

BOROUGH OF CARLISLE
COUNCIL MEETING MINUTES
March 12, 2026
6:00 PM

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

Councilor Stuby led the Moment of Silence dedicated to whatever the gallery felt most appropriate.

PRESENTATIONS-None

CITIZENS TO BE HEARD-None

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

A. Minutes:

Borough Council approved the Council Meeting Minutes from February 12, 2026.

B. Approval of Bills and Investment Transactions:
Expenditures as of February 28, 2026

<i>General Fund</i>	<i>\$ 850,892</i>
<i>Water Fund</i>	<i>\$ 297,485</i>
<i>Stormwater Fund</i>	<i>\$ 64,116</i>
<i>Sewer Fund</i>	<i>\$ 307,472</i>
<i>Solid Waste Fund</i>	<i>\$ 249</i>
<i>Capital Project Fund</i>	<i>\$ 50,578</i>
<i>Parking Fund</i>	<i>\$ 22,078</i>
<i>K-9 Fund</i>	<i>\$ 108</i>

C. Attendance Approvals

- 1. Borough Council approved travel for Rebecca Lauver, Floodplain and MS4 Coordinator, to attend the Center for Watershed Protection 2026 National Watershed and Stormwater Conference, April 14 – 16, 2026, in Charlotte, North Carolina.*
- 2. Borough Council approved travel for Maurita Abeln, Director of Water Resources, to attend the Pennsylvania Water Environment Association's 2026 PennTEC Annual Conference, June 15 – June 18, 2026, in Hershey, Pennsylvania.*
- 3. Borough Council approved travel for Jared Woolston, Director of SCEP, to attend the 2026 ITE Mid Colonial Conference, April 15 to April 17, 2026, in Lancaster, Pennsylvania.*

4. *Borough Council approved travel for Randy O'Donnell, Fire Chief, to travel to Pierce Manufacturing in Appleton, Wisconsin March 30-April 1, 2026, for the engineering of the Borough's new fire engine.*

D. HARB- Borough Council approved a Certificate of Appropriateness for the following:

1. *Waveland Properties for the property located at 141 West High Street to install a sign, subject to Zoning Officer review and approval of the proposed lighting.*
2. *David Bender for the property located at 177 East Pomfret Street to replace a window frame and install a new window with three (3) even panes to replace the current window frame with three (3) uneven panes.*
3. *Ben Chamberlin for the property located at 4 North Hanover Street to repoint rear brick chimney; strip painted brick at rear of property; remove and replace existing one story "lean-to" addition; replace existing second story exterior door with window; replace rear window sashes in-kind; replace existing roofing; and replace side window with salvaged oval window.*
4. *Jezxelt Properties, LLC for the property located at 79 East Pomfret Street to demolish an existing structure, as the HARB determined that there is no evidence the structure is highly important to the historic character and continuity of that portion of the Historic Preservation District or is, by itself, a highly important architecturally historic resource.*

E. Mayor's Report

1. *Borough Council terminated the Declaration of Disaster Emergency, which was declared on January 23, 2026, and renewed on January 30, 2026, pursuant to the requirements listed in said Declaration.*
2. *Borough Council ratified approval of the Carlisle Pride Committee's request to tie rainbow ribbons to the Borough's downtown light posts in solidarity of "Pride Month" contingent upon the following:*
 - *Ribbons permitted to be hung from Borough downtown streetlamp poles beginning May 31, 2026, through June 30, 2026. The ribbons must be removed no later than the morning of July 1, 2026.*
 - *Ribbons must be secured tightly and at a height that prevents them from being easily removed by pedestrians or inclement weather.*
 - *Inspect the area periodically to ensure the ribbons remain secure and in good condition.*

F. Budget & Finance

1. *Borough Council approved a request to restrict parking on the north side of West High Street from West Street to College Street on July 11, 2026, from 7:00 AM to 9:00 PM to provide handicap parking accommodation for attendees of the Dickinson College Bluegrass Festival.*

Approval shall be 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.

