

**BOROUGH OF CARLISLE
COUNCIL MEETING
December 14, 2023
7:00 PM**

MOMENT OF SILENCE Councilor Crampsie
PLEDGE OF ALLEGIANCE TO THE FLAG Councilor Crampsie

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 who wish to address Council come forward to the podium. 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 keep their comments brief, concise and limited to five minutes. This will permit everyone who wishes to speak an opportunity to do so.

CITIZENS TO BE HEARD

PRESENTATION

Mayoral Recognition

GHG Inventory Presentation

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 Minutes 11/1/23
Council Meeting Minutes 11/9/2023
Budget Hearing Minutes 11/13/2023*

B. Approval of Bills and Investment Transactions:

Expenditures as of November 30, 2023

General Fund	\$	724,350
Water Fund	\$	236,871
Stormwater Fund	\$	173,506
Sewer Fund	\$	274,526
Solid Waste Fund	\$	3,317
Capital Project Fund	\$	23,937
Parking Fund	\$	17,107
Highway Aid Fund	\$	201,277

C. Attendance Approvals

1. *Borough Council may approve Mayor Shultz and Jared Woolston to attend the 2024 Mayor's Innovation Project Winter Meeting at the Sofitel Washington DC Lafayette Square Hotel on January 19 and 20, 2024.*

D. HARB

The HARB recommends that Borough Council approve the following Certificate of Appropriateness:

1. *A request for a Certificate of Appropriateness for Benjamin Heckman of 36 S. Hanover Street to replace the existing wall project sign for RHP Risk.*
2. *A request for a Certificate of Appropriateness for Dickinson College of 34 S. West Street to install a nameplate wall sign for the existing sorority.*
3. *A request for a Certificate of Appropriateness for CCHS – Hamilton Library Association of 21 North Pitt Street to repair masonry and replace a portion of roof trim with in-kind material.*

E. Mayor's Report

1. *Borough Council may set the 2024 schedule for the Boards, Commissions and Council meetings.*
2. *Borough Council shall reaffirm the execution of the Side Letter of Agreement dated October 31, 2023 with Timothy Mayer and the Carlisle Borough Police Association.*

F. Parks & Recreation:

1. *Borough Council may approve the 2024 Recreation Facility Fee and Winter/Spring Recreation Program Fee Resolution.*

G. Sustainability & Community Planning

1. *Borough Council may waive the SALDO and retroactively approve a 60-day time extension request by Greg Holtzman of BL Companies on behalf of Northside Village LLC, for considering and taking action on the Final Subdivision and Land Development Plan for Lot 8 of the Carlisle Auto Industries Subdivision as per Section 226-21.A.2 of the Borough's Subdivision & Land Development Ordinance. The new deadline shall be January 2, 2024.*

H. Public Safety

1. *Borough Council may authorize DCA and Benchfield Farms 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 coordinated with the DCA and Benchfield Farms. Approval is contingent upon a receipt of a valid Certificate of Liability Insurance form naming the Borough of Carlisle as an additional insured.*
2. *Borough Council may approve the Rev. Dr. Martin Luther King Jr. Commemoration March on January 15, 2024 from 10:00 -10:45 a.m., as outlined in the submitted request. Approval shall be subject to receipt of a valid Certificate of Liability Insurance form naming the Borough of Carlisle as an additional insured and the applicant reimbursing the Borough 100% of the variable and 10% of the fixed costs associated with this event.*
3. *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.*

REGULAR AGENDA**TABLED, CONTINUED, AND RECURRING ITEMS****REPORTS FROM ELECTED OFFICIALS****A. Mayor's Report:****REPORTS FROM COMMITTEES****B. Budget & Finance:**

1. Borough Council may take the following actions regarding the adoption and implementation of the 2024 budget:
 - a. Approve the 2024 Budget Resolution
 - b. Adopt an Ordinance setting the Real Estate Tax Mill Rates for 2024 General Purposes and Fire Service Appropriations (3.058 mills, .752 mills respectively). *(Roll Call Vote)*
 - c. Adopt an Ordinance maintaining Water Rates *(Roll Call Vote)*
 - d. Adopt an Ordinance maintaining Sewer Rates *(Roll Call Vote)*
 - e. Adopt an Ordinance maintaining Stormwater Rates *(Roll Call Vote)*
 - f. Adopt an Ordinance setting the fee of \$80.25 per quarter per residential dwelling unit for trash collection and setting the fee of \$7.92 per additional tag or tagged bag effective January 1, 2024. *(Roll Call Vote)*
2. Borough Council may adopt a resolution committing funds for Future Economic Activities totaling \$25,000 (Twenty-Five Thousand Dollars) from the Parking Fund.
3. Borough Council may consider approval of using American Recovery Funds for Fiscal Year 2023 Revenue Replacement in the amount of \$3,000,000 (Three Million Dollars).
4. Borough Council may consider approval of a 2023 Transfer from the General Fund to the Capital Projects Fund in the amount of \$3,000,000 (Three Million Dollars).
5. Borough Council may consider assigning fund balance as of December 31, 2023 in the amount of \$3,000,000 (Three Million Dollars) in the Capital Projects Fund for Future Capital and Council Initiatives.
6. Borough Council may adopt a resolution authorizing the disposition of surplus personal property in the form of a decommissioned 2019 Ford Police Interceptor vehicle and to transfer said property to the Carlisle Area School District.
7. Borough Council may reaffirm the Mayor's execution of a master services agreement with Shenandoah Cable Television LLC for additional internet and related services at the Carlisle Police Station.
8. Borough Council may approve a Total Care Support Contract with Hinton & Associates for information technology network support for a one-year period effective January 1, 2024 subject to the Borough Solicitor's satisfactory review and approval.

