

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

**BOROUGH OF CARLISLE
COUNCIL MEETING MINUTES
April 11, 2024**

Mayor Shultz called the Council Meeting to order at 6:00 p.m. with Councilor Perry leading the Moment of Silence and Pledge of Allegiance.

The Moment of Silence was dedicated to the protection of the people of Haiti due to the continued unrest in the region.

Present at the meeting: Councilors Hicks, Mellen, Perry, Roos, Stuby, Deputy Mayor Landis, and Mayor Shultz. Also present were the following: Borough Manager Armstrong, Public Works Director Malarich, SCEP Director Woolston, Parks & Recreation Director Crouse, Human Resource/Risk Management Manager Berrier, Finance Director Juday, Public Information Coordinator Taylor, Solicitor Brenneman, and Borough Secretary Blair.

CITIZENS TO BE HEARD

Don Ritchie Smith aka “Buck” Smith of 350 H Street, opposed the proposed new bike routes as he believed there are already plenty of routes, and he believes that East and Bedford Streets should be two lane two-way streets instead of one-way traffic.

PRESENTATIONS

Carlisle Theatre Project, the following individuals spoke on behalf of the project’s merits:

Mr. Rick Rovegno – Theater Board Member, School Board Member, and former Cumberland County Commissioner noted that the upcoming Gala is expected to bring in an estimated \$100k toward the \$630k needed to unlock grant funding for the renovations. He also announced his personal pledge of \$50,000 toward the campaign and another \$150,000 that will be deposited into an endowment fund. Council was informed that the Project is consistent with the Borough’s Strategic Plan as it’s an economic anchor in the downtown.

Ms. Ashley Byerts – Executive Director, Carlisle Theater reminded Council of the Theater’s 85th anniversary, surviving Covid where a predicted 70% of others were projected to fail and how the Theater has rebounded since 2021, and the need to undertake the necessary upgrades. Ms. Byerts expressed a sincere desire to keep the Theater a “main attraction” so people don’t bypass Carlisle in lieu of entertainment in bigger cities. Accompanying Ms. Byerts and Mr. Rovegno were numerous supporters of the Theater.

Mr. Jim Comitale, a Board of Directors member, discussed local/federal/state funding, and the concern of raising the matching \$630k to receive the \$1.2 million grant.

Ross Morris, Owner of Café Bruges and founder of Piatto in Carlisle, expressed support for the Theater and how entrenched it has been in the community for generations.

Penn State - Dickinson Law ADI: *Dean Danielle Conway and TaWanda Hunter Stallworth, Program Manager*
Our presenters were introduced by Mayor Shultz who noted that they were present based on a recommendation of the Truth and Reconciliation Commission, who suggested the Council partner with an organization such as ADI.

Dean Danielle Conway discussed the Anti-Racist Development Institute, and the Human Centered Design, or “design thinking” road map. Listen, hear, center, understand, acknowledge, and impact. Empathize, define needs, Ideate, prototype, and test. Several key highlights included how they chart the impact the system of inequality has on law, policy, practices, and how we perpetuate this through the system.

Notable: We have the responsibility to acknowledge the lived experiences of others.

A copy of the presentation is attached to these minutes.

Mayor Shultz indicated the need to work toward a contract, estimated some time this summer, and move forward as expeditiously as possible.

First Quarter Financial Presentation: *Richard Juday, Finance Director*

Mr. Juday discussed the Borough’s financial performance as consistent with expectations, impacts of certain expenditures and revenues such as the Springbrook first quarter payment, police body cam package, property taxes, the 2023 audit expectations, the parking kiosk purchase, and the new Co-responder position.

A copy of the presentation is attached to these minutes.

CONSENT AGENDA- *Councilor Mellen made a motion, which was seconded by Councilor Landis, to approve the Consent Agenda. The Council approved the Consent Agenda 7-0.*

A. Minutes:

*Council Meeting Minutes 3/14/2024
Public Hearing Minutes 3/14/2024*

**B. Approval of Bills and Investment Transactions:
Expenditures as of March 31, 2024**

<i>General Fund</i>	<i>\$ 1,020,406</i>
<i>Water Fund</i>	<i>\$ 330,142</i>
<i>Stormwater Fund</i>	<i>\$ 78,606</i>
<i>Sewer Fund</i>	<i>\$ 404,759</i>
<i>Solid Waste Fund</i>	<i>\$ 2,474</i>
<i>Capital Project Fund</i>	<i>\$ 170,989</i>
<i>Parking Fund</i>	<i>\$ 25,278</i>
<i>K-9</i>	<i>\$ 474</i>

