unit, as Mr. Adler is requesting, varies by zone. The Borough Zoning ordinance in the C1 Zone requires Mr. Adler to go to the Zoning Hearing Board for approval to satisfy certain required criteria. The Zoning Hearing Board would then decide on the approval of the request.

Council agreed that improving the process for Zoning requests and creatively looking at zoning to small-scale conversions within the Borough could be a benefit. Councilor Hicks suggested that once there is an idea of the urgency for new housing, a determination would need to be made as to the need for rezoning in conjunction with the rental house ordinance.

Mr. Gerry Eby spoke of the homeless children in the Carlisle School District and suggested finding mentors to help these children through the system to receive the needed help.

Mr. Mike Adler spoke of the 2040 projected census figures, predicting an increase of up to fifty thousand people in Carlisle. He recommended that the Borough be proactive in methods to increase housing for these projections.

Mr. Sherwood McGinnis agreed there is a need for affordable housing nationwide, which is the number one priority for the community.

Councilor Landis noted that home renters are important to the community because they may become future homeowners in the Borough.

**III. Meeting Minutes:**

- A. Borough Council voted 7-0 to approve the March 4, 2020 Workshop Meeting Minutes. (Scott/Landis)

**IV. Budget and Finance:**

- A. Act 15 of 2020, Property Tax Relief: Deputy Mayor Shultz explained the General Assembly's Act 15 of 2020 Tax Relief is to permit tax jurisdictions to extend the discount period to the end of August and the other is to extend the face value until the end of the year. He noted the Cumberland County recently adopted a resolution extending their penalty period from July 1, 2020 to November 1, 2020.

Finance Director Juday explained the County approved the acceptance of the full-face tax amount through October 31, 2020 without a penalty. The ten percent penalty phase would then begin on November 1, 2020, but they did not extend the discount period. He noted if the Borough follows suit, it would create less confusion among citizens, but if necessary, the Borough's software would permit alternate collection criteria different from the County. Mr. Juday stated to date, the tax payments received by Borough are approximately \$200,000 less than this time last year. He noted the Tax Department is still calculating payments received as of April 30, 2020. The revenue loss, if the discount period were to be extended, would be approximately \$15,000 and if the penalty period were extended, there would be a loss of \$13,000.

Deputy Mayor Shultz suggested that it would be easier for taxpayers and Borough staff to follow the County's tax relief arrangement. There was consensus among Council to follow the County tax collection course of action and extend the acceptance of face value through October 31, 2020. A resolution would be presented at the May 14, 2020 Council meeting.

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

- A. Deputy Mayor Shultz and Councilor Hicks Climate Change Resolution presented information to mitigate

Deputy Mayor Sean Shultz noted this is part of a process that began last year. The resolution brought forward from Councilor Hicks will help begin creating a framework for a future Committee and will help with long term goals to mitigate climate change. He noted the resolution uses a 2005 benchmark for greenhouse gases, a projection shows a reduction of emissions by approximately 17% since that time.

Councilor Hicks provided background along with suggested targets both locally and nationally for the reduction in greenhouse gases with a Climate Action Plan. Councilor Hicks's presentation is attached to these minutes.

Councilor Landis remarked that a guiding document should be produced to help keep this project aligned with the Borough's comprehensive plan.

Councilor Fulham-Winston suggested recruiting a person from the Army War College to include them on the committee to acquire the perspective of the Federal government regarding climate change.

Councilor Crampsie inquired if the Climate Action Plan committee would create the outline and look at how that plan will mesh with our Zoning ordinance and other planning documents. He thought it would be best to have those recommendations ahead of time, in order to have a cohesive plan.

Councilor Hicks responded initially the committee would be a standalone committee to gather the needed information and then coordinate the information with staff and the Planning Committee.

Ms. Espoir DelMain and Ms. Anna Zaremba spoke to Council regarding the significance of providing equitable transportation and the positive impact that it would have on the environment. Their comments are attached to these minutes.

