

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

Present at the meeting: Mayor Shultz, Deputy Mayor Landis, Councilors Perry, Roos, Shiles, and Stuby. Also present were Borough Manager Armstrong, Solicitor Brennenman, Chief Landis, Assistant Borough Manager Juday, Finance Director Cohen, Sustainable Community and Economic Planning Director Woolston, Water Resources Director Abeln, Borough Engineer Bergsten, Parks and Recreation Director Crouse, HR Director Berrier, Public Information Coordinator Taylor, and Borough Secretary Blair.

Mayor Shultz called the Council Meeting to order at 6:02 p.m. Councilor Perry led the Moment of Silence dedicated to those struggling physically, mentally, and who may have lost loved ones during this holiday season.

Mayor Shultz requested a motion to allow Councilor Mellen to join the meeting via Zoom as she was ill and could not attend in person. The motion passed 6-0. (Landis/Stuby)

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-None

CITIZENS TO BE HEARD-None

CONSENT AGENDA- Council voted 7-0 to approve the Consent Agenda (Landis/Stuby)

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:

Borough Council approved Special Budget Meeting Minutes from November 12, 2024, and the Council Meeting Minutes from November 12, 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 voted 7-0 to set the 2025 schedule for the Boards, Commissions, and Council meetings, and noted that there will be no Council Workshop on January 1, 2025 due to it being a Federal holiday. (Shultz/Landis)

D. Budget & Finance

1. Borough Council ratified the Borough Manager's approval for the temporary use of the 3 Upper Lot Parking Spaces in the West Chapel Avenue Parking Lot near Earth, Artisan & Outfitter for activities supporting the Carlisle Arts Learning Center Winter Solstice Stroll scheduled for December 19, 2024 from 4pm to 8pm. Approval is 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 appointed Mr. Richard Juday to the Alternate Borough Secretary position effective December 13, 2024.
2. Borough Council adopted 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 is effective January 1, 2025 and will expire December 31, 2029.
3. Borough Council appointed Ms. Misty Adkins to a partial term on the Pension Advisory Commission to fill the non-uniform employee vacant seat. The partial term is effective December 13, 2024 and will expire March 31, 2025.

F. Parks & Recreation

1. Borough Council approved the 2025 Recreation Facility Fee and Winter/Spring Recreation Program Fee Resolution.

G. Public Safety

1. Borough Council approved 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 approved 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 took the following actions regarding the adoption and implementation of the 2025 budget:
 - a. Borough Council voted 7-0 to approve the 2025 Budget Resolution (Landis/Shultz)
 - b. Borough Council, by a roll call, voted 7-0 to adopt an Ordinance setting the Real Estate Tax Mill Rates for 2025 General Purposes and Fire Service Appropriations (3.058 mills, .752 mills respectively). (Landis/Shultz)
 - c. Borough Council, by a roll call, voted 7-0 to adopt an Ordinance establishing Water Rates (Landis/Shultz)
 - d. Borough Council, by a roll call, voted 7-0 to adopt an Ordinance establishing Sewer Rates (Landis/Shultz)
 - e. Borough Council, by a roll call, voted 7-0 to adopt an Ordinance establishing Stormwater Rates (Landis/Shultz)
 - f. Borough Council, by a roll call, voted 7-0 to 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. (Landis/Shultz)
2. Borough Council voted 7-0 to adopt a resolution taking the following actions: (Landis/Shultz)
 - a. Authorizing an additional supplemental budget appropriation to the Stormwater Fund and Department outlined in said resolution and furthermore,
 - b. amending the 2024 – 2028 Capital Improvement Plan to add a previously excluded project.
3. Borough Council voted 7-0 to approve the following: (Landis/Shultz)
 - a. The use of 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. 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. To assign the 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 voted 6-0-1 to approve the disbursement of funds as part of the 2025 Budget to the Outside Agency - Maranatha Carlisle in the amount of \$1,000. Deputy Mayor Landis recused herself from the vote due to a conflict. (Shultz/Stuby)
- b. Borough Council voted 6-0-1 to approve the disbursement of funds as part of the 2025 Budget to the Outside Agency - Safe Harbour, Inc. in the amount of \$1,200. Mayor Shultz recused himself from the vote due to a conflict. (Landis/Stuby)
- c. Borough Council voted 7-0 to 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. (Landis/Shultz)
- d. Borough Council voted 7-0 to approve the disbursement of funds as part of the 2025 Budget to the following Outside Agencies: (Landis/Shultz)

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 voted 7-0 to approve the 2024 Active Volunteer Firefighters list that qualifies 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 with Ordinance 2320. (Landis/Shultz)
6. Borough Council voted 7-0 to 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. (Landis/Shultz)
7. Borough Council voted 7-0 to 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). (Landis/Shultz)

B. Economic Development

1. Borough Council voted 7-0 to approve a Resolution in support of the Downtown Carlisle Association's Main Street Matters Designation Application. (Perry/Stuby)

