

**BOROUGH OF CARLISLE
COUNCIL MEETING MINUTES
August 14, 2025
6:00 PM**

Present at the meeting: Mayor Shultz, Deputy Mayor Landis, Councilors Mellen, Perry, Shiles, and Stuby. Also present were Borough Manager Armstrong, Borough Solicitor Brenneman, Police Chief Landis, Assistant Borough Manager Juday, Finance Director Cohen, Water Resources Director Abeln, Sustainable Community & Economic Planning Director Woolston, Borough Engineer and Transportation Director Bergsten, Parks and Recreation Director Crouse, Human Resources Director Berrier, Fire Chief O'Donnell, and Public Information Coordinator Taylor.

Councilor Roos was absent.

Mayor Shultz called the Council Meeting to order at 6:00 p.m.

Councilor Stuby led the Moment of Silence dedicated to the choice of those attending.

PRESENTATIONS

Jeff Bergsten, Director of Transportation and Solid Waste, provided an update on the 3 available options of the Bedford and East Streets Traffic Calming Project addressing excessive speeding in residential areas. The discussion included Bedford St. from E. South St. to N. East St. and East St. from E. South St. to N. Hanover St.

The panel requested clarification on a few items and then moved on to comments by the public.

Don Smith of 350 H. St. opposed the plan and expressed a need for larger vehicles to be able to maneuver on the already narrow streets. He requested that Amtrak come to Carlisle and that a traffic study be done for two-way streets.

Councilor Mellen thanked Mr. Smith for his comments and informed him that the Borough has no say in where Amtrak runs.

Mayor Shultz also thanked Mr. Smith for his comments and pointed out studies that have already been done that show two-way streets are beneficial, but not when applying the present circumstances of the roads in question.

CITIZENS TO BE HEARD

Eric Smith of 121 S. East Street was excited about the traffic calming project and discussed how difficult it can be to ride a bike in the project area and throughout the Borough. He also thanked Borough Council and Borough Staff for the road improvement projects happening in the Borough.

Isabel Harmon, in a written statement presented by Stephanie Taylor, the Borough's Public Information Coordinator, added she would appreciate the expanded version of Option 1 as it addresses bikes and pedestrians and is more than just traffic.

Tina Ziegler, 120 E. Louther St., via online, thanked the Borough for reinstalling speed humps on Louther St. and agreed with Isabel on the expanded version of Option 1 for the traffic calming plan.

CONSENT AGENDA Borough Council voted 6-0 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 the Public Hearing Meeting Minutes July 10, 2025.
Borough Council approved the Council Meeting Minutes July 10, 2025*

**B. Approval of Bills and Investment Transactions:
Expenditures as of July 31, 2025**

General Water Fund	\$ 1,146,329
Water Fund	\$ 593,720
Stormwater Fund	\$ 129,518
Sewer Fund	\$ 983,181
Solid Waste Fund	\$ 520,487
Capital Project Fund	\$ 378,960
Parking Fund	\$ 45,616

C. Attendance Approvals

- 1. Borough Council approved the MS4 Coordinator Rebecca Lauver's attendance at FEMA's National Emergency Training Center in Emmitsburg, Maryland for the "Managing Floodplain Development through the National Flood Insurance Program" training course from September 14 through September 19, 2025.*
- 2. Borough Council approved the Community Co-Responder Luray Schlegel's attendance at Victim Services Conference in Pocono Mountains, PA, for the "Pathways for Victim Services" conference from September 9 through September 12, 2025.*
- 3. Borough Council approved the Community Co-Responder Jay Leader's attendance at Victim Services Conference in Pocono Mountains, PA, for the "Pathways for Victim Services" conference from September 9 through September 12, 2025.*
- 4. Borough Council approved Councilor Safronia Perry's attendance at the 2025 Pennsylvania Municipal League Municipal Leadership Summit in Erie, PA from October 1 through October 4, 2025.*

D. HARB recommends that Borough Council approve the following Certificates of Appropriateness:

- 1. Borough Council approved the request for a Certificate of Appropriateness for Brad Griffie of 200 North Hanover Street to relocate signs from 155 North Street to the new location at 200 North Hanover Street, with the condition that the applicant uses only one street address sign.*
- 2. Borough Council approved the request for a Certificate of Appropriateness for Joni and Scott Davis of 39 West Pomfret Street to replace rotted wood on porch and replace porch posts. Paint all wood surfaces, windows, and doors.*

3. *Borough Council approved the request for a Certificate of Appropriateness for Corey Shultz of 162/164 West Chapel Avenue to install a temporary vinyl banner for up to 8 months and a permanent wooden sign.*
4. *Borough Council approved the request for a Certificate of Appropriateness for Heather Miller of 16 West Pomfret Street to install a sign.*

E. Mayor's Report

1. *Borough Council approved the Domestic Violence Services of Cumberland and Perry Counties (DVSCP) request to tie purple-colored ribbons to Borough lampposts as a sign of solidarity for Domestic Violence Awareness Month contingent upon the following:*
 - *Ribbons permitted to be hung from Borough downtown streetlamp poles beginning September 30 through October 31. The ribbons shall be removed no later than November 3, 2025.*
 - *Ribbons need to be secured tightly and at a height that prevent them from being easily removed by pedestrians or inclement weather.*
 - *Inspect the area periodically to ensure that the ribbons remain secure and in good condition.*

