

**Borough of Carlisle
53 W. South St.
Carlisle, PA 17013
P: 717-249-4422**

**BOROUGH OF CARLISLE
BIENNIAL ORGANIZATION
MEETING MINUTES
January 2, 2024**

Mayor Shultz called the Meeting to order at 6:02 p.m.

Present at the meeting: Councilors Mellen, Perry, Roos, Stuby, Deputy Mayor Landis, and Mayor Shultz. Also present were: Borough Manager Armstrong, Assistant Borough Manager Snyder, Police Chief Landis, Public Works Director Malarich, SCEP Director Woolston, Finance Director Juday, Parks & Recreation Director Crouse, Fire Chief O'Donnell, Human Resource/Risk Management Manager Berrier, Public Information Coordinator Taylor.

1. Borough Council voted 6-0 to approve by-laws. (Landis/Stuby)
2. Nominations for Deputy Mayor were opened by Mayor Shultz. Cate Mellen nominated Brenda Landis as Deputy Mayor. The nominations were closed by Mayor Shultz. Borough Council voted 6-0 to approve Brenda Landis as Deputy Mayor.
3. Borough Council voted 6-0 to approve the following appointments: (Mellen/Perry)
 - a. Council may appoint Susan Armstrong as Borough Manager
 - b. Council may appoint Richard Juday as Treasurer
 - c. Council may appoint Susan Armstrong as Assistant Treasurer
 - d. Council may appoint Richard Juday as Tax Collector
 - e. Council may appoint Keith Brenneman as Borough Solicitor
 - f. Council may appoint Owen Snyder as Acting Borough Secretary
 - g. Council may appoint Owen Snyder as Open Records Officer
 - h. Council may appoint Susan Armstrong as Alternate Open Records Officer
 - i. Council may appoint Sonya Browne as Vacancy Board Chairman
4. Borough Council voted 6-0 to adopt Rules of Order for 2024/2025. (Landis/Perry)
5. Borough Council voted 6-0 to set the date and time for 2024 regular business meetings: (Mellen/Landis)
 - a. Council may schedule its regular business meetings at 6:00 p.m. on the second Thursday of each month.
 - b. Council may schedule its monthly Workshop Meetings at 6:00 p.m. on the first Wednesday of every month, except January, February, and August. There is not a Workshop meeting in January. The February meeting occurs on January 31, 2024 and the August meeting will be held on July 31, 2024.

6. Mayor Shultz outlined Borough Council Committee assignments:

- a. Budget & Finance (Landis/Shultz)
- b. Sustainability and Community Planning (Hicks/Landis)
- c. Economic Development (Perry/Stuby)
- d. Employee Relations and Citizen Participation (Mellen/Perry)
- e. Parks and Recreation (Roos/Mellen)
- f. Public Safety (Shultz/Roos)
- g. Public Works (Stuby/Hicks)

ADJOURNMENT

There being no further business or public comment, the meeting adjourned at 6:11 p.m.

Sean M. Shultz, Mayor

Owen A. Snyder, Acting Borough Secretary