

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

**BOROUGH OF CARLISLE
COUNCIL MEETING MINUTES
June 13, 2024**

Mayor Shultz called the Council Meeting to order at 6:00 p.m. with a specific mention of the recent passing of Geraldine Hibner, an esteemed community member.

Councilor Roos led the Moment of Silence which was dedicated to Juneteenth and LGBTQ struggles and achievements.

Present at the meeting: Councilors Hicks, Mellen, Perry, Roos, Deputy Mayor Landis, and Mayor Shultz. Also present were the following: Borough Manager Armstrong, Chief Taro Landis, Public Works Director Malarich, SCEP Director Woolston, Finance Director Juday, Parks & Recreation Director Crouse, Human Resources Manager Berrier, Fire Chief O'Donnell, Public Information Coordinator Taylor, and Borough Secretary Blair.

Councilor Stuby wasn't present for roll call but arrived shortly thereafter.

PRESENTATIONS

Executive Director, Stacey Gould, of the Downtown Carlisle Association presented the DCA's annual event programming, the businesses and community support, as well as the attendance.

CITIZENS TO BE HEARD

Executive Director Jeff Swope of the Bosler Library presented the Summer Quest and Story Forest summer reading programs, the library card holder record, and book recycling.

Wanda Hunter, 16 S. West St, suggested the signs at the 5-point intersection of West South, Walnut Bottom, and Willow streets were too confusing and requested the installation of a signal. Mark Malarich, Director of Engineering added that improvements were already on the PennDot Regional Transportation Improvement Plan (TIP) with a estimated completion date of 2026-2027.

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

A. Minutes:

Council Meeting Minutes 5/09/2024

B. Approval of Bills and Investment Transactions:

Expenditures as of May 31, 2024

General Fund	\$ 616,287
Water Fund	\$ 216,546
Stormwater Fund	\$ 61,448
Sewer Fund	\$ 279,604
Solid Waste Fund	\$ 245
Capital Project Fund	\$ 563,168
Parking Fund	\$ 12,852

A. Budget & Finance

1. Council approved a special event request by Downtown Carlisle Association for Benchfield Farms to utilize three parking meters at the corner of South Hanover and West Church Avenue for purposes of "Downtown Horse Drawn Carriage Rides" scheduled for the Welcome Jam on August 3, 2024, from 11:00 a.m. to 2:00 p.m.
2. Council approved a resolution for the disposition of specific municipal records following the disposition schedule of the PA Historical and Museum Commission.

B. ERCP

1. Council reappointed Mr. Eric Oakman to a second full term on the Parks and Recreation Board. This term is effective July 1, 2024, and shall expire on June 30, 2028.
2. Council reappointed Mr. McKenzie Clark to a first full term on the Human Relations Commission. The term is effective immediately and shall expire on February 29, 2028.
3. Council signed an amicus curiae brief in support of a federal lawsuit by the Transgender American Veterans Association (TAVA) seeking to require the U.S. Veterans Administration (VA) to provide gender-affirming care to transgender veterans.

C. Public Safety

1. Council approved several special events/street closures requested by Dickinson College which are outlined below:

Event A: First Year Student Orientation Move in Day

Date: August 28, 2024

Time: 7:00 a.m. – 3:00 p.m.

Location: Cherry Street from W. High Street to W. Louther Street and Mooreland Avenue from W. High Street to W. South Street.

Event B: Homecoming

Date: November 2, 2024

Time: 10:00 a.m. – 6:00 p.m.

Location: Belvedere Street between W. High Street and Biddle Avenue South

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 and 10% of the fixed costs associated with this event.

2. Council authorized the closure of the first block of Mooreland Avenue on July 6, 2024, from 8:00 a.m. to 11:00 a.m. in the Mooreland Elementary School area for the 2024 **Summer Fair 5K Walk/Run**. 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.
3. Council authorized the annual **Halloween Parade** sponsored by the Carlisle Parks and Recreation Department and the Borough of Carlisle scheduled for October 23, 2024, from 7:00 p.m.- 8:30 p.m. including staging time from 6:00 – 7:00 p.m. The street closures include: Garrison Lane, East North Street to North Hanover Street to South Hanover Street, Porter Avenue and North Spring Garden Street. Approval is contingent upon Penn DOT's approval.

4. Council approved the **Carlisle Holiday Parade** sponsored by the Borough of Carlisle on Thursday, December 5, 2024, from 7:00 p.m. – 8:00 p.m. with line up at 6:00 p.m. The street closures include: Garrison Lane, East North Street to North Hanover Street to South Hanover Street and Porter Avenue and North Spring Garden Street. Approval is contingent upon Penn DOT's approval.

D. Public Works

1. Council authorized 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 commercial development on Lot 1 of the former IAC Site Land Development Plan.
2. Council reaffirmed the execution by the Mayor of a Stormwater Management Operations and Maintenance Agreement between the owner of 417 Croghan Drive and the Borough related to the owner's responsibilities for the stormwater best management practices present on the property.

E. Sustainable Community & Economic Planning

1. Council reaffirmed the execution by the Mayor of the Fourth Amendment to the October 27, 2017, Developer Agreement between Carlisle Auto Industries, Inc. and the Borough regarding redevelopment of the former IAC Site.