B. Mitigation Agreement for HOME Project:

Borough Council voted 7-0 to ratify the Standard Mitigation Measures Agreement by and between the Borough of Carlisle and the Pennsylvania State Historic Preservation Office pursuant to stipulation VIII-A-1 of the Programmatic Agreement regarding HUD funded projects and associated with the Borough's DCED HOME Investment Partnerships Program grant award (Contract #C000069523). Said grant is for the purposes of the acquisition and demolition of 157 and 159 East South Street, Carlisle to address blight and to construct two affordable housing units for low to moderate income eligible, first-time homebuyers. Approval is retroactive to April 25, 2020, the date of execution. (Crampsie/Stuby)

**VI. Public Safety:**

A. Special Event Approval, Farmers on the Square:

Borough Council voted 7-0 to authorize the closure of the patio of First Presbyterian Church located at 2 North Hanover Street; Dickinson Avenue from North Hanover Street to North Courthouse Street. Sidewalks along North Hanover Street from High Street to Dickinson Avenue and Mulberry Avenue; East High Street from Hanover to Irvine Row and Market House Avenue; South Hanover Street from High Street to Church Avenue and Liberty Avenue; and West High Street from Hanover Street to North Courthouse Avenue on Wednesdays from 1:00 - 8:00 p.m. beginning May 7, 2020 through December 30, 2020 for the Farmers Market on the Square sponsored by the DCA. Approval is contingent upon a valid Certificate of Liability Insurance form naming the Borough of Carlisle as an additional insured. (Scott/Hicks)

**VII. Mayor's Report:**

A. COVID-19 Update:

Fire Chief Snyder provided the following Emergency Management COVID-19 update:

- Currently, there are no unmet needs in the police and fire department or EMS
- Current PPE is sufficient for all organizations, additional facemasks due this week
- Call volume has dropped for all emergency disciplines
- Loss of revenue for EMS, 30% drop in call volume
- Volunteer Fire Companies facing a loss of revenue due to cancellation of fundraisers

SBS Loans

- Cumberland Goodwill EMS secured small business loans for paycheck protection in the amount of \$500,000
- Carlisle Fire and Rescue secured a small business loan for paycheck protection \$50,000

Training has also been affected by all disciplines due to class cancellations at the local Community Colleges, State Fire Academy and Health Federation.

Future of EMS Services Academy (school program)

- Future meeting to discuss options if schools are closed in fall

Mayor Scott provided a list of groups that Council and Staff are in collaborate efforts with for response and recovery from COVID-19. The list is attached to these minutes.

Mayor Scott communicated that the Dickinson College Sigma Kia fraternity will donate lunch to the local first responders ton May 8, 2020 to recognize the importance of the front line responders.

Borough Manager Armstrong summarized the modifications that were implemented within the Borough organization:

- The use of PPE was deployed among staff
- Employee schedule changes to isolate potential COVID incidents
- Online trash bag sales
- Late fees waived for water payments
- Suspended residential parking restrictions
- Brush collection was extended an extra week
- Programming with Parks and Recreation
- Ongoing dialogue with CARES to plan for future placement of those in need of shelter.

Councilor Landis spoke of partnering with the County to find creative ways to use public spaces and sidewalks to benefit local businesses.

B. Bosler Library Memorandum of Understanding

Borough Council voted 7-0 to ratify a Memorandum of Understanding by and between Bosler Memorial Library, 158 West High Street, Carlisle and the Borough of Carlisle for the purposes of providing storage space for recyclable books at the Borough's Public Works Garage, 7 Garland Drive. (Scott/Fulham-Winston)

**VIII. Public Works Committee:**

A. Street Restoration Ordinance Amendment:

Borough Council voted 7-0 to authorize the Borough Solicitor to draft and advertise an ordinance amending Chapter 223 of the Code of the Borough of Carlisle with respect to the requirements for restoration of streets in the Borough after a utility cut is made within the street. (Fulham-Winston/Landis)

B. Veterans Apartments Land Development Financial Security Reduction

Borough Council voted 7-0 authorize the reduction of financial security posted by PIRHL Developers, LLC for the Veterans Apartments land Development Project in the amount of \$320,094.00 (three Hundred Twenty Thousand Ninety-Four Dollars), subject to the developer first posting a new bond for \$120,736.00 to cover the cost of the remaining public improvements. (Fulham-Winston/Landis)

C. Letort Interceptor Rehabilitation Project Change Order No. 3

Borough Council voted 7-0 approve Compensating Change Order No.3 to adjust the estimated quantities included in the contract bid and work change directive to equal the actual quantity of work completed on the Letort Interceptor Rehabilitation Project, decreasing the total contract price by \$357,966.45 (three hundred fifty-seven thousand nine hundred ninety-six dollars and forty-five cents). (Fulham-Winston/Landis)

## ADJOURNMENT

There being no further business or public comment, the meeting adjourned at 7:15 p.m.

