

**BOROUGH OF CARLISLE  
COUNCIL MEETING  
MARCH 9, 2023  
7:00 PM**

**MOMENT OF SILENCE** ..... Mayor Shultz  
**PLEDGE OF ALLEGIANCE TO THE FLAG** ..... Mayor Shultz

**ROLL CALL**

**PRESENTATIONS**

Fire Department Citations: *Fire Chief O'Donnell*

**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 whom 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 limited to five minutes. This will permit everyone who wishes to speak an opportunity to do so.*

**CITIZENS TO BE HEARD**

**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 02/09/2023*

**B. Approval of Bills and Investment Transactions:**

***Expenditures as of February 28, 2023***

|                             |                   |
|-----------------------------|-------------------|
| <i>General Fund</i>         | <i>\$ 676,336</i> |
| <i>Water Fund</i>           | <i>\$ 929,067</i> |
| <i>Stormwater Fund</i>      | <i>\$ 44,756</i>  |
| <i>Sewer Fund</i>           | <i>\$ 223,477</i> |
| <i>Solid Waste Fund</i>     | <i>\$ 6,155</i>   |
| <i>Capital Project Fund</i> | <i>\$ 13,785</i>  |
| <i>Parking Fund</i>         | <i>\$ 9,197</i>   |

**C. Attendance Approval:**

1. *Borough Council may approve Sustainable Community & Economic Planning Director, Jared Woolston to attend the APA National Planning Conference from April 1-4, 2023 in Philadelphia, Pennsylvania.*

**D. ERCP:**

1. *Borough Council may consider reappointing Christina Kapp to a first full term on the Human Relations Commission. The term will become effective immediately and will expire on February 28, 2027.*
2. *Borough Council may reappoint Mr. Thomas Paup to a second, five-year term on the Pension Advisory Commission. The candidate's term will become effective April 1, 2023 and shall expire on March 31, 2028.*

**E. HARB:**

***The HARB recommends that Borough Council approve the following Certificate of Appropriateness:***

1. *A request for a Certificate of Appropriateness by Dickinson College to replace windows with Marvin Ultimate, a replacement rear balcony door with Therma-Tru, and to prepare lintels and trim for new paint (by others) at 46 South West Street.*
2. *A request for a Certificate of Appropriateness by Tony Araman to repair to a lintel above an existing window to match the other windows on the front façade and to repair and repoint bricks above the wood lintel at 55 E. Pomfret Street.*
3. *A request for a Certificate of Appropriateness by Chris Powers to install vinyl signs on an existing awning and front façade windows at 204 North Hanover Street.*

**F. Mayor's Report:**

1. *Borough Council may consider approving the YWCA's request to tie teal colored ribbons to Borough lampposts as a sign of solidarity for Sexual Awareness Month contingent upon the following:*
  - *Ribbons permitted to be hung from Borough downtown street lamp poles beginning April 1, 2023 through April 28, 2023. The ribbons need to be removed no later than the morning of May 1, 2023.*
  - *Ribbons need to be secured tightly and at a height that shall prevent them from being easily removed by pedestrians or inclement weather.*
  - *Inspect the area periodically to ensure that the ribbons remained secure and in good condition.*

**G. Parks and Recreation:**

1. *Borough Council may accept the donation of a Little Free Library at Lindner Park from Kara and Forrest Watson who will also be responsible for upkeep of the library.*

**H. Public Safety:**

1. *Borough Council may authorize a Northside Ride-Community Bike Ride on April 1, 2023 with a rain date of April 15, 2023, from 9:00 a.m. – 1:00 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 costs associated with this event.*

2. *Borough Council may authorize the closure of North Pitt Street between I and K Streets on April 18-23, 2023 and September 26 – October 1, 2023, 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.*
3. *Borough Council may authorize the temporary closing of several Borough streets for Dickinson College's 250th Commencement on Sunday, May 21, 2023 from 8:00 a.m. – 2:00 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 costs and 10% of the fixed costs associated with this event.*

**I. Sustainability & Community Planning:**

1. *Borough Council may approve a 60-day time extension request by Greg Holtzman of BL Companies on behalf of Northside Village LLC, for considering and taking action on the Final Subdivision and Land Development Plan for Lot 8 of the Carlisle Auto Industries Subdivision as per Section 226- 21.A.2 of the Borough's Subdivision & Land Development Ordinance. The new deadline shall be June 11, 2023.*
2. *Borough Council may approve a 60-day time extension request by Brian Linsench, Esquire of Stone, Wiley & Linsench, PC. on behalf of Hidden Meadows of Carlisle, LLC, for considering and taking action on the Final Subdivision and Land Development Plan for Hidden Meadows as per Section 226- 21.A.2 of the Borough's Subdivision & Land Development Ordinance. The new deadline shall be June 6, 2023.*

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**REGULAR AGENDA****TABLED, CONTINUED, AND RECURRING ITEMS****REPORTS FROM ELECTED OFFICIALS****A. Mayor's Report:****REPORTS FROM COMMITTEES****A. Public Safety:**

