

**BOROUGH OF CARLISLE
COUNCIL MEETING MINUTES
DECEMBER 11, 2025
6:00 PM**

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

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

Councilor Perry led the Moment of Silence, asking attendees to reflect on their challenges and blessings from 2025 and think about what they would like to see in the new year.

CITIZENS TO BE HEARD

Maureen Chang, 252 Franklin Street. Ms. Chang spoke about the November fire at 254 Franklin Street. The property, which adjoins the Chang family's home, is a recovery house run by Blue Mountain Escape. She brought up concerns about how the property is run, as well as questions about its zoning classification. She requested more transparency from the Borough on how the property was permitted to be a group home and ensuring that the proper permits were filed.

Tim Chamberlin, 146 Spring Road. Mr. Chamberlin expressed concern about how the car show parking area on Spring Road is turning into a truck stop. The trucks are causing a nuisance to the neighborhood, and he would like to see something done about it. Mayor Shultz directed Borough staff to look into the issue.

Kevin Rench, 1117 Laukoa Street, Kailua, Hawaii. Mr. Rench is Maureen Chang's brother and wanted to discuss the fire at 254 Franklin Street. He addressed the issues that led to this fire and asked for actionable change balancing compassion for recovery with community safety.

TaWanda Stallworth, Courtyard Drive. Ms. Stallworth thanked Deputy Mayor Landis for her service to the Borough.

Erik Smith, 121 South East Street. Mr. Smith thanked Council and staff for their work on potentially transitioning to an in-house solid waste and recycling program and expressed his support for the idea. He also expressed concern about the state of housing in the Borough and around the country. He also brought up concerns about the purchase of security cameras that was on the agenda and would like more transparency on where the cameras are, what kind of data is being collected, and how the data is stored.

Owen Parker, 613 North Hanover Street. Mr. Parker provided an update on the unhoused individuals who were previously at the square. He also expressed agreement with Mr. Smith's comments about the expensive housing market rents have become. He requested that Council begin a concerted effort to address the homeless population and bring them into the decision-making process. Mayor Shultz suggested our co-responders could potentially provide assistance.

CONSENT AGENDA Borough Council voted 7-0 to approve the Consent agenda. (Landis/Mellen)

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 Council Meeting Minutes from November 13, 2025

Borough Council approved the Public Meeting Minutes from November 17, 2025

B. Approval of Bills and Investment Transactions:

Expenditures as of November 30, 2025

<i>General Fund</i>	<i>\$ 571,857</i>
<i>Water Fund</i>	<i>\$ 160,371</i>
<i>Stormwater Fund</i>	<i>\$ 54,183</i>
<i>Sewer Fund</i>	<i>\$ 154,352</i>
<i>Capital Project Fund</i>	<i>\$ 894,382</i>
<i>Parking Fund</i>	<i>\$ 79,691</i>

C. *HARB* - Borough Council approve Certificates of Appropriateness for the following:

- 1. Cumberland County for the property located at 1 Courthouse Square to replace an existing slate roof in-kind.*
- 2. Linda Shover for the property located at 47 South East Street to replace a standing seam roof in-kind and to complete chimney and roof repairs subject to following the latest best practices outlined by the Secretary of the Interior.*
- 3. Dickinson College for the property located at 275 West Louther Street to replace an existing natural wood roof with a synthetic wood roof.*

D. Mayor's Report

- 1. Borough Council set the schedule for Calendar Year 2026 for Authorities, Boards, Commissions and Council meetings, with a note that there will not be a Council Workshop Meeting on December 31, 2025. (2026 Monthly Workshop Meetings shall commence starting with the February 4, 2026 Meeting.)*

E. Budget & Finance

- 1. Borough Council retroactively affirmed the Borough Manager's approval of temporary restrictions on parking at fifteen (15) parking meters in the Pomfret Street Parking Lot, and six spaces on West High Street directly in front of the Carlisle Theatre that occurred on October 31, November 1, 7, 8, 14, 15, 19 and 20, 2025 from 12:00 am until 11:59 pm, to support the theatre by providing parking for theatre events while a roof replacement project occurred. Approval was 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.*

2. *Borough Council retroactively approved a special event request by Benchfield Farms to utilize four parking meters at the corner of South Hanover and West Church Avenue for purposes of “Downtown Horse Drawn Wagon & Carriage Rides” scheduled for December 6, 12, 20, 21 & 24, 2025 from 6:00 p.m. to 9:00 p.m. Approval was 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.*

