

**BOROUGH OF CARLISLE
COUNCIL MEETING MINUTES
August 10, 2023**

Mayor Shultz called the Council Meeting to order at 7:00 p.m. with Councilor Mellen leading the Moment of Silence and Pledge of Allegiance.

Present at the meeting: Councilors Crampsie, Hicks, Mellen, Perry, Stuby, Deputy Mayor Landis and Mayor Shultz. Also present were: Borough Manager Armstrong, Assistant Borough Manager Snyder, Water Resources Director Malarich, Water Sustainable Community and Economic Planning Director Woolston, Finance Director Juday, Parks & Recreation Director Crouse, Human Resource/Risk Management Manager Berrier, Fire Chief O'Donnell, Public Information Coordinator Taylor, and Borough Secretary Stone.

CITIZENS TO BE HEARD

Mitch Shiles, 624 West Louther Street, Carlisle, Pennsylvania thanked Council for painting the bicycle lanes.

CONSENT AGENDA

Deputy Mayor Landis made a motion and was seconded by Councilor Mellen to approve the Consent Agenda. Council unanimously voted 7-0 to approve the Consent Agenda, which consisted of the following items.

A. Minutes:

Council Meeting Minutes 7/13/2023

**B. Approval of Bills and Investment Transactions:
Expenditures as of July 31, 2023**

<i>General Fund</i>	<i>\$ 885,263</i>
<i>Water Fund</i>	<i>\$ 802,828</i>
<i>Stormwater Fund</i>	<i>\$ 46,138</i>
<i>Sewer Fund</i>	<i>\$ 326,371</i>
<i>Solid Waste Fund</i>	<i>\$ 466,687</i>
<i>Capital Project Fund</i>	<i>\$ 112,232</i>
<i>Parking Fund</i>	<i>\$ 41,001</i>
<i>K-9 Fund</i>	<i>\$ 2,940</i>
<i>Highway Aid Fund</i>	<i>\$ 93,831</i>

C. HARB

The HARB received approval for the following Certificate of Appropriateness:

- 1. A request for a Certificate of Appropriateness for Carie Russell of 153 East Pomfret Street to replace a metal roof on a front porch in-kind.*
- 2. A request for a Certificate of Appropriateness for Maxim Industries LLC of 271 West South Street to replace existing architectural roof shingles and construct a rear addition on a residence.*

3. *A request for a Certificate of Appropriateness for Caprice Properties of 21 West High Street to install a wall sign.*
4. *A request for a Certificate of Appropriateness for Martin Sieferling and Terri Glueck of 178 West South Street to repair and replace a portion of a brick and wood porch foundation, trim, and floor in-kind.*

D. Parks & Recreation:

1. *Borough Council approved the 2023 Fall Recreation Fee Resolution (08-10-2023.01).*

E. Public Safety:

1. *Borough Council approved a special event request by Downtown Carlisle Association for Benchfield Farms to utilize three parking meters at the corner of South Hanover and West Church Avenue for purposes of "Downtown Horse Drawn Wagon Rides" scheduled for the Welcome Jam on August 12, 2023 from 11:00 a.m. to 3:00 p.m.*
2. *Borough Council approved the temporary closure of several Borough streets to facilitate the Carlisle Family YMCA annual Turkey Trot 5K Road Race to be held November 23, 2023, Thanksgiving Day from 8:00 a.m. to 11:00 a.m. The street closures include South West; West South to Orange Street; Orange Street to Georgetown Circle to Orange Street; Orange Street to Hillside; Hillside to Belvedere Street; Belvedere to Noble Blvd.; Noble to Wilson Street; Wilson to South; South to West Street; West Street to Finish Line. Approval is contingent upon the receipt of a valid Certificate of Insurance form naming the Borough of Carlisle as an additional insured and the applicant reimbursing the Borough 100% of the variable costs and 10% of the fixed costs associated with this event.*

F. Sustainability & Community Planning:

1. *Borough Council directed the Borough Solicitor to advertise an ordinance amending Chapter 135, "Floodplain Management", for enactment at the September 6, 2023 Council Workshop Meeting, with an effective date of September 7, 2023.*
2. *Borough Council approved a 60-day time extension request by Brian Linsenhach, Esquire of Stone, Wiley & Linsenhach, PC. on behalf of Hidden Meadows of Carlisle, LLC, for considering and taking action on the Final Subdivision and Land Development Plan for Hidden Meadows as per Section 226- 21.A.2 of the Borough's Subdivision & Land Development Ordinance. The new deadline shall be October 9, 2023.*
3. *Borough Council approved 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 October 9, 2023.*

