

Borough of Carlisle
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Carlisle, PA 17013
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**BOROUGH OF CARLISLE
COUNCIL MEETING MINUTES
February 9, 2023**

Mayor Shultz called the Council Meeting to order at 7:00 p.m. with Councilor Perry leading the Moment of Silence and Pledge of Allegiance.

Present at the meeting: Councilors Crampsie, Hicks, Mellen, Perry, Stuby, Deputy Mayor Landis and Mayor Shultz. Also present were: Borough Manager Armstrong, Assistant Borough Manger Snyder, Police Chief Landis, Water Resources Director Malarich, Water Sustainable Community and Economic Planning Director Woolston, Finance Director Juday, Parks & Recreation Director Crouse, Human Resource/Risk Management Manager Berrier, Fire Chief O'Donnell, Public Information Coordinator Taylor, Dickinson College Student Ambassador Fisher-Henson, Penn State Law Student Ambassador Powers and Borough Secretary Stone.

PRESENTATIONS

Borough Manager Armstrong provided an overview of the extensive recruitment process followed for hiring new Carlisle Borough police officers in accordance with the Civil Service Rules and Regulations.

Police Lt. Latshaw and 2nd Lt. Miller announced the new Carlisle Police Officers and Mayor Shultz administered the police oath to the following new officers.

Gene Berlin	Zachary Shroyer
Vincent Brewer	Caleb Smith
Stephen Ferguson	AJ Young

Police Chief Landis and Lt. Latshaw announced the appointment of Sgt. Bucher to Staff Sergeant.

Borough Manager Armstrong and Police Chief Landis presented the Officer of the Year Award to Officer Joseph Todaro.

Mayor Shultz and Borough Manager Armstrong recognized the following police officers for their years of service milestones.

Det. Chris Miller – 10 years of service
Sgt. Brian Shull – 15 years of service
Lt. Latshaw – 25 years of service

Mayor Shultz called a recess at 7:33 p.m. and reconvened the meeting at 7:42 p.m.

CITIZENS TO BE HEARD

No Citizen were heard.

CONSENT AGENDA

Deputy Mayor Landis made a motion and was seconded by Councilor Mellen to approve the Consent Agenda. Council unanimously voted 7-0 to approve the Consent Agenda, which consisted of the following items.

A. Minutes:

*Assistant Zoning Officer Public Hearing 01/12/2023
Council Meeting Minutes 01/12/2023*

B. Approval of Bills and Investment Transactions:

Expenditures as of January 31, 2023

<i>General Fund</i>	<i>\$ 915,256</i>
<i>Water Fund</i>	<i>\$ 178,916</i>
<i>Stormwater Fund</i>	<i>\$ 46,116</i>
<i>Sewer Fund</i>	<i>\$ 194,570</i>
<i>Solid Waste Fund</i>	<i>\$ 8,754</i>
<i>Capital Projects</i>	<i>\$ 23,687</i>
<i>Parking Fund</i>	<i>\$ 18,417</i>

C. Attendance Approvals:

- 1. Borough Council approved Borough Manager, Susan Armstrong, Human Resources/Risk Management Manger, Amy Berrier and Finance Director, Richard Juday to attend the 2023 PELRAS Conference at the Penn Stater Conference Center on March 15-17, 2023 in State College, PA.*
- 2. Borough Council approved Parks and Recreation Director, Andrea Crouse, Recreation and Pool Manager, Kristin Zeigler and Recreation and Community Center Manager, Kelsey Paul to attend the 2023 Pennsylvania Recreation and Park Society's Conference and Expo from Sunday, March 19-Wednesday, March 22, 2023 at the Hershey Lodge in Hershey, PA.*

D. ERCP:

- 1. Borough Council reappointed Mr. Mark Green to a first full term on the Carlisle Borough Planning Commission. The term will become effective March 1, 2023 and shall expire February 28, 2027.*
- 2. Borough Council reappointed Mr. David Maher to a first full term on the Carlisle Borough Planning Commission. The term will become effective March 1, 2023 and shall expire February 28, 2027.*
- 3. Borough Council reappointed Mr. John Werner to a first full term on the Carlisle Borough Planning Commission. The term will become effective March 1, 2023 and shall expire February 28, 2027.*
- 4. Borough Council reappointed Mr. Edward Hazel to a first full term on the Board of Appeals. Mr. Hazel's term will become effective immediately and will expire on January 31, 2028.*