F. Economic Development

1. *Borough Council approved the Carlisle Arts Learning Center’s Special Events Application that shall lift the sidewalk ordinance and allow the C-1 District businesses to utilize the sidewalks for art displays and other activities on December 18, from 5:00 p.m. to 8:00 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. ERCP

1. *Borough Council reappointed Mr. Gary McCormick to a second term on the Sewer System Authority Board effective January 1, 2026 and expiring on December 31, 2030.*
2. *Borough Council accepted the tendered resignation of Donna Greenwood on the Civil Service Commission Board effective December 31, 2025.*
3. *Borough Council accepted the tendered resignation of Rachel James on the Planning Commission Board effective November 25, 2025.*

H. 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, or parades.*
2. *Borough Council approved a Special Events Application and street closure request from the Employment Skills Center to conduct the 2026 Employment Skills Downtown Mile on May 21, 2026, from 5:00 p.m. to 8:45 p.m. as outlined in the submitted request. Approval shall be subject to receipt of a valid Certificate of Liability Insurance form naming the Borough of Carlisle as an additional insured; receipt of PennDOT approval; the applicant disseminating flyers to residences impacted by said closures; and, the applicant reimbursing the Borough 100% of the variable and 10% of the fixed costs associated with this event, and furthermore,*

Borough Council waived Carlisle Borough’s prohibition of public consumption and restriction of open containers of alcohol for the ESC’s post-race beer garden event to be held at 101 West High Street on “a private parking lot open to the public use”. Waiver shall be in effect May 21, 2026 from 5:00 to 8:45 p.m.

REGULAR AGENDA

TABLED, CONTINUED, AND RECURRING ITEMS

REPORTS FROM ELECTED OFFICIALS

A. Mayor's Report

Mayor Shultz honored Deputy Mayor Landis for her eight years of service as a member of Council. He thanked her for her passion and love of Carlisle and its people, as well as the impact she has left on the Borough.

Deputy Mayor Landis thanked Council and staff for their support for her ideas and initiatives throughout her tenor.

Councilors Perry, Mellen, Stuby, Roos, and Shiles shared anecdotes about their work with the deputy mayor and thanked her for her service.

REPORTS FROM COMMITTEES

A. Budget & Finance

1. Borough Council took the following actions regarding the adoption and implementation of the Fiscal Year 2026 Budget:
 - a. Borough Council voted 7-0 to approve the 2026 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 2026 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 \$91.89 per quarter per residential dwelling unit for trash collection and setting the fee of \$9.92 per additional tag or tagged bag effective January 1, 2026. (Landis/Shultz)
2. Borough Council voted 7-0 to approve the 2025 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 No. 2320. (Landis/Shultz)
3. Outside Agencies
 - a. Borough Council voted 6-0-1 to approve the disbursement of funds as part of the 2026 Budget to the Outside Agency - Safe Harbour Inc. in the amount of \$2,000. Mayor Shultz recused himself from this vote due to a conflict. (Landis/Mellen)
 - b. Borough Council voted 6-0-1 to approve the disbursement of funds as part of the 2026 Budget to the following Outside Agencies: (Landis/Shultz)

Councilor Stuby recused himself for voting for the East Side Neighborhood Association, as he is a member.

Outside Agency	Recommended Award
Biddle Mission Park Labyrinth	\$ 500
Bosler Memorial Library	2,000
Carlisle Area Healthcare Auxiliary	500
Carlisle Victory Circle	1250
Community Empowerment Services	750
Cumberland County Historical Society	500
East Side Neighborhood Association*	250
Neighborhood Dispute Settlement	250
N. Hanover Grille	2,000
Samaritan Fellowship	500
Supportive Partnership for Youth	1,500

Councilor Mellen noted that the \$2,000 awarded to the North Hanover Grille would be coming from the parking fund, as it supports economic development downtown.

4. Borough Council voted 7-0 to approve a multi-year agreement with Revize Software Systems at a contract price of \$24,050 (Twenty-Four Thousand and Fifty Dollars) for the upgrade of the Borough's website including accessibility compliance services, content migration, and hosting and support. (Shultz/Landis)

B. Economic Development

1. Borough Council voted 7-0 to adopt a resolution committing funds for Future Economic Activities totaling \$25,000 (Twenty-Five Thousand Dollars) from the Parking Fund. (Perry/Roos)