C. Attendance Approvals

- 1. Approved Assistant Finance Director Jamie Long to attend the 2024 Government Finance Officer Association – Pennsylvania meeting from May 19-22, 2024, at the Hershey Lodge in Hershey, Pennsylvania.*

D. HARB

Approved the following Certificate of Appropriateness:

- 1. A request for a Certificate of Appropriateness by Sadler Health Center for signs conditioned upon reducing the size of the proposed front wall sign to meet the dimensional limits of the C-1 Zoning District at 100 North Hanover Street, Carlisle.*

2. *A request for a Certificate of Appropriateness by Patrick Williams for windows and trim at 64 South West Street, Carlisle.*
3. *A request for a Certificate of Appropriateness by Knode & Logan LLC for signs and masonry repairs at 22 West Pomfret Street, Carlisle.*

E. Employee Relations and Citizen Participation Committee

1. *Designated Susan Armstrong as Delegate to the Capital Region of Governments and Richard Juday as Alternate Delegate to the Capital Region of Governments effective immediately.*

F. Economic Development Committee

1. *Approved the Downtown Carlisle Association's Special Events Application that shall lift the sidewalk ordinance and allow the C-1 District businesses to utilize the sidewalks for sales and other activities on May 11, June 8, and July 13 from 9:00 a.m. to 7:00 p.m. Approval is subject to receipt of a valid Certificate of Liability Insurance form naming the Borough of Carlisle as an additional insured.*

G. Parks and Recreation

1. *Approved the 2024 Summer Recreation Program Fee Resolution.*

H. Public Safety

1. *Approved a Special Events Application for Farmers on the Square 2024 that shall include the closure of the patio of First Presbyterian Church at High and Hanover Streets; the sidewalks of North and South Hanover Streets, and East and West High Streets one block from Hanover and High, and the first block of West Dickinson Avenue on Wednesdays during the months of May through October 2024 from 3:00 p.m. to 7:00 p.m. Approval shall be 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 and 10% of the fixed cost associated with this event.*

I. Public Works

1. *Reaffirmed the execution by the Mayor of the Stream & Watershed Enhancement Grant Agreement with the Susquehanna River Basin Commission (totaling \$3,020) to support a rain barrel workshop to be held by the Borough on May 11, 2024, at the Stuart Community Center.*

J. Sustainability and Community Planning

1. *Ratified the submission of a DCNR IRA Urban and Community Forestry Grant application for \$463,740.00 (Four Hundred Sixty-Three Thousand Seven Hundred Forty dollars) and approve the associated resolution in support of the grant application and funding of tree canopy improvements.*

REGULAR AGENDA

TABLED, CONTINUED, AND RECURRING ITEMS-None

REPORTS FROM ELECTED OFFICIALS

A. Mayor's Report:

1. Borough Council voted 7-0 to endorse the Downtown Carlisle Association's grant pursuit through the Cumberland Area Economic Development Corporation for the purposes of securing funding for the West High Street Mural Project and potentially other artistic enhancements. (Shultz/Landis)

REPORTS FROM COMMITTEES

A. Economic Development:

1. Borough Council voted 7-0 by roll call vote to adopt an ordinance (#2436) approving an Agreement by and between the Downtown Carlisle Association [DCA] and the Borough of Carlisle [Borough] retroactive to January 1, 2024, through December 31, 2024. (Perry/Stuby)
2. Borough Council voted 7-0 to approve Resolution (04-11-24-03) that amends Resolution 02-09-17-02 designating the Downtown Carlisle Association's New Year's Eve celebration as a Borough-sponsored event and furthermore, retroactively waive the Borough imposed fees for the December 31, 2023, event. (Perry/Stuby)
3. Borough Council voted 7-0 to approve the Downtown Carlisle Association's request to place four receptacles near specific tree wells in Downtown Carlisle for the purpose of providing disposable bags for pet waste. (Perry/Stuby)

B. Employee Relations and Citizen Participation Committee

1. Borough Council voted 7-0 to authorize Mayor Shultz to execute an agreement by and between the Borough of Carlisle and Pyrotecnico Fireworks, Inc. for the 2024 "Stars Burst Over Carlisle" event that is scheduled for July 3, 2024, with a rain date of July 6, 2024. (Mellen/Perry)

Councilor Mellen noted that while the contract was approved for execution, the process was underway to secure additional funding.

