

**BOROUGH OF CARLISLE
COUNCIL MEETING MINUTES
October 10, 2024**

Mayor Shultz called the Council Meeting to order at 6:10 p.m.

Present at the meeting: Mayor Shultz, Deputy Mayor Landis, Mellen, Perry, Roos, and Stuby. Also present were the following: Borough Manager Armstrong, Solicitor Brenneman, Police Chief Landis, Asst Borough Manager & Finance Director Juday, SCEP Director Woolston, Borough Engineer Bergsten, Parks & Recreation Director Crouse, Human Resources Manager Berrier, Fire Chief O'Donnell, Public Information Coordinator Taylor, and Borough Secretary Blair.

Mayor Shultz requested a motion to allow Councilor Perry to join the meeting via Zoom as she was attending the Pennsylvania Municipal Leadership Conference in Scranton on the Borough's behalf. The motion passed 5-0. (Landis/Stuby)

Councilor Mellen led the Moment of Silence dedicated to those who have been devastated by the recent hurricanes.

Mayor Shultz requested a motion to suspend the current rules to allow Councilor Perry to vote via text. The motion passed 5-0. (Mellen/Landis)

Mayor Shultz outlined the interview process for the candidates running for the vacant Council seat.

The candidates running for the vacant Council seat are:

Ethel Carryer
James E. Evans
Rachel James
Craig E. Kauzlarich
Robert Mitchell Shiles, Jr.

Each Council member took the opportunity to ask questions, thanked all the candidates for stepping up to serve the community, then requested that anyone who is not selected for the vacant council seat consider accepting an available position on one of the Carlisle Boards and Commissions.

Mayor Shultz read through the voting rules and the panel proceeded to vote a total of two rounds.

The panel voted the first round as follows:

Mayor Shultz voted for Robert Mitchell Shiles Jr.
Deputy Mayor Landis voted for Robert Mitchell Shiles Jr.
Councilor Mellen voted for Craig E. Kauzlarich
Councilor Perry voted for Rachel James
Councilor Roos voted for Rachel James
Councilor Stuby voted for Robert Mitchell Shiles Jr.

Robert Mitchell Shiles Jr-3
Rachel James-2
Craig E. Kauzlarich-1

Ethel Carryer, James E. Evans, and Craig E. Kauzlarich were dropped from the running for the second vote.

The panel voted the second round as follows:

Mayor Shultz voted for Robert Mitchell Shiles Jr.
Deputy Mayor Landis voted for Robert Mitchell Shiles Jr.
Councilor Mellen voted for Rachel James
Councilor Perry voted for Rachel James
Councilor Roos voted for Rachel James
Councilor Stuby voted for Robert Mitchell Shiles Jr.

Robert Mitchell Shiles Jr-3
Rachel James-3

With the second-round vote ending in a tie, Mayor Shultz questioned whether anyone would be inclined to change their vote. With no one considering a change in vote a Special Meeting with the Council Vacancy Board would be required to determine how to proceed further.

CITIZENS TO BE HEARD

A. Mayor's Report

Mayor Shultz announced the Extra Mile Day 2024 Proclamation recognizing those in our community that go the extra mile. The proclamation specifically recognizes all the Volunteers, Authorities, and Boards & Commissions members that regularly commit their time to serving the community.

PRESENTATIONS

Davenport & Company, LLC – Bond Issuance-Series 2024 Results

Jennifer Diercksen, Davenport & Company, LLC, outlined the recent bond sale. The issuance will provide approximately \$900,000 (nine hundred thousand dollars) for General Government capital projects, and \$4.6 million (four million, six hundred thousand dollars) for Water Fund projects.

There were no questions.