C. ERCP

1. Borough Council voted 7-0 to adopt a resolution to appoint Mr. Daniel Hacker to a full 5-year term on the Carlisle Borough Zoning Hearing Board as a full member. The term will become effective January 1, 2026, and shall expire December 31, 2030. (Mellen/Perry)
2. Borough Council voted 7-0 to appoint Mr. Thomas Coolidge to a partial term on the Planning Commission. The term will become effective immediately and shall expire on February 28, 2029. (Mellen/Perry)
3. Borough Council voted 7-0 to appoint Mr. Andrew Mehalik to a partial term on the Board of Appeals. Mr. Mehalik's term shall become effective immediately and expire January 31, 2030. (Mellen/Perry)
4. Borough Council voted 7-0 to appoint Ms. Leigh Espy to a partial term on the LeTort Regional Authority. The term shall become effective immediately and expire on December 31, 2028. (Mellen/Perry)

Councilor Mellen thanked all of the new appointees and current board members for their service.

D. Public Safety

1. Borough Council voted 7-0 to the purchase and installation of security cameras from Hilton's Lock and Security in the amount of \$25,592.50 (Twenty-Five Thousand Five Hundred Ninety-Two Dollars and Fifty Cents) through the Commonwealth of Pennsylvania's Cooperative Purchasing (COSTARS) Program. (COSTARS number 040-E22-179) (Shultz/Roos)

Prior to the vote, Councilor Roos stated she was in agreement with earlier public comment about wanting to know more about how the data will be stored. Assistant Borough Manager Juday stated that the information is stored at the police department on their secure servers.

E. Public Works

1. Borough Council voted 7-0 to adopt a Resolution that formally declares the Borough's intent to transition solid waste and recycling collection services to an in-house, municipally operated program. Adoption of this resolution would further direct the Borough Manager to take all necessary steps to develop and implement a comprehensive plan for this transition. (Stubby/Roos)

Mayor Shultz stated that the resolution is not a "point of no return" and we will continue our analysis. Councilors Shiles and Mellen expressed their thanks for staff's work on this matter.

2. Borough Council voted 7-0 to adopt a Resolution to support the Borough of Carlisle in requesting a Local Share Account – Statewide grant of \$725,204 (Seven Hundred Twenty-Five Thousand Two Hundred Four Dollars) from the Commonwealth Financing Authority to be used for the purchase of two solid waste trucks. (Stubby/Shiles)
3. 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 Carlisle Construction Materials, Expansion Project Land Development Plan, 1285 Ritner Highway, Carlisle. (Stubby/Shiles)

F. Sustainable Community & Economic Planning

1. Borough Council voted 7-0 to approve a time extension request by PennTerra Engineering, Inc. on behalf of S&A Homes, owners of the property identified with Parcel ID No. 05-19-1647-101, more commonly known as Phases 2C & 5 of the Chesterfield Subdivision, for satisfying the conditions of plan approval for the Final Subdivision Plan – Chesterfield Phases 2C & 5, as per §226-21A(3) of the Borough's Subdivision and Land Development Ordinance. The request is for an additional 90 days; new deadline shall be March 11, 2026. (Shiles/Landis)
2. Borough Council voted 7-0 to approve a time extension request from Douglas Brehm for satisfying the condition of plan approval on the Land Development Plan for Hidden Meadows – Phase II, H Street and North West Street, Carlisle. Deadline shall be extended from January 6, 2026 to February 5, 2026. (Shiles/Landis)
3. Borough Council voted 7-0 to draft and advertise a revised Ordinance amending the Code of the Borough of Carlisle, Chapter 183 - Property Maintenance, establishing procedures and requirements to redevelop, reuse, or revitalize former or underutilized buildings in the UM Mixed Use District to be considered for enactment at a later regularly scheduled Council Meeting selected by Council. (Shiles/Landis)

NEW BUSINESS - None

REPORTS FROM COUNCIL MEMBERS & STAFF

Councilor Roos thanked those who came out to the Holiday Parade and thanked the Parks and Recreation Department for their work on the parade.

Mayor Shultz stated that Council would be entering into an Executive System at the conclusion of the meeting. He also talked about the downtown tree lighting and thanked DCA for putting it together.

Councilor Perry promoted a Christmas Bazaar featuring many shopping vendors and food.

Borough Manager Armstrong thanked Deputy Mayor Landis for her service. She also thanked all of the Borough staff for their work throughout the year.

Deputy Mayor Landis provided a few more final thoughts and thanked staff for all that they do.

ADJOURNMENT – There being no further business, the meeting was adjourned at 7:16 p.m.

Sean M. Shultz, Mayor

Patricia Blair, Borough Secretary