G. Parks & Recreation

1. *Borough Council approved the 2026 Summer Recreation Program Fee Resolution.*

H. Public Safety

1. *Borough Council approved three (3) Special Events Applications submitted by DCA involving street closures as follows:*
 - A. *Ford Parade, June 6, 2026, from 7:00 p.m. – 9:00 p.m.; streets to include:*
Carlisle Events will line up vehicles at the Expo Center. Parade will follow Pitt Street to the intersection of Hanover and High Streets. Vehicles will be parked on Hanover Street between South and North Streets and on High Street between West and Bedford Streets.
 - B. *Corvette Parade, August 29, 2026, from 7:00 p.m. – 9:00 p.m.; streets to include:*
Vehicles will line up at the Expo Center. Parade will follow Pitt Street to the intersection of Hanover and High Streets. Vehicles will be parked on Hanover Street between South and North Streets and on High Street between West and Bedford Streets.
 - C. *Harvest of the Arts, September 26, 2026, from 10:00 a.m. – 5:00 p.m.; streets to include:*
High Street from the intersection of Hanover Street at the Square to College Street, and N. Pitt Street from Pomfret Street to Louthier Street.

Approval is contingent upon PennDOT approval and the receipt of a valid Certificate of Liability Insurance form naming the Borough of Carlisle and PennDOT as additional insureds.

2. *Borough Council authorized the temporary closure of several Borough streets for Dickinson College's 253rd Commencement on Sunday, May 17, 2026, from 8:00 a.m. – 2:00 p.m. Streets include: West High Street from College to West Streets; North College Street from West Louthier to West High Streets; and North West Street from West Louthier to West High Streets. Approval shall be contingent upon the receipt of a valid Certificate of Liability 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.*
3. *Borough Council authorized the closure of North Pitt Street between K and I Streets on April 21-26, 2026, and September 29 – October 4, 2026, between the hours of 7:00 a.m. -10:00 p.m. daily to facilitate the drop off and pick up of vehicles for Carlisle Events Auto Auction at the Carlisle Expo Center. 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 costs associated with these events.*

I. Public Works

1. *Borough Council adopted a resolution to revise the Borough's Act 537 Wasteload Management Plan and furthermore authorize the mayor to sign the Pennsylvania Department of Environmental Protection Sewage Facilities Component 3 Planning Module 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.*
2. *Borough Council authorized the mayor to sign the Pennsylvania Department of Environmental Protection Sewage Facilities Planning Module Exemption Form for 25 connections to the Borough's sanitary sewer system from the proposed Former IAC Site Lots 9-13 Land Development Plan, Carlisle Springs Road, Carlisle.*

J. Sustainable Community & Economic Planning

1. *Borough Council approved a time extension request for satisfying the conditions of plan approval for the Preliminary/Final Land Development Plan – Carlisle Allen, LLC, 207 Allen Road (“Plan”), as per §226-21A(3) of the Borough’s Subdivision and Land Development Ordinance.*
2. *Borough Council retroactively approved a time extension request for satisfying the conditions of plan approval for the Final Land Development Plan – Lots 9, IAC Land Development, as per §226-21A(3) of the Borough’s Subdivision and Land Development Ordinance.*

REGULAR AGENDA

TABLED, CONTINUED, AND RECURRING ITEMS

1. *On February 12, 2026, Borough Council tabled the multi-year agreement with Flock OS from Flock Safety for a total contract price of \$45,750 (Forty-Five Thousand Seven Hundred and Fifty Dollars) through the Commonwealth of Pennsylvania's Cooperative Purchasing (COSTARS) Program, COSTARS number 040-E25-302.*

Mayor Shultz stressed the importance of the Flock OS issue, the cost/benefit analysis that was done, pointed out the potential pros and cons of the agreement and suggested that it be removed from the agenda for an undefined period of time.

REPORTS FROM ELECTED OFFICIALS

A. Mayor's Report

1. The Mayoral Proclamation in Recognition of Sexual Assault Awareness Month 2026 was moved to a later date due to illness of the recipients.

REPORTS FROM COMMITTEES

A. Budget & Finance

1. Borough Council voted 7-0 to approve the participation in the Keystone Purchasing Network for the purposes of bidding and awarding a vehicle fuel contract for the period July 1, 2026 – June 30, 2027. (Perry/James)

B. Public Safety

1. Borough Council voted 7-0 by roll call vote to adopt an ordinance amending the Code of the Borough of Carlisle, adopted by Ordinance #2402, and thereafter amended, with respect to Chapter 244, Vehicles and Traffic, to remove one on-street handicap parking space at 266 S. Hanover Street. (Shultz/Mellen)

C. Public Works

1. Borough Council voted 7-0 to amend an increase the Construction Inspection Services Contract (L00487) with TRC Engineers, Inc. by a not-to-exceed amount of \$38,500 (Thirty Eight Thousand Five Hundred Dollars) for construction phase inspection services pertaining to the North Hanover Street component of the Carlisle Connectivity Project, subject to the Borough Solicitor's satisfactory review and approval of the amendment. (Mellen/Shiles)
2. Borough Council voted 7-0 to adopt a resolution authorizing the mayor to execute and exercise signature authority over Landscaping and Stormwater Maintenance Agreements with PennDOT as required for the Carlisle Urban Redevelopment Plan - Project 1, subject to the Borough Solicitor's satisfactory review and approval. (Mellen/Shiles)