CONSENT AGENDA- Council voted 6-0 to approve the Consent Agenda (Mellen/Landis)

B. Minutes:

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C. Approval of Bills and Investment Transactions: Expenditures as of September 30, 2024

<i>General Fund</i>	<i>\$ 658,034</i>
<i>Water Fund</i>	<i>\$ 302,908</i>
<i>Stormwater Fund</i>	<i>\$ 50,206</i>
<i>Sewer Fund</i>	<i>\$ 230,879</i>
<i>Solid Waste Fund</i>	<i>\$ 201</i>
<i>Capital Project Fund</i>	<i>\$ 100,337</i>
<i>Parking Fund</i>	<i>\$ 91,804</i>
<i>Highway Aid Fund</i>	<i>\$ 107,069</i>

D. HARB-Historical Architectural Review Board

1. *A request for a Certificate of Appropriateness was approved for Ensemble Real Estate LLC of 19 North Hanover Street to install roof access and mechanical equipment.*
2. *A request for a Certificate of Appropriateness was approved for Clifford Fitting of 165 East Louther Street to replace wood windows with Anderson 200 Windows, replace wood trim with composite trim, after-the-fact emergency repairs to the gutter and roof, replace gutters, repair or replace all shutters in-kind, repair front windows and door with in-kind materials, roof coating and painting, and replace exterior wood wall siding with composite.*
3. *A request for a Certificate of Appropriateness was approved for Carlisle Club of 20 East Hight Street to install replace roof shingles in-kind.*
4. *A request for a Certificate of Appropriateness was approved for Kristin and Stephen Bowers of 121 East Pomfret Street to replace a roof in-kind and install scupper drain, parapet caps, and step flashing.*
5. *A request for a Certificate of Appropriateness was approved for Chad Bruce and Pat Lamarche of 10 West Pomfret Street to replace porch supports and stair components in-kind.*

E. Budget & Finance

1. *Borough Council retroactively approved the signing of a consent letter to consolidate the Borough of Carlisle's accounts with PFM Asset Management LLC, investment advisory and arbitrage rebate consulting accounts, to its parent, U.S. Bancorp Asset Management, Inc.*
2. *Borough Council retroactively approved the Borough Manager's execution of an application for the temporary use of the West Chapel Avenue Parking Lot for activities sponsored by Earth, Artisan & Outfitter for the purposes of Environmental Education, Outreach, Activities, and earth-based popup shop's from 8am to 5pm on October 26, 2024, November 30, 2024, December 21, 2024, February 1, 2025, March 22, 2025, April 19, 2025, April 26, 2025, May 10, 2025, and June 7, 2025. Approval shall be contingent upon the receipt of a valid Certificate of Insurance form, naming the Borough of Carlisle as an additional insured.*
3. *Borough Council authorized the execution of an agreement acknowledging the retirement and transfer of ownership of K-9 Chaos to Corporal Jeffrey D. Kurtz effective October 11, 2024, subject to the Borough Solicitor's satisfactory review and approval of said agreement.*

F. ERCP

1. *Borough Council accepted the September 20, 2024, tendered resignation of Molly Wilkinson from the Borough of Carlisle Climate Action Committee.*
2. *Borough Council accepted the tendered resignation of Ethan Barnes from the Borough of Carlisle Civil Service Commission effective immediately.*
3. *Borough Council retroactively appointed Jared Woolston as the Borough of Carlisle Climate Action Committee Chair replacing Joel Hicks.*
4. *Borough Council accepted the tendered resignation of Morgan Webb from the Borough of Carlisle Planning Commission effective immediately.*

REGULAR AGENDA

A. Budget & Finance

1. Debt Issuance and Award (Landis/Shultz)
 - a) Borough Council voted 6-0 to approve the Bond Series 2024 issue/sale for the purposes of funding projects identified in the Borough's approved Five-Year Capital Improvement Plan and to pay related bond issuance costs.
 - b) Borough Council voted 6-0 to adopt an ordinance, by roll call vote, authorizing and directing the issuance of the 2024 Series bonds.
2. Borough Council voted 6-0 to retroactively approve the payment of \$597,672.20 (Five Hundred Ninety-Seven Thousand Six Hundred Seventy-Two Dollars and Twenty Cents) to Cumberland County related to the purchase of Motorola P25 Radios and related accessories. (Landis/Shultz)
3. Borough Council voted 6-0 to authorize the signing of the professional parking study service proposal submitted by Desman Inc. in the amount of \$43,000 (Forty-Three Thousand Dollars). The purpose of this study is to increase the effectiveness of the existing parking management system including on and off-street parking. (Landis/Shultz)