1. Borough Council may adopt an ordinance establishing a temporary parking ban affecting certain borough streets in conjunction with Carlisle Production's 2023 schedule of events. *(Roll call vote)*
2. Borough Council may authorize the closure of the patio of First Presbyterian Church at High and Hanover Streets; sidewalks of North and South Hanover Streets and East and West High Street sidewalks, one block out from Hanover and High and first block of West Dickinson Avenue on Wednesdays from 2:00 - 5:00 p.m. beginning January through April 2023 and November 2023 through April 2024 along with May through October 2023 from 3:00 – 7:00 p.m. for the Farmers Market on the Square sponsored by the DCA. 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.
3. Borough Council may approve three (3) Special Events Applications submitted by DCA involving street closures as follows:
  - a. Ford Parade, June 3, 2023 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 Pitt and Bedford Streets.
  - b. Corvette Parade, August 26, 2023 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 between South and North Streets and on High Street between Pitt and Bedford Streets.
  - c. Harvest of the Arts, September 23, 2023 from 10:00 a.m. – 5:00 p.m.; streets to include:  
High Street from the intersection of Hanover Street at the Town Square to College Street.

Approval is contingent upon Penn DOT approval, 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.

4. Borough Council may approve a special event application and street closure request for a New Year's Eve celebration sponsored by the DCA from 9:00 p.m., December 31, 2023 to midnight, January 1, 2024. The street closure includes: High Street from the intersection of Pitt Street up to the intersection of High and Hanover Street. Approval is contingent upon the receipt of a valid Certificate of Liability 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.

**B. Public Works:**

1. Borough Council may authorize renewal of the annual service contract with Rhythm Engineering to provide technical support and Insync software updates for the adaptive traffic signal system installed throughout the Borough along the Hanover and High Street corridors.
2. Borough Council may approve the purchase of chlorination equipment for the Carlisle Water Treatment Plant from Environmental Service & Equipment Company, Inc. of Marcus Hook, PA for a cost of Forty-One thousand Two Hundred Twenty-Three dollars and sixty two cents (\$41,223.62) through the Commonwealth of Pennsylvania's Cooperative Purchasing (COSTARS) program.
3. Borough Council may amend the February 11, 2021 Engineering Services Contract with Gannett Fleming, Inc. to include additional easement, permitting and environmental compliance engineering services for the 2023 Water Transmission Main Replacement Project, for a not to exceed amount of Twenty-Nine Thousand Eight Hundred dollars (\$29,800), subject to the Borough Solicitor's satisfactory review and approval of the amendment.
4. Borough Council may approve Change Order Numbers 6 and 7 to the 2022 Water Main Replacement Contract to reflect changes in work from the scope included in the contract, decreasing the total contract by Eleven Thousand Forty-six dollars and seventy cents (\$11,046.70).
5. Borough Council may adopt a resolution authorizing the donation of surplus personal property in the form of various glassware from the Borough's Environmental Laboratory that is no longer needed by the Laboratory and has little monetary value. The donation would be made to the Carlisle School District's High School Science Department.

**C. Sustainability & Community Planning:**

1. Borough Council may consider approving a minor subdivision plan and waiving all other requirements of the Borough's subdivision ordinance for the proposed adjustment of parcel boundaries for two (2) developed lots at 241-245 Graham Street.
2. Borough Council may grant the waivers of SALDO requirements for (1) the submission of a Preliminary Subdivision and Land Development Plan and (2) requiring a Public Outreach Meeting for the proposed development at 1275 Ritner Highway.

Borough Council may also approve a Final Land Development Plan for a proposed Flex Fast Tank Filling Building Addition at 1275 Ritner Highway, submitted by Site Design Concepts on behalf of Carlisle Construction Materials in the I1 – General Industrial Zoning District subject to the applicant's acceptance and satisfactory resolution of the conditions listed herein.

**NEW BUSINESS** - This section includes citizens who would like to address Council on any matter relating to Borough government.

**REPORTS FROM COUNCIL MEMBERS & STAFF****ADJOURNMENT**

**UPCOMING EVENTS/MEETINGS****March 2023** – (All meetings will be held at Borough Hall unless otherwise noted.)

|    |                            |           |
|----|----------------------------|-----------|
| 09 | Council Meeting            | 7:00 p.m. |
| 11 | Strategic Planning Session | 9:00 a.m. |
| 23 | Planning Commission        | 5:30 p.m. |

**April 2023** – (All meetings will be held at Borough Hall unless otherwise noted.)

|    |  |           |
|----|--|-----------|
| 03 | Historical Architectural Review Board                            | 5:30 p.m. |
| 05 | Council Workshop Meeting   | 6:00 p.m. |
| 06 | Board of Appeals   | 5:00 p.m. |
| 06 | Zoning Hearing Board   | 6:30 p.m. |
| 06 | Parks & Recreation Board (Stuart Community, 415 Franklin Street) | 7:00 p.m. |
| 13 | Council Meeting  | 7:00 p.m. |
| 18 | Sewer Authority (54 North Middlesex Road)                        | 6:00 p.m. |
| 19 | Municipal Authority (165 Long Gap Road)                          | 5:00 p.m. |
| 27 | Planning Commission  | 5:30 p.m. |