

BOROUGH OF CARLISLE AGENDA
Biennial Organization Meeting Minutes
Monday, January 5, 2026, at 6:00 p.m.

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

Mayor Shultz called the Meeting to order at 6:00 p.m., congratulated those who were sworn in before the meeting, thanked the Honorable Judge Sasha Sacavage for coming out for the ceremony, his family for their support, and all staff for the amount of work they put in to make the Borough function.

Mayor Shultz then led the moment of silence to reflect on service to the community.

Citizens to Be Heard-none

1. Borough Council voted 7-0 to approve by-laws. (Mellen/Stuby)
2. Nominations for Deputy Mayor were opened by Mayor Shultz. Councilor Stuby nominated Councilor Safronia Perry as Deputy Mayor. Borough Council voted 7-0 to approve Ms. Perry as Deputy Mayor.
3. Borough Council voted 7-0 to approve the following appointments: (Stuby/Mellen)
 - A. Susan Armstrong as Borough Manager
 - B. Jason Cohen as Treasurer
 - C. Richard Juday as Assistant Treasurer
 - D. Jason Cohen as Tax Collector
 - E. Keith Brenneman as Borough Solicitor
 - F. Patricia Blair as Borough Secretary
 - G. Richard Juday as Assistant Borough Secretary
 - H. Stephanie Taylor as Open Records Officer
 - I. Jamie Long as Alternate Open Records Officer
 - J. Sonya Browne as Vacancy Board Chairperson
4. Borough Council voted 7-0 to adopt the Rules of Order for 2026/2027 (Mellen/Perry)
5. Borough Council voted 7-0 to set the date and time for 2026 Regular Business Meetings:
 - A. Council may schedule its regular business meetings at 6:00 p.m. on the second Thursday of each month. (Mellen/Perry)
 - B. Council may schedule its monthly workshop meetings at 6:00 p.m. on the first Wednesday of every month starting with the February 5, 2026, Workshop Meeting. The October Workshop Meeting, however, shall take place on September 30, 2026. (Mellen/Shiles)

6. **Holiday Observance:**

- A. Council voted 7-0 to approve June 19, 2026, as a Borough observed holiday for non-uniformed personnel and operations. Mayor Shultz noted that this holiday will be added to the employee manual being observed from this point forward without the need for a formal vote by council. (Perry/Roos)

7. **Mayor Shultz addressed Borough Council Committee assignments:**

- A. Budget & Finance (Perry/James)
B. Sustainability and Community Planning (Shiles/Perry)
C. Economic Development (Stuby/Shultz)
D. Employee Relations and Citizen Participation (James/Roos)
E. Parks and Recreation (Roos/Stuby)
F. Public Safety (Shultz/Mellen)
G. Public Works (Mellen/Shiles)

8. **New Business**-none

9. **Public Comment**-none

10. **Recognition of Members:**

Councilor James noted she was looking forward to serving the Borough of Carlisle.

Councilor Roos added that she was looking forward to a successful and productive 2026.

Councilor Mellen congratulated those newly elected and re-elected.

Councilor Stuby congratulated those newly elected and re-elected.

Deputy Mayor Perry thanked her friends and family in the gallery for pushing her to be involved in the community. She thanked Borough Council for having the confidence in her to vote for her as Deputy Mayor.

Council Shiles thanked council, family, friends, and those who helped with the recent election.

Borough Manager Armstrong congratulated everyone on their elections and for recognizing borough staff for the vital roles they play. She noted that borough staff know that it's not about them and that it is all about the people in the community. She expressed that she is humbled by their passion and their commitment and she looks forward to 2026 and helping advance Borough Councils goals.

ADJOURNMENT - There being no further business, the meeting was adjourned at 6:16 pm.

Sean M. Shultz, Mayor

Patricia Blair, Borough Secretary