F. Parks & Recreation

1. *Borough Council approved the 2025 Fall Recreation Program Fee Resolution.*

G. Public Safety

1. *Borough Council approved a Special Event street closure request for East South Street, from the intersection of South Hanover Street down to South Bedford Street on October 11, 2025 from 2:00 to 5:00 p.m. for the Molly Pitcher Birthday Bash Block Party, a DCA sponsored event. Approval is contingent upon the receipt of a valid Certificate of Liability Insurance form naming the Borough of Carlisle as an additional insured.*
2. *Borough Council approved the temporary closure of the following streets to facilitate the Carlisle Family YMCA Annual Turkey Trot 5K Road Race to be held November 27, 2025 (Thanksgiving Day) from 8:00 a.m. to 11:00 a.m. Street Closures include: South West; West South to Orange; Orange to include Georgetown Circle; Orange to Hillside; Hillside to Belvedere; Belvedere to Noble Blvd.; Noble Blvd. to Wilson; Wilson to South; South to West Street; West to Finish Line. Approval is contingent upon the receipt of a valid Certificate of Insurance form 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 costs associated with this event.*

H. Sustainable Community & Economic Planning

1. *Borough Council approved authorization by the Mayor to execute an Amendment to the Developer Agreement for Rudna Murti, LLC, Prabhav Donuts, Inc., and the Borough regarding the development of a Dunkin' at 4 Houser Lane subject to the Borough Solicitor's satisfactory review and final approval.*

REGULAR AGENDA

TABLED, CONTINUED, AND RECURRING ITEMS

REPORTS FROM ELECTED OFFICIALS

A. Mayor's Report

1. Borough Council voted 6-0 to designate Councilor Safronia Perry as Voting Delegate and Councilor Cate Mellen as Alternate Delegate to the PML 2025 Resolutions Committee and Annual Business Meetings that shall be held during the Pennsylvania Municipal League's 2025 Municipal Leadership Summit from October 1 through October 4, 2025. (Shultz/Landis)

REPORTS FROM COMMITTEES

A. Parks & Recreation

1. Borough Council voted 6-0 to approve the installation of an outdoor Automated External Defibrillator (AED) at the LeTort Park Pickleball Courts contingent on funding by the Carlisle Area Pickleball Association. (Mellen/Stuby)

B. Public Safety

1. Borough Council voted 6-0 by roll call vote to adopt an ordinance amending the Code of the Borough of Carlisle with respect to Chapter 244, Vehicles and Traffic, to remove one on-street handicapped parking space at 147 West North Street and one on-street handicapped parking space at 433 North Hanover Street and install one handicapped parking space at 173 West South Street. (Shultz/Mellen)
2. Borough Council voted 6-0 to approve the purchase of six (6) FLIR Night Vision devices (FLIR LS-XR) in the amount of \$27,495.73 (Twenty-Seven Thousand Four Hundred Ninety-Five Dollars and Seventy-Three Cents) from Atlantic Tactical through the Commonwealth of Pennsylvania's Cooperative Purchase Program (COSTARS # 012-E22-243). (Shultz/Mellen)

C. Public Works

1. Borough Council voted 6-0 to approve the Change Order No. 1 – Final to the Area 2 Phase 1 Sanitary Sewer System Rehabilitation Project, Contract B2-2, to adjust the estimated quantities included in the sanitary sewer lining and manhole rehabilitation contract bid to equal the actual quantity of work completed on the unit price contract, decreasing the total contract price by \$13,902.20 (Thirteen Thousand, Nine Hundred and Two Dollars and Twenty Cents), and extending the deadline for final completion. (Stuby/Shiles)
2. Borough Council voted 6-0 to enter into an agreement with the Rotary Club of Carlisle for the adoption of the North College and B Streets Roundabout plantings, subject to the Borough Solicitor's satisfactory review and approval. (Stuby/Shiles)

D. Sustainable Community & Economic Planning

1. Borough Council voted 6-0 to approve an extension request by Frederick, Seibert & Associates, Inc. on behalf of Community CARES and waive all other requirements of the Borough's Subdivision and Land Development Ordinance, for the development of 230 S. Spring Garden St. The new deadline shall be November 14, 2025. (Shiles/Landis)

Mayor Shultz noted that there was a correction to the address in this motion, as it did not reflect what was on the agenda and it was necessary to have the correct location.

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.

Eric Smith of 121 S. East Street requested an update on the Welcoming Ordinance and Mayor Shultz informed everyone that the Borough's Labor and Civil Service Solicitor was reviewing it and the ordinance would tentatively be addressed during the September 3, 2025, Council Workshop meeting. Deputy Mayor Landis suggested the ordinance be made available to the public prior to the meeting and Borough Manager Armstrong explained that it was at the discretion of Council after conferring with special legal counsel.

REPORTS FROM COUNCIL MEMBERS & STAFF

Councilors Mellen and Perry thanked Borough Staff for their hard work this summer handling the 1000-year storm, sinkhole, water main break, emergency repair at High/Pitt St., and for working in blazing hot conditions and being able to meet the challenges thrown at them. They also thanked Borough Manager Armstrong for her leadership.

Councilor Perry praised Jared Woolston and Deb Sinha from the Sustainable Community & Economic Planning department for the work being done on the new Community Garden across from Memorial Park, and how it is bringing people together.

Mayor Shultz mentioned he spoke at the National Brownfields with other Mayors, discussing the projects going on in the Borough, where the others were praising the work being done, and the reputation that Carlisle has. He also spoke highly of the Carlisle Summer League, its community participation, and asked the public to come out to watch the games next summer.

Borough Manager praised the work of the Police Department for a seamless effort regarding a recent child abduction.

Police Chief Taro Landis complimented the teamwork and efforts of everyone involved both locally and outside Carlisle to make sure the child was safe. He thanked Borough Manager for the recognition and noted that the guys, Stephanie Taylor, Public Information Coordinator for the Borough, and Borough Staff deserve it.

ADJOURNMENT

There being no further business, the meeting was adjourned at 6:57 pm.

Sean M. Shultz, Mayor

Richard Juday, Alternate Borough Secretary