3. Borough Council voted 7-0 to approve the purchase and installation of upgraded computer equipment and software from Carlisle Consulting Group, Inc., for the Water Treatment Plant's Supervisory Control and Data Acquisition System, for the total amount of \$33,850 (Thirty-Three Thousand, Eight Hundred, and Fifty Dollars), subject to the Borough Solicitor's review and approval. (Mellen/Shiles)
4. Borough Council voted 7-0 to reaffirm the mayor's execution of the PA Small Water and Sewer Program agreement with the Commonwealth Financing Authority, for the One Hundred and Fifty-Thousand Dollar (\$150,000.00) grant received by the Borough for its Sanitary Sewer System Rehabilitation Program, and furthermore authorize the Borough Manager to sign the PA Small Water and Sewer Program agreement as the second signatory, subject to the Solicitor's satisfactory review. (Mellen/Shiles)
5. Borough Council voted 7-0 to adopt a resolution authorizing the mayor as signature authority for the Utility Reimbursement Agreement with PennDOT as part of the PennDOT Roadway Resurfacing Project on East High Street (SR 74) and York Road (SR 641), and furthermore

Borough Council adopted said resolution authorizing the mayor to execute the Utility Reimbursement Agreement with PennDOT for manhole elevation adjustments, select manhole frame/cover replacements, and water valve elevation adjustments, subject to satisfactory review and approval by the Borough Manager and Borough Solicitor. Said adoption shall include rescinding Resolution 03-04-26-01. (Mellen/Shiles)

6. Borough Council voted 7-0 to adopt a resolution authorizing the mayor as signature authority for the Utility Cost Sharing Agreement with PennDOT as part of the PennDOT Roadway Resurfacing Project on East High Street (SR 74) and York Road (SR 641), and adopted a resolution authorizing the mayor to execute the Utility Cost Sharing Agreement with PennDOT for water main replacement design, construction and inspection services, subject to satisfactory review and approval by the Borough Manager and Borough Solicitor. (Mellen/Shiles)
7. Borough Council voted 7-0 to award the unit price construction contract for the 2026 Paving of Local Roads Project to the lowest responsive bidder, Pennsy Supply LLC of Harrisburg, PA, in the amount of Three Hundred Fifty-Eight Thousand, Five Hundred Ninety-Five Dollars and Sixteen Cents (\$358,595.16). (Mellen/Shiles)
8. Borough Council voted 7-0 to award the unit price construction contract for the 2026 Curb and ADA Pedestrian Ramp Rehabilitation Project to the lowest responsive bidder, Porter Construction, LLC. of Mount Holly Springs, Pennsylvania, in the amount of One Hundred Forty-Four Thousand, Three Hundred Thirty-Nine dollars and Fifty Cents (\$144,339.50). (Mellen/Shiles)

D. Sustainable Community & Economic Planning

1. Borough Council voted 7-0 to consider granting the applicant's requested waivers and approve the Preliminary/Final Land Development Plan – Dickinson College Jim Thorpe Center, subject to the applicant's acceptance and satisfactory resolution of the conditions imposed by staff. (Shiles/Perry)
2. Borough Council voted 7-0 to accept the mutual termination of the CDBG administration agreement with the Cumberland County Redevelopment Authority, as outlined in the transition letter, subject to the final satisfactory review and approval by the Borough Solicitor; and authorized the execution of a multi-year professional services agreement between the Borough of Carlisle and Mullin & Lonergan Associates, Inc., to provide technical assistance, planning, and reporting services for the CDBG program spanning Fiscal Years 2026, 2027, and 2028. (Shiles/Perry)

NEW BUSINESS –

Ayanna Goudema of 155 E. North St. commented on the Flock OS tabled item that was passed on by council and therefore removed from the agenda.

REPORTS FROM COUNCIL MEMBERS & STAFF

Councilor Roos noted that pool passes are available to purchase in advance of the season.

Councilor Shiles reminded everyone of the upcoming active transportation meetings.

Mayor Shultz announced an Executive Session directly after the meeting.

ADJOURNMENT– There being no further business, the meeting was adjourned at 6:21 p.m.

Sean Shultz, Mayor

Patricia Blair, Borough Secretary