C. Public Safety:

1. Borough Council voted 7-0 to authorize the closure of the first block of West Pomfret Street from South Hanover Street to the Pomfret Street Parking Garage entrance on June 15, 2024, from 10:00 a.m. to 8:00 p.m. for a community event sponsored by B&L Caribbean Restaurant. Approval shall be 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 costs and 10% of the fixed cost associated with this event. (Shultz/Hicks)

2. Borough Council voted 7-0 to approve a Special Events Application for the Hope Station Juneteenth Celebration to be held on June 15, 2024, from 10:00 a.m. to 4:00 p.m. The event will take place on the 100 block of West Penn Street near Hope Station and Memorial Park. Approval shall be 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 costs and 10% of the fixed cost associated with this event. (Shultz/Roos)
3. Borough Council voted 7-0 by roll call vote to adopt an ordinance (#2437) establishing a temporary parking ban affecting certain borough streets in conjunction with Carlisle Productions' 2024 Schedule of Events. (Shultz/Roos)
4. Borough Council voted 7-0 by roll call vote to adopt an ordinance (#2438) 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 162 E. Penn Street. (Shultz/Roos)

D. Public Works:

1. Borough Council voted 7-0 to approve a unit price construction contract with Stewart and Tate, Inc. of York, Pennsylvania for the 2024 Street Maintenance Program, in the amount of \$3.25 per square yard of applied surface, under the CapCOG 2024 Micro surfacing Contract. (Stuby/Hicks)
2. Borough Council voted 7-0 to entered into an engineering services contract with Gannett Fleming, Inc. to perform the planning, design, and permitting of green stormwater infrastructure projects at three of the priority locations identified in the Borough's Stormwater Master Plan for a not-to-exceed cost of \$186,600.00 (One Hundred Eighty-six Thousand Six Hundred dollars) subject to the Borough Solicitor's review and approval of the contract. (Stuby/Hicks)
3. Borough Council voted 7-0 to authorize the reduction in the amount of financial security posted by The GIANT Company, LLC. for the Burger King Land Development located at 950 E. High Street, in the amount of \$145,732.00 (One Hundred Forty-Five Thousand Seven Hundred Thirty-Two Dollars) to reflect work completed to date. (Stuby/Hicks)

E. Sustainability & Community Planning:

1. After the following dialogue ensued, Borough Council voted 7-0 to approve a Memorandum of Understanding with Joule Community Power relating to the establishment of Community Choice Aggregation authority and implementation of a CCA program in the Borough. (Hicks/Landis)

Mr. Dennis Rowan from Lansdowne Borough and Mr. Mike Gordon from Joule Community Power presented.

Mr. Rowan from Lansdowne Borough discussed community options, the Carlisle Climate Action strategy, and the current Borough involvement/process across the state. He noted that there was no cost to the Borough under the MOU.

Mike Gordon of Joule Community Power gave a presentation to Borough Council and the Carlisle citizenry regarding the opportunity to reduce energy emissions with clean energy solutions. Thus, allowing local control of the state default power choice vs. the current PPL standard and moving toward meeting current CCA sustainability goals. A copy of the presentation is attached to these minutes.

2. Borough Council voted 7-0 to direct the Borough Solicitor to draft and advertise amendments to the Carlisle Zoning Ordinance and Subdivision and Land Development Ordinance in Chapter 255 and Chapter 226, respectively in accordance with the Pennsylvania Municipalities Planning Code that shall provide for and define certain residential uses. (Hicks/Landis)

Note: Borough Council shall hold a public hearing on July 11, 2024, at 5:45 pm.

3. Borough Council voted 7-0 to direct the Borough Solicitor to draft and advertise amendments to the Carlisle Zoning Ordinance with respect to conditional reduction of parking requirements and providing a fee applicable to reduction of parking when approved by Borough Council. (Hicks/Landis)

Note: Borough Council shall hold a public hearing on July 11, 2024, at 5:45 pm.

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.

Megan Nesbitt, 503 N Hanover St. commented on several of the evening's agenda topics and expressed appreciation for the direction the Borough is going toward reaching its sustainability goals and ADI.

REPORTS FROM COUNCIL MEMBERS & STAFF

Councilor Stuby reiterated meeting notes from Wednesday evening's East Side Neighborhood Association's meeting regarding the Borough's proposed East and Bedford Street Transportation Project. Council was informed that more information from the engineers is forthcoming in June timeframe.

Councilor Roos mentioned that Lot D at the Carlisle Auto Industries development site will be open after the punch list of outstanding items are addressed. She also announced several upcoming events and activities including: the summer basketball league, Arbor Day on April 24, and summer employment opportunities at the community pool.

Mayor Shultz noted his participation and the work underway with the internal Co-Responder Committee Meeting and the Lincoln Cemetery Committee Meeting.

Student Council Member Brent Powers, on his last day as a student member, thanked the Staff, Citizens, and Council for their kindness, education, and leadership.

There being no further business, the Council Meeting adjourned at 7:54 p.m.

Sean M. Shultz
Mayor

Patricia Blair
Borough Secretary

(SEAL)