

**BOROUGH OF CARLISLE
COUNCIL MEETING
December 12, 2024
6:00 PM**

MOMENT OF SILENCE..... Councilor Perry
PLEDGE OF ALLEGIANCE TO THE FLAG..... Councilor Perry

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, and 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 must be limited to five minutes. This will permit everyone who wishes to speak an opportunity to do so.

PRESENTATIONS

CITIZENS TO BE HEARD

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:

*Special Budget Meeting Minutes 11/12/2024
Council Meeting Minutes 11/14/2024*

**B. Approval of Bills and Investment Transactions:
Expenditures as of November 30, 2024**

General Fund	\$ 828,174
Water Fund	\$ 333,633
Stormwater Fund	\$ 107,891
Sewer Fund	\$ 432,360
Solid Waste Fund	\$ 918
Capital Project Fund	\$ 948,881
Parking Fund	\$ 26,928

C. Mayor's Report

1. *Borough Council may set the 2025 schedule for the Boards, Commissions, and Council meetings, and note that there will be no Council Workshop on January 1, 2025 due to it being a Federal holiday.*

D. Budget & Finance

1. *Borough Council may ratify the Borough Manager's approval for the temporary use of the 3 Upper Lot Parking Spaces in the West Chapel Avenue Parking Lot by Earth, Artisan & Outfitter for activities supporting the Carlisle Arts Learning Center Winter Solstice Stroll scheduled for December 19, 2024 from 4pm to 8pm. Approval shall be contingent upon the receipt of a valid Certificate of Insurance form, naming the Borough of Carlisle as an additional insured.*

E. ERCP

1. *Borough Council may appoint Mr. Richard Juday to the Alternate Borough Secretary position effective December 13, 2024.*
2. *Borough Council may adopt a resolution reappointing Ms. Anna Knych to a full five-year term as a member of the Carlisle Borough Zoning Hearing Board. This first full term will become effective January 1, 2025 and shall expire December 31, 2029.*
3. *Borough Council may consider appointing Ms. Misty Adkins to a partial term on the Pension Advisory Commission to fill the non-uniform employee vacant seat. The partial term will become effective December 13, 2024 and shall expire March 31, 2025.*

F. Parks & Recreation

1. *Borough Council may approve the 2025 Recreation Facility Fee and Winter/Spring Recreation Program Fee Resolution.*

G. Public Safety

1. *Borough 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 and parades.*

H. Sustainable Community & Economic Planning

1. *Borough Council may consider a Resolution that shall amend Resolution 10-10-24-02 authorizing the submission of a grant application for \$50,000 to support small area planning at North Hanover Street and East High Street.*

REGULAR AGENDA

TABLED, CONTINUED, AND RECURRING ITEMS

REPORTS FROM ELECTED OFFICIALS

A. Mayor's Report

REPORTS FROM COMMITTEES

A. Budget & Finance

1. Borough Council may take the following actions regarding the adoption and implementation of the 2025 budget:
 - a. Approve the 2025 Budget Resolution
 - b. Adopt an Ordinance setting the Real Estate Tax Mill Rates for 2025 General Purposes and Fire Service Appropriations (3.058 mills, .752 mills respectively). *(Roll Call Vote)*
 - c. Adopt an Ordinance establishing Water Rates *(Roll Call Vote)*
 - d. Adopt an Ordinance establishing Sewer Rates *(Roll Call Vote)*
 - e. Adopt an Ordinance establishing Stormwater Rates *(Roll Call Vote)*
 - f. Adopt an Ordinance setting the fee of \$85.86 per quarter per residential dwelling unit for trash collection and setting the fee of \$8.92 per additional tag or tagged bag effective January 1, 2025. *(Roll Call Vote)*
2. Borough Council may adopt a resolution taking the following actions:
 - a. Authorize an additional supplemental budget appropriation to the Stormwater Fund and Department outlined in said resolution and furthermore,
 - b. amend the 2024 – 2028 Capital Improvement Plan to add a previously excluded project.
3. Borough Council may:
 - a. Consider approval of using American Recovery Funds for Fiscal Year 2024 Revenue Replacement in the amount of \$2,761,320.85 (Two Million Seven Hundred Sixty-One Thousand Three Hundred Twenty Dollars and Eighty-Five Cents)
 - b. Borough Council may consider approval of a 2024 Transfer from the General Fund to the Capital Projects Fund in the amount of \$3,311,597.44 (Three Million Three Hundred Eleven Thousand Five Hundred Ninety-Seven Dollars and Forty-Four Cents).
 - c. Consider assigning fund balance as of December 31, 2024 in the amount of \$3,311,597.44 (Three Million Three Hundred Eleven Thousand Five Hundred Ninety-Seven Dollars and Forty-Four Cents) in the Capital Projects Fund for Future Capital and Council Initiatives.

