

BOROUGH OF CARLISLE
COUNCIL MEETING
April 11, 2024
6:00 PM

MOMENT OF SILENCE Councilor Perry
PLEDGE OF ALLEGIANCE TO THE FLAG Councilor Perry

ROLL CALL

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 - 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.

CITIZENS TO BE HEARD

PRESENTATIONS

Carlisle Theatre Project: *Tim Scott and Rick Rovegno*
Penn State - Dickinson Law ADI: *Dean Danielle Conway and TaWanda Hunter Stallworth, Program Manager*
First Quarter Financial Presentation: *Richard Juday, Finance Director*

CONSENT AGENDA

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

C. Attendance Approvals

1. Borough Council may approve 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

The HARB recommends that Borough Council approve 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. Borough Council may designate 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

1. Borough Council may approve 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. Council may approve the 2024 Summer Recreation Program Fee Resolution.

H. Public Safety

1. Borough Council may approve 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. *Borough Council may reaffirm 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. *Borough Council may ratify 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****REPORTS FROM ELECTED OFFICIALS****A. Mayor's Report:**

1. Borough Council may 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.

REPORTS FROM COMMITTEES**A. Economic Development:**

1. Borough Council may adopt an ordinance 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. *(Roll Call Vote)*
2. Borough Council may consider a Resolution that shall amend 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.
3. Borough Council may consider approving 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.

B. Employee Relations and Citizen Participation Committee

1. Borough Council may 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.

C. Public Safety:

1. Borough Council may 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.
2. Borough Council may 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.

3. Borough Council may adopt an ordinance establishing a temporary parking ban affecting certain borough streets in conjunction with Carlisle Productions' 2024 Schedule of Events. *(Roll Call Vote)*
4. Borough Council may adopt an ordinance 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. *(Roll Call Vote)*

D. Public Works:

1. Borough Council may 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 Microsurfacing Contract.
2. Borough Council may enter 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.
3. Borough Council may 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.

E. Sustainability & Community Planning :

1. Borough Council may consider entering into 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.
2. Borough Council may 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.

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

3. Borough Council may 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.

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.

REPORTS FROM COUNCIL MEMBERS & STAFF

ADJOURNMENT

April 2024 - (All meetings will be held at Borough Hall unless otherwise noted.)

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|----|---|-----------|
| 11 | Council Meeting | 6:00 p.m. |
| 16 | Sewer Authority (54 North Middlesex Road) | 6:00 p.m. |
| 17 | Municipal Authority (215 Longs Gap Road) | 5:00 p.m. |
| 25 | Planning Commission Meeting | 5:30 p.m. |

May 2024 – (All meetings will be held at Borough Hall unless otherwise noted.)

- | | | |
|----|---|-----------|
| 1 | Council Workshop | 6:00 p.m. |
| 2 | Board of Appeals | 5:30 p.m. |
| 2 | Zoning Hearing Board | 6:30 p.m. |
| 2 | Parks and Recreation Board (415 Franklin Street) | 7:00 p.m. |
| 7 | Human Relations Commission | 3:00 p.m. |
| 9 | Borough Council Meeting | 6:00 p.m. |
| 23 | Planning Commission | 5:30 p.m. |
| 27 | Borough Hall Closed in Observance of Memorial Day | |