

**BOROUGH OF CARLISLE
COUNCIL MEETING MINUTES
May 14, 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, Assistant Borough Manager Juday, Finance Director Cohen, Water Resources Director Abeln, Parks and Recreation Director Crouse, Fire Chief O'Donnell, Police Chief Landis, Public Information Coordinator Taylor, and Borough Secretary Blair.

Mayor Shultz called the Council Meeting to order at 6:00 p.m. and led the Pledge of Allegiance

Counselor James led the moment of silence dedicated to the resources we all have and how we can better serve the community.

OPPORTUNITY FOR CITIZENS AND VISITORS TO BE HEARD

PRESENTATIONS

TaWanda Hunter Stallworth, Program Manager, Penn State Dickinson Law Antiracist Development Institute (ADI) provided a brief description of and an update on the progress of the program.

Jason Cohen, Director of Finance, provided an update on the Borough's First quarter financials.

CITIZENS TO BE HEARD

Kitzi Chappelle expressed concern over the Borough building at 228 N. West St. previously designated as a potential community center, questioning whether the non-profit should update the property without a formal contract. Ms. Chappelle noted opposition to her understanding of Penn State Dickinson Law's ADI program's association with the potential community center and the proposed "Priority Use" contract submitted to the non-profit on behalf of the Borough.

Pamela Brumbach echoed Ms. Chappelle's concerns and discussed a community garden on property not owned by the Borough. Ms. Brumbach asked for clarity on where the community stood with the potential community center.

Aaron Jones discussed promoting opportunities for the younger generations to learn from the community for the community.

An unknown resident discussed how "planting seeds" in the community garden was a way of taking her mind off the issue of the day and teaching another generation a skill they can pass on.

Linda Dickerson, pastor of Shiloh Baptist Church, discussed supporting the community by offering meeting space to discuss the potential of the "community center".

John Tolman, 110 E. North St., came out in support of the potential community center.

Sandra Jones discussed the lack of communication within the community in relation to getting people out to vote.

Charmaine Ride, a long-term Carlisle resident, discussed feed the children programs from past and present.

Betty Diggs discussed the potential of what could be a very successful community center and all of the different programs

that could benefit the families of the community.

Mayor Shultz clarified the Priority Use Agreement as the Learning Tree having priority use of the community warehouse, with optional use as requested by other organizations, based on the schedule of the Learning Tree.

Kitzi Chappelle stated her understanding of the Priority Use Agreement with a concern over a lack of concrete scheduling in effort to provide continuous support to the community.

Mayor Shultz clarified ADI's role in the community center as spearheading the community engagement discussions in an organized and purposeful way to benefit further discussion. He expressed his desire for the project to succeed and laid out the progress of discussions thus far.

Pamela Brumfeld reiterated her previous comments.

Borough Manager Armstrong added further clarification of the progress of conversations regarding the Priority Use Agreement, community requests for office space, and the move of a license agreement to a lease agreement.

Kitzi Chappelle commented that there was a misunderstanding of the priority use agreement. She then stated her concern that the non-profit is unable to solicit donations for improvements or programs if there is nothing in place stating their rightful use of the property.

Pam Brumbach mentioned safe spaces for the children and the seniors and the need for an affordable solution for the community.

Mayor Shultz affirmed that their goals were the same and that the agreement was to get over the gap between now and when the results from the community engagement are complete to guide everyone to a long-term solution.

Mayor Shultz pointed out that there was still a misconception on what ADI's role is with the potential community center.

Kitzi Chappelle and Pam Brumfeld asked for clarification on which direction everyone was moving so they could provide that to the community as well.

TaWanda Hunter Stallworth commented as both a resident and Program Manager, ADI, discussing ADI as a positive influence, mentioning her personal service to the community and commitment to the ADI, and requesting partnership with The Learning Tree and community.

Councilor Mellen pointed out that there was a misconception that the Borough was standing in opposition to the warehouse being used as a community center when they were really trying to find the best way to move forward together, making sure due diligence is performed in the best interest of everyone in the community.