4. Outside Agencies

- a. Borough Council may approve the disbursement of funds as part of the 2025 Budget to the Outside Agency - Maranatha Carlisle in the amount of \$1,000.
- b. Borough Council may approve the disbursement of funds as part of the 2025 Budget to the Outside Agency - Safe Harbour, Inc. in the amount of \$1,200.
- c. Borough Council may approve the disbursement of funds as part of the 2025 Budget to the Outside Agency – Earth Artisan & Outfitter in the amount of \$250, contingent on the funds being used to support their annual Earth Day Event.
- d. Borough Council may approve the disbursement of funds as part of the 2025 Budget to the following Outside Agencies:

Outside Agency	Recommended Award
Bosler Memorial Library	\$2,000.00
Carlisle Area Healthcare Auxiliary	1,000.00
Carlisle Area Sertoma Club	1,200.00
Carlisle Arts Learning Center	1,200.00
Employment Skills Center	500.00
Neighborhood Dispute Settlement	250.00
Samaritan Fellowship	200.00
YWCA	1,200.00

5. Borough Council may approve the 2024 Active Volunteer Firefighters list that qualify members of Union Fire Company and Carlisle Fire & Rescue for the reimbursement of Earned Income Tax Credit and Real Estate Property Tax Credit in accordance Ordinance 2320.
6. Borough Council may approve execution of an agreement with NeoGov for the initial setup, training, and multi-year access to the web and mobile accessible human resources information management system for a fee of \$78,459.89 (Seventy-eight Thousand Four hundred Fifty-nine Dollars and Eighty-nine cents) through the Commonwealth of Pennsylvania’s cooperative purchasing (COSTARS) program. Approval is subject to the Borough Solicitor’s satisfactory review and approval of said agreement.
7. Borough Council may approve quotes for the purchase of Filter Pumps from RAM Industrial Services, LLC. totaling \$141,075 (One Hundred Forty-One Thousand Seventy-Five Dollars) through the Commonwealth of Pennsylvania’s Cooperative Purchasing Program (COSTARS #008-E23-1027).

B. Economic Development

1. Borough Council may approve a Resolution in support of the Downtown Carlisle Association’s Main Street Matters Designation Application.

C. ERCP

1. Borough Council may authorize the Borough Manager to execute the \$250,000 (Two Hundred Fifty-thousand dollars) subgrant award notification from the Pennsylvania Commission on Crime and Delinquency that will be used for the Co-Responder Program.

D. Public Safety

1. Borough Council may approve advertising an ordinance amending Chapter 22, Fire Department, of the Code of the Borough repealing Article III, Blue Lights on Vehicles.

E. Public Works

1. Borough Council may approve the purchase of a 2025 ODB Model DCL500SM – CDL Exempt 16-cubic yard truck mounted leaf vacuum from Stephenson Equipment, Inc. of Harrisburg, PA for \$233,604.00 (Two hundred thirty-three thousand six hundred and four dollars) through the Commonwealth of Pennsylvania's Cooperative Purchasing Program (COSTARS #4400028339).
2. Borough Council may authorize the full release of financial security posted by Burkentine Real Estate Group for the Parkview Land Development Project off Garrison Lane in the remaining amount of \$99,136.00 (Ninety-Nine Thousand One Hundred and Thirty-Six Dollars and Zero Cents), as the developer has completed all the outstanding public improvements. (Note: Burkentine Real Estate Group is the current bond holder for this project and purchased the Parkview Land Development from Letterman, Inc. in December 2021).
3. Borough Council may award the unit price construction contract for the Traffic Signal Technologies (TST) Automated Traffic Signal Performance Measures Project to the lowest responsive bidder, Atlantic Transportation Systems, Inc. of Camp Hill, Pennsylvania, in the amount of Forty-Five Thousand, Seventy Dollars (\$45,070.00). This final portion of the project will complete the reimbursement agreement for the PennDOT issued TST Grant.
4. Borough Council may authorize the Mayor to sign the Pennsylvania Department of Environmental Protection Sewage Facilities Planning Module Exemption Form for a connection to the Borough's sanitary sewer system from the proposed Chesterfield Phase 2C and 5, 28-unit Single Family Residential Land Development.
5. Borough Council may award the bids for the purchase of the chemicals used at the Carlisle Water and Wastewater Treatment Plants for which the lowest, responsive bidders are outlined in the bid tabulation. The annual contract term shall be from January 1, 2025 to December 31, 2025 and furthermore,

Borough Council may reject the sole bid received for 2.18 Hydrated Lime and authorize staff to rebid the purchase of this chemical for which no sealed bids were received prior to the deadline established in the initial bid advertisement.

6. Borough Council may retroactively authorize execution of a temporary access and construction easements agreement with the Benevolent and Protective Order of Elks Lodge No. 578 granting the Borough access and the use of a portion of two private properties for the purposes of the Borough removing and replacing the Ridge Street finished water storage tank.

F. Sustainable Community & Economic Planning

1. Borough Council may modify the Minor Land Development provisions and approve a Minor Land Development for 202 East High Street subject to conditions imposed by staff.

NEW BUSINESS - This section includes citizens who would like to address Council on any matter relating to Borough government. Comments under this section are governed according to the requirements under Opportunity for Citizens and Visitors to be Heard.

REPORTS FROM COUNCIL MEMBERS & STAFF

ADJOURNMENT

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

24	<i>Christmas Eve - Borough Office Closed</i>	
25	<i>Christmas Day - Borough Office Closed</i>	
26	Planning Commission	5:30 p.m.

January 2025 (All meetings will be held at Borough Hall unless otherwise noted.)

1	<i>New Years Day-Borough Office Closed</i>	
1	Borough Council Workshop-CANCELLED	6:00 PM
2	Board of Appeals	5:00 PM
2	Parks & Recreation-Stuart Community Ctr	7:00 PM
2	Zoning Hearing Board	6:00 PM
6	HARB-Historical Architectural Review Board	5:30 PM
9	Borough Council Meeting	6:00 PM
14	Sewer Authority-Quarterly @ Water Pollution Control Facility	4:00 PM
15	Municipal Authority-Quarterly @ Water Treatment Plant	5:00 PM
23	Planning Commission	5:30 PM