

Borough of Carlisle
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**BOROUGH OF CARLISLE
COUNCIL MEETING MINUTES
MARCH 9, 2023**

Mayor Shultz called the Council Meeting to order at 7:02 p.m. and led the Moment of Silence and Pledge of Allegiance.

Present at the meeting: Councilors Hicks, Mellen, Perry, Stuby, Deputy Mayor Landis and Mayor Shultz. Also present were: Borough Manager Armstrong, Assistant Borough Manager 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 and Borough Secretary Stone.

Councilor Crampsie and Penn State Law Student Ambassador Powers were not present at the meeting.

PRESENTATIONS

Fire Department Citations:

Fire Chief O'Donnell, Mayor Shultz, Carlisle Fire & Rescue Fire Chief Grimes and Union Fire Chief Hamilton recognized the following persons for their service and actions to sustain human life, during a house fire on the 100 block of A Street on September 15, 2022. The following persons were presented a citation of recognition and the Medal of Merit for their bravery.

Timothy Mayer	Matthew Boyce
Eric Bender	Ethan Derluinas

During the A Street fire, Tyler Hardy and his son Jace were rescued from a third floor apartment. The fire department presented a toy firetruck to Jace and extended an invitation for them to visit the fire station. Fire Chief O'Donnell thanked all the first responders for their work that day.

CITIZENS TO BE HEARD

There were not citizens to be heard.

CONSENT AGENDA

Deputy Mayor Landis made a motion and was seconded by Councilor Stuby to approve the Consent Agenda. Council unanimously voted 6-0 to approve the Consent Agenda, which consisted of the following items.

A. Minutes:

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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>

Stormwater Fund	\$ 44,756
Sewer Fund	\$ 223,477
Solid Waste Fund	\$ 6,155
Capital Project Fund	\$ 13,785
Parking Fund	\$ 9,197

C. Attendance Approval:

1. Borough Council approved 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 reappointed 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 reappointed 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 received approval for the following items:

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 accepted 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 authorized 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 authorized 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 authorized 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 approved 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 approved a 60-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 June 6, 2023.*

REGULAR AGENDA

TABLED, CONTINUED, AND RECURRING ITEMS

REPORTS FROM ELECTED OFFICIALS

A. Mayor's Report:

REPORTS FROM COMMITTEES

A. Public Safety:

1. *Borough Council, by a roll call, voted 6-0 to adopt an ordinance establishing a temporary parking ban affecting certain borough streets in conjunction with Carlisle Production's 2023 schedule of events. (Shultz/Hicks)*
2. *Borough Council voted 6-0 to 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. (Shultz/Hicks)

3. Borough Council voted 6-0 to 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.

Approvals are contingent upon Penn DOT approval. (Shultz/Hicks)

4. Borough Council voted 6-0 to 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 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. (Shultz/Hicks)

B. Public Works:

1. Borough Council voted 6-0 to 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. (Perry/Stuby)
2. Borough Council voted 6-0 to 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. (Perry/Stuby)
3. Borough Council voted 6-0 to 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. (Perry/Stuby)

4. Borough Council voted 6-0 to 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). (Perry/Stuby)
5. Borough Council voted 6-0 to 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. (Perry/Stuby)

C. Sustainability & Community Planning:

1. Borough Council voted 6-0 to 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. (Hicks/Landis)
2. Borough Council voted 6-0 to 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. (Hicks/Landis)

Borough Council voted 6-0 to 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. (Hicks/Landis)

- a. Provide the Borough with a copy of the national pollution discharge elimination system permit minor Amendment for the site once the amendment is issued by the Cumberland County Conservation District.
- b. Indicate additional site lighting is proposed including any building mounted light fixtures.

NEW BUSINESS

No new business was heard.

REPORTS FROM COUNCIL MEMBERS & STAFF

Dickinson College Student Ambassador Fisher-Henson provide the following updates:

- The next "Let's Talk Climate" conversation is called "What Can We Learn about the Energy Transition from Germany?"
- Dickinson was recently awarded a grant from the Mellon Foundation to support the development of a center and enhanced curriculum on Native American and Indigenous studies.
- Dickinson joined Second Nature's Climate Leadership Resilience Commitment.

Councilor Mellen thanked Borough staff for attending the recent town hall event and all the work that they do for the community.

Mayor Shultz recognized Women's History Month by reflecting on the countless women in our country and community who have inspired us with their courage, resilience and determination. He asked to take a moment to think of the women who have made a distinct difference in our lives and let it serve as a reminder of the important contributions that women have made and continue to make in our world. Mayor Shultz asked that we honor the legacies by striving for more equitable and just society for all.

Deputy Mayor Landis shared information on the April 1st Northside Bike Ride and encouraged all to attend.

Councilor Hicks recognized Admiral Grace Hopper as one of the first programmers of the Harvard Mark 1 Computers. She was the first to devise the theory of machine independent and Flow-Matic programming languages. Her claim to fame is the phrase “debugged” after literally removing a bug that caused a short circuit in a computer.

Councilor Perry recognized Joanna McClinton as the first black woman elected to serve as speaker of the Pennsylvania State House of Representatives.

ADJOURNMENT

There being no further business or public comment, the meeting adjourned at 7:38 p.m.

Sean M. Shultz, Mayor

Joyce E. Stone, Borough Secretary