Shakina Chappelle approached the podium to try and clarify what the community present was asking for in an attempt to move everything forward.

Mayor Shultz requested clarification on the June 1st timing of the Town Hall Workshop, which was provided by Tawanda Hunter Stallworth. The discussion then moved to what happens after June 1st.

Kitzi Chappelle requested further clarification on the status of the license/lease.

Mayor Shultz gave a timeline of what is to come.

There was unrecognizable chatter among several individuals in the gallery.

Ms. Chappelle addressed infighting within the community and ADI's role in preventing progress on the agreement.

Mayor Shultz clarified that the use of the building will be based on the community input that ADI will be facilitating.

Deputy Mayor Perry noted that she was one of the founders of the Learning Tree, but no longer on the Board, and asked if she was allowed to make a suggestion.

Mayor Shultz and Solicitor Brenneman stated that there was no conflict of interest on Deputy Mayor Perry's part and that she is allowed to discuss and vote on the utilization of the warehouse by The Learning Tree.

Deputy Mayor Perry proceeded by questioning the timing of the Town Hall and a clarification on whether The Learning Tree would still be allowed to use the building.

Mayor Shultz indicated that yes, that was what the agreement intended.

Borough Manager Armstrong commented on the process that was taken to get to this point.

There was unrecognizable speaking in the gallery by Kitzi Chappelle

Borough Manager Armstrong mentioned planning programs discussed with ADI.

Tawanda Hunter Stallworth clarified the two options presented at the April 13, 2026, meeting.

Mayor Shultz requested comments from Council stating that there was a request for a lease and that the community engagement Town Hall should come first.

Counselor Roos mentioned that not all council was privy to all the conversations or the agreement, so they just wanted to get it right for the entire community and made suggestions on how to move forward.

Councilor Shiles clarified that the Learning Tree could refuse another request for use if they were planning to use it.

Solicitor Brenneman said, "yes".

Counselor Mellen reiterated what counselor Roos said and provided her understanding of the agreement, that it was intended to be the stop gap between now and the lease agreement post Town Hall. She clarified that there was no bait and switch.

Mayor Shultz agreed.

Tawanda Hunter Stallworth noted that the priority usage agreement isn't going to be the same agreement that was presented originally, and that Kitzi expressed that she does not want the priority usage agreement that was shared with her prior to this meeting and that was removed from the agenda for this meeting. She wants the opportunity to give feedback on that priority usage agreement before it's approved at the June meeting. Ms. Hunter Stalworth suggested that Kitzi schedule out for the rest of the month of May and June or at least up until the borough council meeting for all the days that they would be requesting until the priority usage agreement with her input is taken into consideration.

Mayor Shultz and Borough Manager Armstrong both concurred that the agreement had been sent out to Kitzi the week prior to the council meeting.

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

A. Minutes:

Borough Council approved the Public Hearing Meeting Minutes April 9, 2026.

Borough Council approved the Council Meeting Minutes April 9, 2029.

B. Approval of Bills and Investment Transactions:
Expenditures as of April 30, 2026

<i>General Water Fund</i>	<i>\$ 389,197</i>
<i>Water Fund</i>	<i>\$ 413,224</i>
<i>Stormwater Fund</i>	<i>\$ 100,120</i>
<i>Sewer Fund</i>	<i>\$ 637,981</i>
<i>Solid Waste Fund</i>	<i>\$ 559,431</i>
<i>Capital Project Fund</i>	<i>\$ 811,444</i>
<i>Parking Fund</i>	<i>\$ 64,215</i>

C. Attendance Approvals

- 1. Borough Council approved travel for Andrea Crouse, Anne Monko & Garth Erickson to attend the 2026 National Recreation Park Association Conference September 29-October 1, 2026, in Philadelphia, PA.*
- 2. Borough Council approved travel for Maurita Abeln, Director of Water Resources, to attend the 2026 National Security Seminar at the U.S. Army War College, May 31 – June 5, 2026.*