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Timothy A. Scott  
Mayor

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Joyce E. Stone  
Borough Secretary

Attachments: Green House Gas PowerPoint Presentation by Council Hick's  
Presentation by Anna Zaremba & Espoir DelMain  
Listing of collaborative efforts provided by Mayor Scott

Following is a listing of Community collaborative efforts that were provided by Mayor Scott:

**COVID-19 Collaborative Forum:** This organization discusses post-recovery strategies and funding for the business and non-profit communities. The group is exploring a cooperative approach for setting priorities and managing available funding resources (Community Development Block Grant fund, CARES Act monies, etc.)

The forum is facilitated by Tim Whelan, Executive Director of the Cumberland County Housing and Rehabilitation Authorities. Participants include Borough Manager Susan Armstrong; the Executive Directors of Partnership for Better Health, West Shore Chamber of Commerce, Cumberland County Area Economic Development Corporation, Carlisle United Way, Carlisle Area Chamber of Commerce, and Shippensburg Area Chamber of Commerce; and Cumberland County Director of Planning Kirk Stoner.

**Carlisle Area Emergency Response (CAER) Committee:** This committee was created to address and fund emerging health-related needs within the Carlisle community. The Borough partnered with United Way to identify a line of discretionary funding that could be dispatched quickly to the most critical needs created by COVID-19. Donations to the fund can be made here: <https://uwcarlisle.org/carlisle-area-emergency-response-fund-covid-19/>.

Participants of the CAER Committee are comprised of public, private, military, academic, and faith communities. Carlisle Borough Councilors Joel Hicks, Deb Fulham-Winston, and Sean Crampsie, Borough Manager Armstrong, Dickinson College President Margee Ensign, Partnership for Health's Becca Raley, and representatives from the US Army War College are some of the participants.

**Small Business Group Committee:** The Carlisle Area Chamber of Commerce and the Downtown Carlisle Association facilitate this collaborative effort focusing on small business support during COVID-19 and post-recovery strategies. The committee disseminates the most up-to-date information on financial aid and assistance opportunities and provides webinars and virtual discussions to the small business community.

Participants include Borough Manager Armstrong, South Middleton Township Manager Cory Adams, Small Business Administration Rep Robin Burtner, CADEC director Jamie Keener, Representative Barb Gleim, as well as representatives from Congressman Perry and Senator Regan's offices.

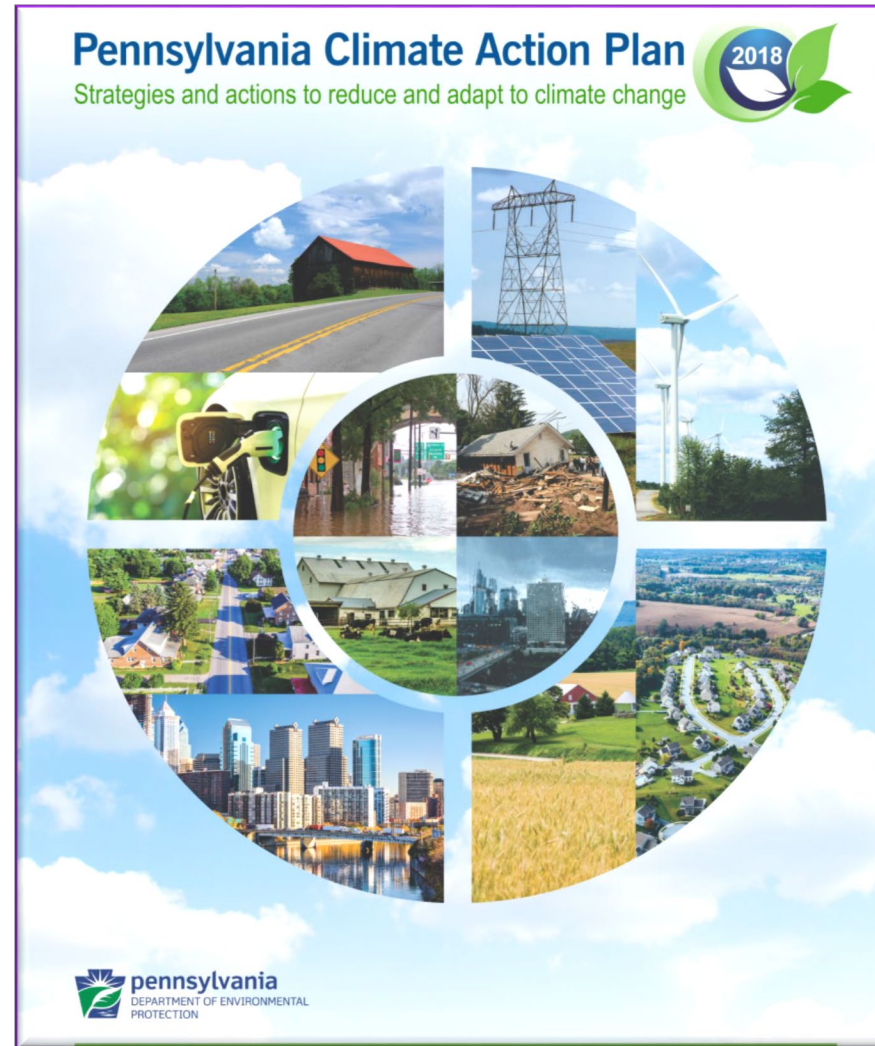
**Community Action Network:** Approximately 90 community leaders comprise this group formed by Dickinson College President Ensign. The group was formed in early March following a discussion with Mayor Scott and Borough Council on responding to the public health crisis and needs within the Carlisle community. One of the first initiatives of the group was the transition of the Stuart Community Center into a temporary shelter operation, led by the Borough and Community CARES.