E. HARB:

- 1. The HARB received approval for the following revised Certificates of Appropriateness previously approved at the January Council meeting. The following motions supersede the January Borough Council Actions.*
 - a. A request by Shumberger Real Estate Group, LLC for 21-23 N. Hanover Street to renovate the first floor as proposed and to replace existing windows with divided pane windows on the second and third floors as shown in the historical pictures provided by the applicant during the HARB review.*

- b. *The Board, upon motion by J. Hovetter and second by T. Easterly, unanimously recommended tabling the application for Robert Wrightstone of 304 S. Hanover Street due to the lack of information.*
2. *The HARB received approval for the following items:*
- a. *A request by Robert Wrightstone of 304 S. Hanover Street to replace 3 existing double hung windows with new vinyl windows of the same size and location on the rear-side entry of the building facing Walnut Street and the partial replacement of wood trim with vinyl on the 2nd floor back porch roof and install vinyl on the same porch ceiling.*
 - b. *A request by Caprice Properties LLC of 19-23 W. High Street to replace the front door and all windows on the front façade with similar materials and with the same window pane configuration. As requested by the applicant during the meeting, the HARB recommended approving an amendment to the application to authorize the restoration or removal of the existing stucco on the second and third floors provided that if the stucco is removed, the brick façade must be repointed in accordance with historic preservation best practices for mortar replacement and brick restoration.*
 - c. *A request by Ryan Goodling of 157 S. Hanover Street to install a new wall sign on the front façade.*

F. Public Safety:

- 1. *Borough Council approved a special event request by Benchfield Farms to utilize three parking meters at the corner of South Hanover and West Church Avenue for purposes of “Downtown Horse and Carriage Rides” scheduled for February 10, 11 & 14, 2023. Approval shall be subject to receipt of a valid Certificate of Liability Insurance form naming the Borough of Carlisle as an additional insured.*
- 2. *Borough Council approved a Special Events Application and street closure request from the Employment Skills Center to conduct the 2023 Employment Skills Downtown Mile on May 18, 2023, from 5:00 p.m. to 8:30 p.m. as outlined in the submitted request. Approval shall be subject to receipt of a valid Certificate of Liability Insurance form naming the Borough of Carlisle as an additional insured; receipt of Penn DOT approval; the applicant disseminating flyers to residences impacted by said closures; and, the applicant reimbursing the Borough 100% of the variable and 10% of the fixed costs associated with this event.*
- 3. *Borough Council waived the Borough of Carlisle prohibition of public consumption and restriction of open containers of alcohol for the Employment Skills Center fundraising/post-race beer garden event to be held on “a private parking lot open to the public use” (JFC Staffing Company, 101 West High Street). Waiver shall be in effect on May 18, 2023 from 5:30 p.m. to 8:45 p.m.*

G. Sustainability & Community Planning:

- 1. *Borough Council approved a 30-day time extension request by Brian Linsenbach, Esquire of Stone, Wiley & Linsenbach, 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 April 7, 2023.*

REGULAR AGENDA

TABLED, CONTINUED, AND RECURRING ITEMS

REPORTS FROM ELECTED OFFICIALS

A. Mayor's Report:

1. Borough Council voted 7-0 to approve a resolution accepting the recommendations of the Carlisle Truth and Reconciliation Commission. (Stuby/Perry)

Mayor Shultz thanked the Truth and Reconciliation Commission members for their work and passion that they provided over the past two years. He noted this is just a start in moving forward on the path to greater racial equity in the Borough.