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

- 1. Edith Proctor for the property located at 204 North Hanover Street to install a sign.*
- 2. Jexzect Properties, LLC for the property located at 79 East Pomfret Street to construct a 2-story addition, subject to the use of beaded-style siding.*
- 3. Freehold Enterprises for the property located at 219 North Hanover Street to demolish an awning/canopy.*
- 4. Tara Lay for the property located at 64 South Pitt Street to replace an existing 2nd floor entry door; replace an existing tin roof; and replace a railing, with the option to replace the railing in-kind or continue the post-style railing on the western side along the entire length.*
- 5. Rob Neidlinger for the property located at 174-176 East High Street for the emergency repair of existing roof with in-kind replacement.*

E. ERCP

- 1. Borough Council accepted the tendered resignation of Christina Kapp from the Human Relations Commission effective immediately.*

F. Parks & Recreation

- 1. Borough Council entered into an agreement with Girl Scout Community 153 for the park adoption of Shaffer Park.*
- 2. Borough Council approved a signage plan dated March 20, 2026, for the 9/11 National Memorial Trail as it passes through Carlisle along portions of Orange and South Streets, Meadow Boulevard, and Shirley Avenue, as proposed by the September 11th National Memorial Trail Alliance.*

G. Public Safety

1. *Borough Council authorized the annual Halloween Parade sponsored by the Carlisle Parks and Recreation Department of the Borough of Carlisle scheduled for October 22, 2026, from 7:00 p.m.-8:30 p.m., with staging beginning at 5:00 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 PennDOT approval.*
2. *Borough Council approved the Carlisle Holiday Parade sponsored by the Borough of Carlisle on Thursday, November 19, 2026, from 6:30 p.m. – 8:00 p.m. with line up beginning at 4:30 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 PennDOT’s approval.*
3. *Borough Council approved the May 25, 2026, Memorial Day Parade from 8:00 a.m. - 11:30 a.m.*
 - *Parade formation area (8:00 a.m. to 9:00 a.m.). East North and West North Streets between North Pitt Street and North East Street; North Hanover Street between Penn Street and Locust Avenue.*
 - *Parade route: (9:00 a.m. to 9:30 a.m.). North Hanover Street from North Street, south past The Square to Pomfret Street, right turn onto Pomfret Street, westbound to South Pitt Street. Right turn onto South Pitt Street. The parade disbands at West High Street.*
 - *Memorial Service (9:30 a.m. to 11:00 a.m.). First block of North Hanover Street and South Hanover Street and first block of East High Street and West High Street.*
 - *The Memorial Day Ceremony at the Veterans' Memorial Courtyard will begin at 9:30 a.m. Traffic is closed only around the Square per the Special Events Application request. Streets are expected to re-open at 11:30 a.m.*

Approval is contingent upon the receipt of a valid Certificate of Liability Insurance form naming the Borough of Carlisle as an additional insured.

H. Public Works

1. *Borough Council approved an Agreement with Carlisle Barracks to permit the continued use by Carlisle Barracks of the Borough of Carlisle’s compost facility for a 10-year period, subject to the satisfactory review of the Borough Solicitor.*
2. *Borough Council an Agreement with Carlisle Barracks to provide emergency potable water service and regular sanitary sewer service to the Barracks for a 10-year period, subject to the satisfactory review of the Borough Solicitor.*

I. Sustainable Community & Economic Planning

1. *Borough Council approved an extension request by BL Companies, on behalf of Carlisle Auto Industries, and waive all other requirements of the Borough’s Subdivision and Land Development Ordinance (“SALDO”), for Final Land Development Plan – Lot 9, IAC Land Development.*
2. *Borough Council approved an extension request by BL Companies, on behalf of Carlisle Auto Industries, and waive all other requirements of the Borough’s Subdivision and Land Development Ordinance (“SALDO”), for Final Land Development Plan – Former IAC Site, Lot 1.*
3. *Borough Council approved the 2026 Fees for Barry Isett and Associates and the Permit Fee Resolution for Building Construction and Fire Prevention.*