The group has now broken into specific task forces, including one on Food Distribution/Food Security to ensure no one goes hungry during the pandemic and our recovery.

Participants in the network include academic institutions, representatives from the public and private sector, the US Army War College, the faith community, and the non-profit community.

# WHAT YOU SHOULD KNOW

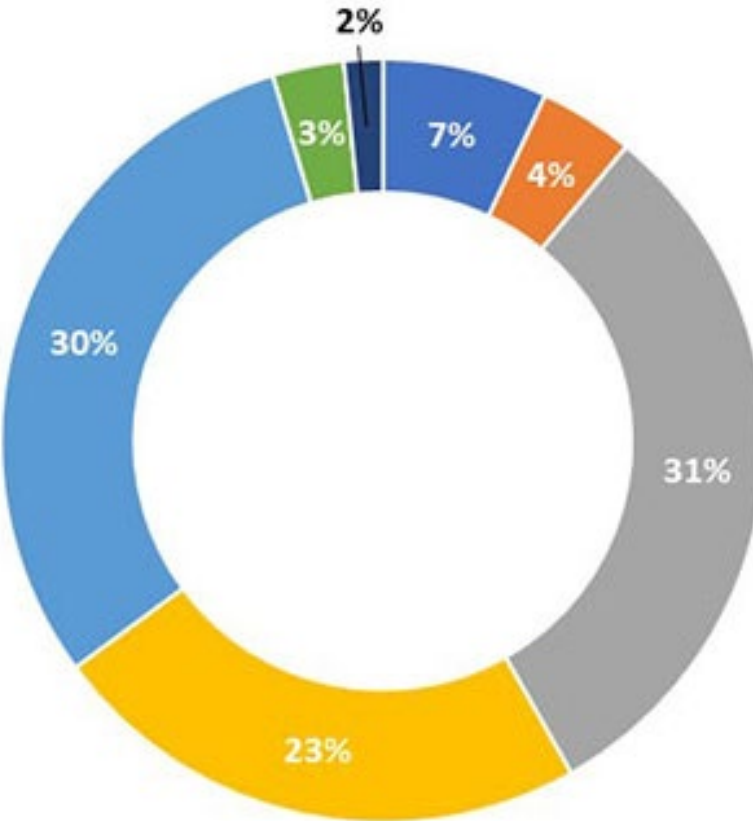
- PA DOES have a Climate Action Plan
- <https://www.dep.pa.gov/Citizens/climate/Pages/default.aspx>
  - Commonwealth currently at 19% of 2005 levels (2016)
- Carlisle Borough has a draft plan with same targets
- Conducted a GHG Inventory
  - Currently at 17% of 2005 levels (2017)



“The commonwealth will work to achieve a **26 percent reduction** of greenhouse gas emissions by **2025** and an **80 percent reduction** by **2050**, compared with 2005 levels.”