C. ERCP:

1. Borough Council may adopt an ordinance amending the Code of the Borough of Carlisle, with respect to Chapter 83, Human Relations, to include updated language with respect to the definition of discrimination. *(Roll Call Vote)*

D. Sustainability and Community Planning

1. Borough Council may:

Approve a resolution amending the Carlisle Borough Comprehensive Plan pursuant to Section 302 of Article III of the Pennsylvania Municipalities Planning Code.

Adopt an ordinance amending the Code of the Borough of Carlisle, Chapter 255, by Amending the Zoning Map Through Rezoning Specified Parcels to UM Urban Mixed Use District Zoning.

Adopt an ordinance amending the Code of the Borough of Carlisle, Chapter 255, by reducing minimum parking requirements for dwellings.

2. Borough Council may direct the Borough Solicitor to draft and advertise an amendment to ARTICLE XXV (twenty five) Off-Street Parking and Loading in the Carlisle Zoning Ordinance in accordance with the Pennsylvania Municipalities Planning Code to increase the permitted shared parking separation from 300 feet walking distance to 1,500 feet from principal uses, measured along lines of public access which includes walking distance in commercial zoning districts (C-1, C-2, C-3, C-4, and C-5), Urban Mixed Use (UM) District, R-4 Town Center District, and R-5 Traditional Residential District and furthermore,

Schedule a public hearing on March 14, 2023, at 6:45 p.m.

3. Borough Council may approve the 2024 Uniform Construction Code (UCC) fee schedule for Barry Isett and Associates for construction plan review and inspection services for the Borough of Carlisle.
4. Borough Council may approve entering into a professional services agreement for a not-to-exceed amount of \$35,750 (thirty five thousand seven hundred fifty dollars) with ACS Group, Inc. to provide an architectural survey, subject to Borough Solicitor approval of the contract.

E. Public Works:

1. Borough Council may authorize the award of the unit price construction contract for the Carlisle Connectivity N. Hanover Street Project to the lowest responsive bidder, Rogele, Inc. of Harrisburg, PA, in the amount of \$7,464,007 (Seven Million, Four Hundred Sixty-Four Thousand, Seven dollars), subject to the Contractor providing the required bonds and insurances for the Project, approval of the Pennsylvania Department of Transportation to award the contract, and securing sufficient funding for the project.
2. Borough Council may reject all bids received for the Downtown Traffic Signal Equipment Upgrade Project and authorize staff to rebid the project based on a revised scope that reflects available grant funding.
3. Borough Council may approve the November 9, 2023 proposal from Gannett Fleming, Inc. to provide engineering services related to advanced planning, pilot testing, and preliminary design of process improvements for PFAS treatment at the Carlisle Water Treatment Plant for a not to exceed amount of \$270,000 (Twenty-Five Thousand dollars), subject to the Borough Solicitor's satisfactory review and approval of the amendment.
4. Borough Council may approve the Final Compensating Change Order to adjust the estimated quantities included in the contract bid to equal the actual quantity of work completed on the 2022 Water Main Replacement unit price contract, decreasing the total contract price by \$213,174.00 (Two Hundred Thirteen Thousand, One Hundred Seventy-Four Dollars).
5. Borough Council may award the bids for purchase of various chemicals used at the Carlisle Water and Wastewater Treatment Plants to the lowest, responsive bidders as outlined in staff's attached bid tabulation. The annual contract term shall be from January 1, 2024 to December 31, 2024.

F. Public Safety

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 handicapped parking space located adjacent to 44 N Bedford Street and remove one on-street handicapped parking space located adjacent to 37 E High Street. *(Roll Call Vote)*

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

December 2023 – (All meetings will be held at Borough Hall unless otherwise noted.)

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| 14 | Council Meeting | 7:00 p.m. |
| 25 | Borough offices closed in observance of holiday | |
| 28 | Planning Commission | 5:30 p.m. |

January 2024 – (All meetings will be held at Borough Hall unless otherwise noted.)

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| 1 | Borough offices closed in observance of holiday | |
| 2 | Borough Council Reorganization meeting | 6:00 p.m. |
| 3 | HARB | 5:30 p.m. |
| 4 | Board of Appeals | 5:00 p.m. |
| 4 | Zoning Hearing Board | 6:30 p.m. |
| 11 | Council meeting | 6:00 p.m. |
| 15 | Borough offices closed in observance of holiday | |
| 16 | Sewer Authority meeting (54 North Middlesex Road) | 6:00 p.m. |
| 17 | Municipal Authority meeting (215 Longs Gap Road) | 5:00 p.m. |
| 25 | Planning Commission meeting | 5:30 p.m. |