4. *Borough Council authorized the renewal of a multi-year Small Government Enterprise License Agreement with ESRI over three (3) years.*
5. *Borough Council approved the Borough of Carlisle's proposed Program Year 2026 Community Development Block Grant Budget.*

REGULAR AGENDA

TABLED, CONTINUED, AND RECURRING ITEMS

REPORTS FROM ELECTED OFFICIALS

A. Mayor's Report

1. Borough Council modified its meeting schedule for the summer months to hold only 1 meeting each month instead of 2. The previously scheduled June 11, 2026, Council Meeting was canceled, with all business matters to be discussed during the June 3, 2026, Council Workshop meeting, and the previously scheduled July 2, 2026, and August 5, 2026, Workshop meetings were cancelled as well. The regularly scheduled council meetings for July 9, 2026, and August 13, 2026, remain on the calendar.

REPORTS FROM COMMITTEES

A. Budget & Finance

1. Borough Council voted 7-0 to approve a contract with Butts Ticket Solutions for the provision of electronic payment processing, software provision, and administrative software access through ParkMobile, subject to the Borough Solicitor's satisfactory review and approval. (Perry/James)

B. ERCP

1. Borough Council voted 7-0 to appoint Ms. Carolyn Kleiner to a partial term on the Carlisle Borough Civil Service Commission as the second Alternate effective immediately and expiring July 31, 2027. (James/Roos)

C. Parks & Recreation

1. Borough Council voted 7-0 to enter into an engineering services contract with GFT, Inc. to complete surveying work along with preliminary design work for improvements at the Thornwald Park Amphitheater for improved accessibility, increased pedestrian safety and enhanced access to its surrounding parking areas and trails for a not-to-exceed cost of \$22,300 (Twenty- Two Thousand Three Hundred Dollars), subject to the Borough Solicitor's satisfactory review of the contract. (Roos/Stuby)
2. Borough Council voted 7-0 to authorize Mayor Shultz as signatory for a grant agreement in the amount of \$25,000 (Twenty-five thousand dollars) received for the Carlisle Borough Comprehensive Recreation, Park & Open Space Plan under the Cumberland County Land Partnerships Grant Program. (Roos/Stuby)

D. Public Safety

1. Borough Council voted 7-0 to 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 134 W. Penn Street. (Roll Call Vote) (Shultz/Mellen)

E. Public Works

1. Borough Council voted 7-0 to enter into an engineering services contract with GFT, Inc. to complete surveying work, infiltration testing, and final design of green stormwater infrastructure projects within Thornwald Park as identified in the Borough's Stormwater Master Plan for a not-to-exceed cost of \$60,600 (Sixty Thousand Six Hundred Dollars), subject to the Borough Solicitor's review and approval of the contract. (Mellen/Shiles)

2. Borough Council voted 7-0 to approve a unit price contract with Alpha Space Control, LLC of Chambersburg, Pennsylvania for the CapCOG 2026-2027 Line Painting Contract, for an amount not to exceed \$25,000 (Twenty-Five Thousand Dollars). (Mellen/Shiles)

F. Sustainable Community & Economic Development

1. Borough Council voted 7-0 to grant the requested waivers and approve the Preliminary/Final Subdivision Plan – Point at Carlisle Plaza, subject to the applicant’s acceptance and satisfactory resolution of the conditions imposed by staff. (Shiles/Perry)

NEW BUSINESS - None

REPORTS FROM COUNCIL MEMBERS & STAFF

Counselor Roos announced the opening of the community pool.

Counselor Shiles announced the Bike with a Councilman, Ride of Silence, and the passing of Ross Willard who founded “Recycle Bicycle”.

Counselor James reminded everyone to get out and vote in the upcoming election.

Mayor Shultz mentioned a successful Amani Festival, reminded everyone of the upcoming Memorial Day Parade, and briefly discussed the Lincoln Cemetery Memorial.

Andrea Crouse, Director of Parks & Recreation mentioned the first summer “Movie in the Park” at Valley Meadows park.

ADJOURNMENT - There being no further business, the meeting was adjourned at 8:24pm.

Sean M. Shultz, Mayor

Patricia Blair, Borough Secretary