B. ERCP

1. Borough Council voted 6-0 to approve expanding group healthcare eligibility to qualifying domestic partners of employees, as well as dependent children of the domestic partner, under the same terms and conditions as legal spouses. (Mellen/Perry)

C. Public Safety

1. Borough Council voted 6-0 to approve the closure of the entire block of C Street between Factory Street and North West Street on Saturday, November 16, 2024, from 9:00 a.m. to 3:00 p.m. for a craft show entitled "Clay for Kids' Sake" sponsored by the Mud Luv Pottery Studio.

Approval is contingent upon the receipt of a valid Certificate of Insurance, 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. (Shultz/Roos)

2. Borough Council voted 6-0 to approve the purchase of a 2025 Ford Police Interceptor Utility Hybrid from New Holland Auto Group totaling \$50,769 (Fifty Thousand Seven Hundred Sixty-Nine Dollars) through the Commonwealth of Pennsylvania's Cooperative Purchasing Program (COSTARS #013-E22-223). (Shultz/Roos)
3. Borough Council voted 6-0 to adopt the 2024 version of the Emergency Operations Plan (EOP) for the Borough of Carlisle. The new EOP will replace the present EOP that was adopted on May 12, 2022. (Shultz/Roos)

D. Public Works

1. Borough Council voted 6-0 to approve the reduction in the amount of financial security posted by Jeffrey Giangrande Corp. for the Burger King Land Development, located at 950 E. High Street, in the amount of \$16,618.80 (Sixteen Thousand Six Hundred Eighteen Dollars and Eighty Cents) to reflect final work completed. (Stuby/Roos)

2. Borough Council voted 6-0 to approve the reduction in the amount of financial security posted by Statewide Partners for the Land Development Plan for Northside Village on Lot 8 of the former IAC Site, in the amount of \$334,200.35 (Three Hundred Thirty-Four Thousand Two Hundred Dollars and Thirty-Five Cents). (Stuby/Roos)
3. Borough Council voted 6-0 to award a two-year contract extension for the Years 2026 through 2027 to Waste Connections, Inc., consistent with the current solid waste, recycling, and bulk item collection contract No. 6-22 for Borough-owned facilities and residential properties. (Stuby/Roos)
4. Borough Council voted 6-0 to reject all bids received for the 2024 Allen Road/Walnut Bottom/Ritner Highway Automated Traffic Signal Performance Measures Project and authorize staff to rebid the project based on a revised scope that reflects available grant funding. (Stuby/Roos)

E. SCEP-Sustainable Community & Economic Planning

1. Borough Council voted 6-0 to approve the submission of the Borough of Carlisle's Consolidated Annual Performance and Evaluation Report (CAPER), a requirement of the Community Development Block Grant (CDBG) Program for the period covering July 1, 2023, through June 30, 2024. (Landis/Stuby)
2. Borough Council voted 6-0 to approve a resolution authorizing the submission of a grant application for \$50,000 (Fifty Thousand Dollars) to support small area planning at North Hanover Street and East High Street. (Landis/Stuby)
3. Borough Council voted 6-0 to approve a Minor Subdivision and waive all other requirements of the Borough's subdivision ordinance for the proposed adjustment of parcel boundaries for two (2) developed lots at 30 East Pomfret Street. (Landis/Stuby)
4. Borough Council voted 6-0 to approve an extension request by Barley Snyder on behalf of Carlisle Allen, LLC and waive all other requirements of the Borough's subdivision ordinance for the development of 207 Allen Road. The new deadline shall be March 14, 2025. (Landis/Stuby)

REPORTS FROM COUNCIL MEMBERS AND STAFF

Councilor Roos reminded everyone to check for changes in parking for the Halloween parade route, and that there is still time to register a float.

Borough Manager, Susan Armstrong, introduced Sergeant Andy Van Volkenburg who was filling in for Chief Landis during the evening's meeting.

There being no further business, the Council Meeting adjourned at 8:12 p.m.

Sean M. Shultz
Mayor

Patricia Blair
Borough Secretary