

Borough of Carlisle
53 W. South Street
Carlisle, PA 17013
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**BOROUGH OF CARLISLE
PUBLIC HEARING MINUTES
Amend Chapter 226 and 255 - Assistant Zoning Officer
January 12, 2023**

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, 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, Penn State Law Student Ambassador Powers and Borough Secretary Stone.

I. Call to Order

Mayor Shultz called the Public Hearing to order at 6: 55 p.m.

II. Public Hearing

The Carlisle Borough Council held a public hearing for the purpose of receiving public input regarding Borough Council's consideration to adopt an ordinance to amend Chapter 226 and 255 to provide for one or more Assistant Zoning Officers to perform the functions of the Zoning Officer.

III. Public Comment

There was no public comment heard.

IV. Adjournment of Public Hearing

The meeting was adjourned at 6:56 p.m.

Sean M. Shultz, Mayor

Joyce E. Stone, Borough Secretary

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**BOROUGH OF CARLISLE
COUNCIL MEETING MINUTES
January 12, 2023**

Deputy Mayor called the Council Meeting to order at 7:00 p.m.

Councilor Mellen led the Moment of Silence and Pledge of Allegiance.

Borough Council voted 6-0 to approve Councilor Hicks' participation in the Council meeting via Zoom.
(Stuby/Landis)

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, Fire Chief O'Donnell, Public Information Coordinator Taylor, Penn State Law Student Ambassador Powers and Borough Secretary Stone.

OPPORTUNITY FOR CITIZENS AND VISITORS TO BE HEARD

No citizens were heard.

CONSENT AGENDA

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

A. Minutes:

*Budget Hearing 12/08/2022
Council Meeting Minutes 12/08/2022*

B. Approval of Bills and Investment Transactions:

Expenditures as of December 31, 2022

<i>General Fund</i>	<i>\$ 754,565</i>
<i>Water Fund</i>	<i>\$ 169,560</i>
<i>Stormwater Fund</i>	<i>\$ 278,963</i>
<i>Sewer Fund</i>	<i>\$ 208,929</i>
<i>Solid Waste Fund</i>	<i>\$ 157,226</i>
<i>Capital Projects</i>	<i>\$ 456,886</i>
<i>Parking Fund</i>	<i>\$ 9,598</i>
<i>K-9</i>	<i>\$ 1,758</i>

C. Budget & Finance:

1. Borough Council may approve the disbursement of funds as part of the 2023 Budget to Outside Agencies as listed below:

<u>Outside Agency</u>	<u>Recommended</u>
Bosler Memorial Library	\$1,500
Carlisle Area Dog Park Association	\$ 500
Carlisle Area Healthcare Auxiliary	\$1,000
Carlisle Joint Veteran's Council	\$ 400
Carlisle Opportunity Homes	\$ 640
Carlisle Victory Circle	\$2,500
Cumberland County Historical Society	\$ 320
Historic Carlisle	\$1,000
Lamberton Community Garden	\$1,000
Neighborhood Dispute Settlement	\$ 500
Safe Harbour	\$ 320
YWCA	\$ 320

D. HARB:

The HARB received approval for the following items:

1. A request for a Certificate of Appropriateness by Shumberger Real Estate Group, LLC of 21-23 N. Hanover Street to replace front façade windows and doors, and changes to the first-floor store façade including lighting and surface materials. A sign will be submitted under separate application.
2. A request for a Certificate of Appropriateness by Ryan Goodling of 157 S. Hanover Street to replace existing double doors with same size and location. Existing doors have divided pane windows. Application indicates drawings and/or architectural renderings provided, but information limited to written specifications with limited information. Glass is indicated, but not to the extent or design.
3. A request for a Certificate of Appropriateness by Robert Wrightstone of 304 S. Hanover Street to Replace 3 existing double hung windows (side/back of building) with new windows of the same size and location. Material is indicated as, "primed white profile molding, soft lite pro series." Replacement of trim at back porch (material not specified) and replacement of porch ceiling with vinyl materials. Work area visible from Walnut Street.

E. ERCP:

1. Borough Council reappointed Mr. Ryan Ferguson to a second full term on the Municipal Authority. Mr. Ferguson's five year term will become effective January 1, 2023 and will expire on December 31, 2027.

F. Public Safety:

1. Borough Council approved a special event request by the Downtown Carlisle Association to utilize three parking meters at the corner of South Hanover and West Church Avenue and lift the sidewalk ordinance for purposes of holding the Annual Ice Art Fest and carriage rides scheduled for February 3-5, 2023. Approval is subject to receipt of a valid Certificate of Liability Insurance form naming the Borough of Carlisle as an additional insured.

G. Sustainability & Community Planning:

1. Borough Council approved a limited professional services agreement with Karla Farrell.

REGULAR AGENDA

TABLED, CONTINUED, AND RECURRING ITEMS

REPORTS FROM ELECTED OFFICIALS

A. Mayor's Report:

1. Truth and Reconciliation Commission Discussion

There were no comments from Council regarding the proposed TRC recommendations.

Mayor Shultz remarked that he will present a structure recommendation for an ongoing small committee at the next Workshop meeting.

TaWanda Hunter-Stallworth was present via Zoom. She expressed her thanks for the opportunity that was given to her.