REGULAR AGENDA

REPORTS FROM COMMITTEES

A. Budget & Finance:

1. Borough Council voted 7-0 to approve temporarily restricting parking at the parking meters in the Pomfret Street Parking Lot on June 28, 2024, from 8 am until midnight to support an event hosted by the Carlisle Theatre. 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. (Landis/Mayor Shultz)
2. Borough Council voted 7-0 to approve temporarily restricting parking to provide handicap only parking on the north side of the West High Street from West Street to College Street on July 13, 2024, from 7 am until 9 pm to support Dickinson College and the Bluegrass Festival. Approval is contingent upon the receipt of a valid Certificate of Insurance form naming the Borough of Carlisle and PennDOT as additional insureds and the applicant reimbursing the Borough 100% of the variable costs and 10% of the fixed costs associated with this event. (Landis/Mayor Shultz)
3. Outside Agencies
 - a) Borough Council voted 5-0-2 to approve the disbursement of funds as part of the 2024 Budget to the Outside Agency - Carlisle East Side Neighborhood Association in the amount of \$1,000. Council members Hicks and Stuby recused themselves due to conflicts of interest. (Landis/Mayor Shultz)
 - b) Borough Council voted 6-0-1 to approve the disbursement of funds as part of the 2024 Budget to the Outside Agency - Central PA HBCU & Workforce Fair in the amount of \$1,250, contingent on the event being held in Carlisle. Council member Perry recused herself due to a conflict of interest. (Landis/Mayor Shultz)

c) Borough Council voted 7-0 to approve the disbursement of funds as part of the 2024 Budget to the Outside Agency - Sertoma Club in the amount of \$500 contingent on the funds being used towards the purchase of Fire Detection Systems. (Landis/Mayor Shultz)

d) Borough Council voted 7-0 to approve the disbursement of funds as part of the 2024 Budget to the following Outside Agencies as recommended below: (Landis/Mayor Shultz)

Outside Agency	Recommended
Carlisle Band	\$ 1,000
Carlisle Summerfair	\$ 500
Lamberton Community Garden	\$ 1,000
Project Share of Carlisle	\$ 2,000

B. Employee Relations & Citizen Participation:

1. Borough Council voted 7-0 to appoint Mr. Douglas Heineman to a partial term on the Carlisle Borough Historical Architectural Review Board (HARB) effective immediately and expiring on December 31, 2027. (Mellen/Perry)
2. Borough Council voted 7-0 to appoint Mr. Lee Winton to a partial term on the Carlisle Borough Planning Commission effective immediately and expiring on February 29, 2028. (Mellen/Perry)
3. Borough Council voted 7-0 to appoint Mr. Martin Siefering to a partial term on the Carlisle Borough Historical Architectural Review Board effective immediately and expiring December 31, 2027. (Mellen/Perry)
4. Borough Council voted 7-0 to appoint Mr. Bedrudin Becirovic to a first full term on the Carlisle Borough Civil Service Commission effective August 1, 2024, and expiring July 31, 2030. (Mellen/Perry)
5. Borough Council voted 7-0 to appoint Ms. Rebecca Hietsch to a first full term on the Carlisle Borough Civil Service Commission as an Alternate effective immediately and expiring May 31, 2030. (Mellen/Perry)
6. Borough Council voted 7-0 to appoint Lia Jefferson as the Dickinson College Student Ambassador to Borough Council. Term shall become effective September 2024 and shall expire May 2025 with the option for reappointment for an additional year of service thereafter. (Mellen/Perry)

C. Parks & Recreation:

1. Borough Council voted 7-0, by Roll Call Vote, to adopt an ordinance authorizing the lease of the Hope Station Building in Memorial Park. (Roos/Mellen)
2. Borough Council voted 7-0 to approve a resolution adopting initiatives for Carlisle Borough to be recognized as a Pennsylvania Audubon Council Bird Town Pennsylvania. (Roos/Mellen)

D. Public Works:

1. Borough Council voted 7-0 to award the unit price contract for the Purchase of Downtown Traffic Signal Communication Equipment to the lowest responsive bidder, Signal Service, Inc., of West Chester, Pennsylvania, in the amount of \$57,230.00 (Fifty-seven thousand and two hundred and thirty dollars). (Stubby/Hicks)

2. Borough Council voted 7-0 to approve the purchase and installation of a replacement pump control system and new discharge valves for the Waggoner's Gap Pumping Station from Envirep, Inc. of Camp Hill, Pennsylvania for \$147,735.00 (One Hundred Forty-Seven Thousand Seven Hundred Thirty-Five dollars) through the Commonwealth of Pennsylvania's cooperative purchasing (COSTARS) program. (Stubby/Hicks)

E. Sustainable Community & Economic Planning:

1. Borough Council voted 7-0 to approve the request by Carlisle Allen, LLC to waive preliminary plan review per Section 226-14; and approve the final plans for Carlisle Allen, LLC at 207 Allen Rd. Carlisle, subject to conditions imposed by staff. (Hicks/Landis)

REPORTS FROM COUNCIL MEMBERS AND STAFF

Councilor Roos stressed the need for Lifeguards at the community pool.

Mayor Shultz discussed Juneteenth and Hope Station.

Councilor Perry suggested the community pay special attention to the black owned business over the Juneteenth holiday.

Borough Manager, Susan Armstrong mentioned the Borough's 73,000 social media views of the baby bird rescue video.

There being no further business, the Council Meeting adjourned at 7:17 p.m.

Sean M. Shultz
Mayor

Patricia Blair
Borough Secretary

(SEAL)