# COMPARISONS

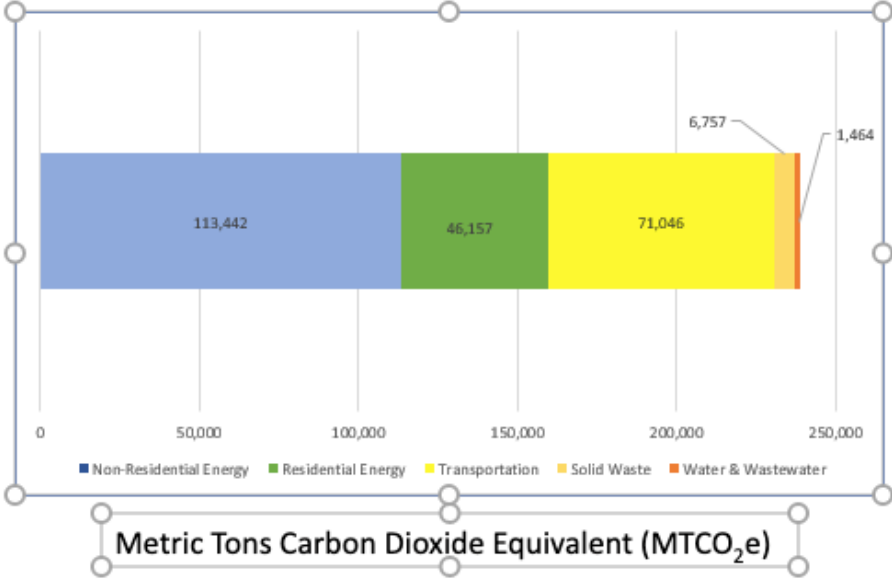
Pennsylvania 2016 GHG Emissions



- Residential
- Commercial
- Industrial
- Transportation
- Electricity Production (in-state)
- Agriculture
- Waste Management

Carlisle's GHG Emissions, 2017

Sector	Emissions (MTCO <sub>2</sub> e)	Percent of Total
Non-Residential Energy	113,442	47.5%
Residential Energy	46,157	19.3%
Transportation	71,046	29.7%
Solid Waste	6,757	2.8%
Water & Wastewater	1,464	0.6%
<b>TOTAL</b>	<b>238,866</b>	<b>100.0%</b>



Metric Tons Carbon Dioxide Equivalent (MTCO<sub>2</sub>e)



# RESOLUTION

RESOLVED, That the Borough of Carlisle commit to reducing its GHG emissions 26 percent by 2025 and 80 percent by 2050, compared to 2005 levels; and be it further

These come from PA's goals that are reflective of U.S. targets set during the 2015 Paris Climate Accord meeting

Currently at 17% according to recent GHG Inventory

RESOLVED, That the Borough of Carlisle commit to meeting or exceeding any future state, federal, or international governmental commitments on GHG emissions; and be it further

I suspect we will have more aggressive standards over time

RESOLVED, That the Carlisle Borough Council form a Carlisle Climate Action Committee to provide alternative pathways for reaching, and equitably implementing, the borough's climate goals; and be it further

These pathways are options to be discussed by council and staff

RESOLVED, That the Carlisle Borough Council appoint members to the Carlisle Climate Action Committee that shall include individuals from borough staff, borough council, the business community, the academic community, and any other individuals as the council deems appropriate; and be it further

2-3 borough staff?? Seems appropriate. Looking to limit to 10-12 persons from community, academia, council, businesses, and staff.....Need transportation, building maintenance, and zoning. Legal??

RESOLVED, That the public have opportunity to discuss and debate any alternative pathways or recommendations made by the Carlisle Climate Action Committee; and be it further

RESOLVED, That the Carlisle Borough Council approve an alternative pathway as the basis for a climate action plan through a separate resolution by no later than April 2021.

We currently have a draft – the approved pathway will inform the targeted areas of reduction across the community and within the public sector

# LIKELY STRATEGIES

## ■ Residential and Non-Residential Energy

- Power Switch for residents
- Energy efficiency and maintenance
- Engagement with utilities (PPL/UGI)
  - Demand Response
  - Distributed Energy Resources
  - Net-metering
  - Green wholesale purchases
  - Renewable Energy Credits
- Offsets
- Tree plantings
- Standards for New Construction
- Standards for Zoning
- Planning Committee
  - Accessibility of food, recreation, and work
  - Should we be encouraging more at-home work?

## ■ Transportation

- Public Vehicles
  - Replace w/ higher fuel efficiencies/PHEV
  - Sharing resources w/ other municipalities
- EV charging options
- Encouraging/Incentivizing
  - Public Transit
  - Carpooling
  - Walking/Biking

## ■ Solid Waste and Wastewater

- Important from a sustainability perspective but likely not a major target for Climate Action Plan

**Public outreach:** Education and behavioral nudges/Seminars/Targeted Reminders – Using our public voice to highlight our values