REPORTS FROM COMMITTEES

A. Budget & Finance:

1. Borough Council voted 7-0 to approve the purchase and installation of two Electric Vehicle Charging Stations from Chargepoint Inc. (National E Solutions) for \$44,272 (Forty-four thousand two hundred seventy-two dollars) through Sourcewell Cooperative Purchasing Program. (Stuby/Crampsie)
2. Borough Council voted 7-0 to approve an agreement with Springbrook Software in the amount of \$95,651 (Ninety-five thousand six-hundred fifty-one dollars). (Stuby/Crampsie)

B. Parks & Recreation:

1. Borough Council voted 7-0 to retroactively approve Change Order #3 from LandServ, Inc. for the relocation of the ADA accessible parking spot from proposed work along B Street to the interior of Lot D along Fairground Avenue as part of the Fairground Avenue Linear Park plan prepared by FSA, Inc. (Mellen/Shultz)

C. Public Works:

1. Borough Council voted 7-0 to retroactively authorize the Mayor to execute the Traffic Signals Technology Grant Agreement with the Pennsylvania Department of Transportation for the Route 81 Corridor Signals Upgrade Project. (Perry/Stuby)
2. Borough Council voted 7-0 to approve execution of an Agreement with Accelerated Technology Laboratories for the initial set-up, staff training, and 12-month access to its web accessible Laboratory Information Management System (LIMS) software customized to the Borough's Environmental Laboratory Operations, for a fee of \$51,180 (Fifty-one thousand one hundred eighty dollars). (Perry/Stuby)
3. Borough Council voted 7-0 to approve Change Order No.1 to the 2022 Water Main Replacement Contract to reflect additional work required by the contractor to address underground utilities encountered during the project found to be different than shown on the contract drawings,

increasing the total contract by \$9,992.64 (Nine-thousand nine-hundred ninety-two dollars and sixty-four cents). (Perry/Stuby)

4. Borough Council voted 7-0 to approve the purchase and installation of security improvements at the Carlisle Wastewater Treatment Plant from Hilton's Lock & Security of Carlisle, PA for a not to exceed cost of \$80,000. (Eighty thousand dollars) through the Commonwealth of Pennsylvania's Cooperative Purchasing (COSTARS) program. (Perry/Stuby)
5. Borough Council voted 7-0 to authorize the reduction in the amount of financial security posted by Northside Village LLC for the Land Development Plan for Northside Village on Lot 5 of the Former IAC Site, in the amount of \$142,144.00 (One hundred forty-two thousand one hundred forty-four dollars). (Perry/Stuby)
6. Borough Council voted 7-0 to authorize the reduction in the amount of financial security posted by Builder Services Group, Inc. for the Land Development Plan for Northside Village on Lot 6 of the Former IAC Site, in the amount of \$334,537.00 (Three hundred thirty four thousand five hundred thirty-seven dollars). (Perry/Stuby)
7. Borough Council voted 7-0 to authorize the Mayor to sign the Pennsylvania Department of Environmental Protection Sewage Facilities Planning Module Exemption Form for a connection to the Borough's sanitary sewer system from the proposed Hidden Meadows residential Land Development. (Perry/Stuby)

D. Sustainability & Community Planning:

1. Borough Council, by a roll call vote of 7-0, adopted an ordinance to amend Chapter 226 and 255 to provide for one or more Assistant Zoning Officers to perform the functions of the Zoning Officer. (Hicks/Landis)
2. Borough Council voted 7-0 to appoint Jared Woolston as Carlisle Borough Zoning Officer and Malcolm Marcewicz and Karla Farrell as Assistant Zoning Officers for indefinite terms beginning January 12, 2023. (Hicks/Landis)
3. Borough Council voted 7-0 to appoint Malcolm Marcewicz as Building Code Official for the Borough of Carlisle. (Hicks/Landis)
4. Borough Council voted 7-0 to approve the Final Land Development Plan submitted by BL Companies on behalf of Northside Village LLC to develop Lot 8 of the Carlisle Auto Industries Subdivision subject to the applicant's acceptance and satisfactory resolution of the conditions imposed by staff as revised by the Planning Commission. (Hicks/Landis)

NEW BUSINESS –

Mr. James Evans, 157 E Street, Carlisle, Pennsylvania, expressed his concern for an increase of vehicles speeding between West and the new roundabout since the opening of B Street.

REPORTS FROM COUNCIL MEMBERS & STAFF

Penn State Law Student Ambassador Powers noted that the Law School will be holding free tax clinics next month for tax preparation assistance.

Councilor Stuby conveyed that the East Side Neighborhood Association is interested in holding a town hall meeting to present the proposed modifications to the intersection of Bedford Street, Penn Street and Kerrs Avenue. This meeting will provide another opportunity for public comment. The tentative meeting date is March 8 at 6:00 p.m. at the Carlisle Alliance Church.

Councilor Perry noted there are additional locations in the Borough that will provide free income tax services. These locations are on the Borough's website. Councilor Perry provided information on events that will take place on Martin Luther King Day.

ADJOURNMENT

There being no further business or public comment, the meeting adjourned at 7:23 p.m.

Sean M. Shultz, Mayor

Joyce E. Stone, Borough Secretary