REPORTS FROM COMMITTEES

A. Economic Development:

1. Borough Council, by a roll call vote of 7-0, enacted an ordinance approving an Agreement between the Redevelopment Authority of Cumberland County and the Borough of Carlisle to include but not be limited to the continuance of leasing of office space, parking and basic services in Borough Hall. Agreement shall be retroactive from January 1, 2023 to December 31, 2023. (Crampsie/Perry)

B. Parks & Recreation:

1. Borough Council voted 7-0 to amend the 2023 Recreation Facility Fees and Winter/Spring Recreation Fee Resolution. (Mellen/Shultz)

C. Public Works:

1. Borough Council voted 7-0 to approve the renewal of the annual service contract with HACH Service Partnership for preventative maintenance and servicing of equipment at the Carlisle Water Treatment Facility. Contract is for a one-year period effective February 16, 2023. (Perry/Stuby)
2. Borough Council voted 7-0 to amend the professional services contract with Herbert Rowland & Grubic, Inc. to continue to provide program manager services at a not to exceed fee of One-hundred fifty-thousand dollars (\$150,000) related to the Carlisle Connectivity Transportation Improvement Project subject to review and approval of the agreement by the Borough Solicitor. (Perry/Stuby)
3. Borough Council voted 7-0 to approve Change Order Nos. 2 through 5 for the 2022 Water Main Replacement Contract to reflect additional work required by the contractor to address underground facilities encountered during the project different that shown on the contract plans, increasing the total contract by thirty-one thousand, two-hundred sixty-four dollars and thirty-eight cents (\$31,264.38). (Perry/Stuby)

D. Sustainability & Community Planning:

1. Borough Council voted 7-0 to waive the submission of a preliminary plan and approve the Final Land Development Plan submitted by Frederick, Seibert and Associates on behalf of Jeffrey Corporation to redevelop Burger King in the C-2 Zoning District subject to the conditions imposed by staff. (Hicks/Landis)

Deputy Mayor Landis expressed her concern that shade trees were not incorporated into the land development plan. She asked if tree canopy could be included along High Street corridor.

Mr. Chris Champi, on behalf of FSA, 505 South Hanover Street, Pennsylvania, commented that after a discussion with Borough staff, a larger tree canopy will be added to the plan. He also mentioned that the impervious coverage will be reduced from 90 percent to 79 percent. The addition of a larger canopy trees was listed as a comment on the land development plan.

2. Borough Council voted 7-0 to approve a resolution amending Letort Regional Authority's Articles of Incorporation and extending the term of existence to December 1, 2072. Hicks/Landis)

REPORTS FROM COUNCIL MEMBERS & STAFF

Dickinson Law Student Ambassador Powers thanked Borough Council for attending the MLK Day event at Dickinson Law School and noted that it was a good turn out that helped the Truth and Reconciliation Commission.

Dickinson College Student Ambassador Fisher-Henson announced that the calendars of Clarke Forum events and Dickinson athletic competitions are now available for the spring semester. She noted that music performances and art exhibits are open to the public.

Councilor Mellen acknowledged Andrea Crouse, the Parks & Recreation Department, and the Parks & Recreation Board for their role in the new skate park. She also recognized Deputy Mayor Landis for her tenacity during the skate park process.

Councilor Crampsie commented how it was great to watch the process that took place for the new skate park. He recognized all those involved that played a role in the opening of Skate Spot - the community input, skaters, borough employees, and the leadership of Deputy Mayor Landis.

Deputy Mayor Landis was very pleased with the success of the Skate Spot opening and the interaction of those using the park. She noted the Northside Ride will take place on April 1, 2023.

Councilor Hicks thanked Chief Landis for the recent hiring of high quality police officers. He commented that this reflects not only the quality of Carlisle and people wanting to live here, but the quality of the Police Department. He complimented Chief Landis for the success and he looks forward to the integration of the department with the community.

Councilor Perry extended her congratulations on the opening of the Skate Spot. She announced that Hope Station and UPMC will hold a free clinic for glucose checks on February 15. Councilor Perry noted the 25th annual Black Cultural Festival will be held at Hope Station on February 25, 2023.

Mayor Shultz commended the Carlisle police officers for the incredible work they have performed during high stress situations.

ADJOURNMENT

There being no further business or public comment, the meeting adjourned at 8:03 p.m.

Sean M. Shultz, Mayor

Joyce E. Stone, Borough Secretary