REGULAR AGENDA

TABLED, CONTINUED, AND RECURRING ITEMS

None

REPORTS FROM ELECTED OFFICIALS

A. Deputy Mayor's Report:

1. Borough Council voted 7-0 to adopt a resolution (08-10-2023-02) in support of Vision Zero. (Landis/Shultz)

REPORTS FROM COMMITTEES

A. Budget & Finance:

1. Borough Council voted 7-0 to approve the purchase of Toughbooks from Baycom Inc in the amount of \$57,416 (Fifty-Seven Thousand Four Hundred Sixteen Dollars) through the Commonwealth of Pennsylvania's Cooperative Purchasing (COSTARS) program. (Stuby/Crampsie)
2. Borough Council voted 7-0 to approve updated guidelines to the Outside Agency section of the Borough's annual budget process. (Stuby/Crampsie)

Councilor Stuby provided an overview of the changes following the recommendations at the August Workshop meeting.

- Changed allocations from \$10,000 one-time per year to \$10,000 two times per year.
- Set a maximum of \$2,000 per organization. Amount subject to change, per discretion of Council.
- Primary fund areas, the phrase "social programs" were inserted in place of "children and youth."
- Submission dates were added.

B. Economic Development:

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, 2023 through December 31, 2023. (Crampsie/Perry)

C. Parks & Recreation:

1. Borough Council voted 7-0 to approve Cumberland Youth Cycling Development's (CYCD) July 2023 revised project scope and design for the Valley Meadows Bicycle Pump Track subject to confirmation of adequate funds per the agreement between CYCD and the Borough dated September 30, 2020 and subject to the Borough Solicitor's satisfactory review of the contract and any associated documentation. (Mellen/Shultz)

Jonathan Cox, 901 Glendale Court, Carlisle, Pennsylvania, provided an update on the Valley Meadows Bicycle Pump Track. He explained the initial bids received were over budget, which caused the CYCD to revise the plans and specifications. They used a cooperative purchasing Bond process and were able to lower the cost to a little over \$250,000.

D. Public Safety:

1. Borough Council, by a roll call voted of 7-0, adopted an ordinance (2420) 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 at 433 N. Hanover Street. (Shultz/Hicks)

2. Borough Council voted 7-0 to approve a Special Event street closure request for East South Street, from the intersection of South Hanover Street to South Bedford Street, on October 14, 2023 from 3:00 to 9:00 p.m. for the Molly Pitcher Birthday Bash Block Party, a DCA sponsored event. Approval is contingent upon the 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 costs and 10% of the fixed costs associated with this event. (Shultz/Hicks)

E. Public Works:

1. Borough Council voted 7-0 to authorize the execution of a Lawn to Meadow Conversion Agreement with the Alliance for the Chesapeake Bay for the Carlisle Yard Waste Compost Facility property off Post Road. (Perry/Stuby)
2. Borough Council voted 7-0 to approve the purchase and installation of security improvements at the Carlisle Water Treatment and at the Carlisle Public Works Field Operations sites from Hilton's Lock & Security of Carlisle, PA for a not to exceed cost of \$31,000. (Thirty-One Thousand dollars) through the Commonwealth of Pennsylvania's Cooperative Purchasing (COSTARS) program. (Perry/Stuby)
3. Borough Council, by a roll call voted of 7-0, adopted ordinance #2421 amending the Code of the Borough of Carlisle, with respect to Chapter 212, Solid Waste and Recyclables, removing the requirement to use biodegradable paper bags for leaf collection and allowing residents to rake leaves to the curb. (Perry/Stuby)

NEW BUSINESS

Mitch Shiles, 624 West Louthier Street, Carlisle, Pennsylvania, thanked Council for passing the Vision Zero Resolution.

REPORTS FROM COUNCIL MEMBERS & STAFF

None were heard.

ADJOURNMENT

There being no further business or public comment, the meeting adjourned at 7:20 p.m.

Sean M. Shultz, Mayor

Owen A. Snyder, Acting Borough Secretary