

**Borough of Carlisle**  
**Workshop Meeting Minutes**  
**April 5, 2023**

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, Water Resources Director Malarich, Sustainable Community and Economic Planning Director Woolston, Parks & Recreation Director Crouse, Fire Chief O'Donnell, Public Information Coordinator Taylor, Dickinson College Student Ambassador Fisher-Henson and Borough Secretary Stone

**I. Call to Order & Pledge of Allegiance**

Mayor Shultz called the Workshop Meeting to order at 6:02 p.m. and lead the Pledge of Allegiance.

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

**II. Citizen to Be Heard**

No Citizen were heard.

**III. Meeting Minutes**

A. Borough Council voted 7-0 to approve the March 1, 2023 Workshop Meeting Minutes. (Landis/Mellen)

**IV. Economic Development Committee**

A. Grant Advocacy Services

Borough Council voted 7-0 to approve executing a contract with Delta Development Group for grant advocacy services in the amount of eight-thousand five-hundred dollars (\$8,500) per month, plus expenses, subject to review and approval of the agreement by the Borough Solicitor. (Crampsie/Perry)

Representatives from the Delta Development Group, Christian Muniz, Rebecca Burke and Rick Rossi, provided an overview of their company's services and the documentation that was included in their request for proposal.

Councilor Mellen noted that she was impressed with the various types of work that they achieved with Lafayette College, along with their partnership with Easton. Their work will be a great parallel with what can be achieved in Carlisle.

**V. Parks and Recreation Committee**

A. Fairground Avenue Linear Park Lot D

Borough Council voted 7-0 to approve Change Order #4 for additional work at Lot D (park area) of the Fairground Avenue Linear Park. The total price for Change Order #4 is thirteen thousand, two hundred fifty-three dollars and seventy-five cents (\$13,253.75), increasing LandServ, Inc.'s total contract price to seven hundred sixty-nine thousand, eight hundred and sixty-seven dollars and seventy-five cents (\$769,867.75). The change order also extends the contract ending date to September 30, 2023. (Mellen/Shultz)

**VI. Finance Committee**

A. Temporary Transfer from General Fund for Solid Waste expenses

Borough Council voted 7-0 to approve the temporary funding of Three Hundred Thousand dollars (\$300,000) from the General Fund to the Solid Waste Fund to help cover funding requirements related to cash flow delays. (Stuby/Crampsie)

Councilor Stuby explained that the requirement to pay the trash vendor under the new contract did not align with the Borough's utility billing schedule. This has created a delay in revenues and that necessitated the temporary cash flow to cover the expenses.

**VII. Public Safety Committee**

A. Northside Bike Ride

Borough Council voted 7-0 to approve an amended special events application for the 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. (Shultz/Hicks)

**VIII. Public Works Committee**

A. Bedford St. and E. Penn St. intersection:

Mark Malarich, Water Resources Director advised Council that the consultant for the proposed improvements to the 5-point intersection of North Bedford, East Penn and Kerrs Avenue will provide a design and requesting approval to seek construction bids at the May Council meeting. If approved by Council, bids will be received in June with a project completion in September.

Councilor Stuby was appreciative for the design change that moved the midblock pedestrian crosswalk closer to the intersection. He noted this will make a safer pedestrian crosswalk.

B. Noble Boulevard Potential Safety Enhancements:

Mark Malarich provided updated recommendations for improvements to Noble Boulevard between West Ridge and South Hanover Street following a traffic study related to left-hand turns from the westbound lane of Noble Blvd. into the Carlisle Commons. The study revealed that during the peak lunchtime hour, about half of the trips turned into the Carlisle Commons. The recommendation was to reduce the previously suggested vegetative strip on the eastbound lane between Penrose Place and West Street. This change would provide an eastbound through lane and a right-hand turn lane into Carlisle Commons, as well as dedicated left-hand turn lanes at West Street and Noble Blvd. for both east and west bound traffic.

The second recommendation was to install a dedicated left-hand turning lane in the westbound lane from South Hanover Street to the driveway into Carlisle Commons. This revision will generate four, 10 foot wide traffic lanes with a 10 foot wide dedicated bike lane along the northern side of Noble Blvd.

Discussion continued about potential changes and the type of bike lanes that would be implemented. No decision was made and staff will continue research and bring further information to the May Workshop Meeting.

C. Ridge Street Pumping Station:

Mark Malarich provided an updated on the pumping station that is located at the corner of South Pitt Street and West Ridge Street. Two years ago, the Borough entered into an agreement with South Middleton Township and the South Middleton Township Municipal Authority to expand the station to serve the Walnut Bottom Road Corridor. Mr. Malarich explained that the township is growing and they now have sufficient land development occurring that requires the expansion of the facility. The agreement called for South Middleton Township to pay for the expansion cost. The design has been completed and has gone out for bid. South Middleton Township will review the bids and provide a recommendation to the Borough if they want to proceed with the project. He advised Council that the request for this project might be on the April Council agenda.

D. Rain Gardens

Borough Council voted 7-0 to award the 2023 contract for maintenance of rain gardens installed as part of the Carlisle Connectivity TIGER Project to the lowest responsive bidder, Land Studies of Lititz, Pennsylvania, in the base amount of seventeen-thousand eight-hundred fifty dollars (\$17,850.00). (Perry/Stuby)

E. Grant Agreement

Borough Council voted 7-0 to authorize the Mayor to sign the grant agreement and other support documents for the Regional Transportation Plan Implementation grant received from the United States Department of Transportation, Federal Highway Administration, in the total amount of One Million Dollars (\$1,000,000) for the Carlisle Connectivity Project, North Hanover Street component and may also adopt the attached resolution giving the Mayor and Borough Manager signatory authority for all documents needed associated with the federal grant program. (Perry/Stuby)

**IX. Sustainability & Community Planning Committee**

A. Chicken Ordinance

Borough Council by a roll call vote of 6-1-0, with Councilor Mellen voting no, to approve an ordinance prepared by the Borough Solicitor to amend the Code of the Borough of Carlisle with respect to the keeping of chickens. (Hicks/Landis)

**X. New Business**

No new business was heard.

**XI. Public Comment**

No public comment was heard.

**XII. Adjournment**

There being no further business or public comment, the meeting adjourned at 7:02 p.m.

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Sean M. Shultz, Mayor

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Joyce E. Stone, Borough Secretary