C. ERCP

1. Borough Council voted 7-0 to 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. (Mellen/Perry)

D. Public Safety

1. Borough Council voted 7-0 to approve advertising an ordinance amending Chapter 22, Fire Department, of the Code of the Borough repealing Article III, Blue Lights on Vehicles. (Shultz/Roos)

E. Public Works

1. Borough Council voted 7-0 to 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). (Stuby/Roos)
2. Borough Council voted 7-0 to 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). (Stuby/Roos)
3. Borough Council voted 7-0 to 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. (Stuby/Roos)
4. Borough Council voted 7-0 to 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. (Stuby/Roos)
5. Borough Council voted 7-0 to 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 voted 7-0 to 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. (Stuby/Roos)

6. Borough Council voted 7-0 to 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 use of a portion of two private properties for the purposes of the Borough removing and replacing the Ridge Street finished water storage tank. (Stuby/Roos)

F. Sustainable Community & Economic Planning

1. Borough Council voted 7-0 to modify the Minor Land Development provisions and approve a Minor Land Development for 202 East High Street subject to conditions imposed by staff. (Shiles/Landis)

Mr. Justin Doty presented an overview of the E. High St. and S. East St. concept, repurposing the existing block building, adding green space, and parking for the purpose of small businesses. Mr. Doty noted that he is working with a local architect design team to meet HARB guidelines.

Mayor Shultz asked if the developer has tenants lined up and Mr. Doty noted that the developer already has letters of intent.

Deputy Mayor Landis referenced Land Use Reform meetings discussing small businesses with smaller footprints, and confirmed comments made in Item 1 under the SCEP policy briefing document “conditions imposed by staff” meaning-proposed parking. Mr. Doty mentioned a recent discussion regarding taking away two extraneous parking spaces and replacing them with sidewalk to accommodate foot traffic from High St.

Councilor Roos noted her appreciation that someone would have a vision for this space and return it to the town in a way that it is going to bring in new businesses, new foot traffic, and revitalize the space in a way that it deserves.

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.

Mr. James Evans of 157 B Street indicated that he came to the Planning Commission meeting for 202 High St. to express support for the project. Mr. Evans expressed concerns with the loss of business due to the economy and suggested the Borough take a look at zoning rules & codes to make them less burdensome to potential businesses, in an effort to create a mix of national and local investment into Carlisle and the Borough.

Deputy Mayor Landis responded that the Land Use Reform Subcommittee is addressing such issues mentioned by Mr. Evans and that the Borough appreciates perspective sharing. She indicated that the committee is trying to understand the limitations and barriers to small businesses and trying to think creatively about how the Borough can review the Ordinances to align with what businesses need.

Mayor Shultz added that the Borough is trying to simplify Zoning Ordinances to make things easier, and to make the Borough more accessible to pedestrians as well.

REPORTS FROM COUNCIL MEMBERS & STAFF

Councilor Roos thanked those who came out for the Holiday Parade, and confirmed there would be no Parks & Recreation meeting in January.

Deputy Mayor Landis noted that President Biden designated the Carlisle Industrial Indian Boarding School as a National Monument and noted that there is still plenty of opportunity for education and to try to heal and understand the immense pain and wrongs that were done through that institution. She welcomed the Federal designation, and expressed interest how the Borough can continue to shine a light on this unfortunate history.

Borough Manager Susan Armstrong formally introduced the Borough’s new Directors and gave a brief background for each:

Finance Director, Jason Cohen

Director of Water Resource, Maurita Abeln

Borough Manager Armstrong then introduced those who were promoted this year:

Richard Juday, Former Director of Finance, was promoted to Assistant Borough Manager.

Jeff Bergsten, former Assistant Borough Engineer, was promoted to In-house Engineer & Director of Transportation and Waste Management.

Borough Manager Armstrong thanked all uniformed and non-uniformed employees for their dedication and contributions to addressing community needs throughout the year.

She subsequently thanked Mayor Shultz and the Borough Council members for their ongoing support and leadership throughout the year and expressed that the team looks forward to continuing the work undertaken by Council and the community to advance Carlisle's Vision and Council's objectives.

Mayor Shultz mentioned the recent passing of his great uncle Frank, just shy of his 103rd birthday, who served in WWII under General Patton in the Battle of the Bulge and the impact he had on the lives of those around him. He then equated this to everyone as he pointed out that everything one does to touch the lives around us has an impact and is seen elsewhere.

He then read a letter sent to him from someone who made a point to express how great the Borough employees were to her, and that everyone she has met from Carlisle has been fabulous, and that he has a great crew in Carlisle. Mayor Shultz went on to say that Borough employees are making an impression out there and that makes a difference in the Borough and to the reputation of the Borough. He then thanked everyone for everything they had done for the community this year and in previous years.

Mayor Shultz mentioned the new officers that were to be sworn in before the end of the year.

There being no further business, the Council Meeting adjourned at 6:55 p.m.

Sean Shultz, Mayor

Patricia Blair
Borough Secretary