

Borough of Carlisle
53 W. South St.
Carlisle, PA 17013
P: 717-249-4422

**BOROUGH OF CARLISLE
COUNCIL MEETING MINUTES
February 8, 2024**

Mayor Shultz called the Council Meeting to order at 6:00 p.m. with Councilor Landis leading the Moment of Silence and Pledge of Allegiance.

Present at the meeting: Councilors Hicks, Mellen, Perry, Roos, Stuby, Deputy Mayor Landis, and Mayor Shultz. Also present were: Borough Manager Armstrong, Assistant Borough Manager Snyder, Police Chief Landis, Public Works Director Malarich, SCEP Director Woolston, Parks & Recreation Director Crouse, Fire Chief O'Donnell, Human Resource/Risk Management Manager Berrier, Public Information Coordinator Taylor and Solicitor Brenneman.

Borough Council voted 6-0 to admit Joel Hicks to participate in the meeting via videoconference. (Landis/Stuby)

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:

A. Minutes:

*Council Reorganization Minutes 1/2/2024
Council Meeting Minutes 1/11/24*

**B. Approval of Bills and Investment Transactions:
Expenditures as of January 31, 2024**

<i>General Fund</i>	<i>\$ 2,334,076</i>
<i>Water Fund</i>	<i>\$ 273,877</i>
<i>Stormwater Fund</i>	<i>\$ 77,295</i>
<i>Sewer Fund</i>	<i>\$ 461,188</i>
<i>Solid Waste Fund</i>	<i>\$ 4,021</i>
<i>Capital Project Fund</i>	<i>\$ 140,168</i>
<i>Parking Fund</i>	<i>\$ 19,103</i>

C. Attendance Approvals

1. Borough Council may approve Parks and Recreation Director Andrea Crouse, Recreation and Pool Manager Anne Mitzel and Recreation and Community Center Manager Kelsey Paul to attend the 2024 Pennsylvania Recreation and Park Society's Conference and Expo from March 12-Wednesday, March 15, 2024 at Seven Springs Mountain Resort in Seven Springs, PA.

D. HARB

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

1. A request for a Certificate of Appropriateness for Cheyenne Stambaugh of 219 North Hanover Street to install 2 wall signs for Gather Your Party Games and the Parlor on Hanover facing North Hanover Street.
2. A request for a Certificate of Appropriateness for Sinjin Martin and Kristiana Amberger of 28 South Bedford Street to install a sign on an existing freestanding pole for Wild Indigo Floral Design.
3. A request for a Certificate of Appropriateness for Luke Etter of 1 North Hanover Street to replace five windows at the rear of the property, to install a wall projection sign on Mulberry Avenue, to install 2 wall signs facing North Hanover Street, and to wash mold from the building.
4. A request for a Certificate of Appropriateness for Union Fire Company #1 of 43 West Louther Street to install an 8' brick memorial in honor of the Fire Fighters lost on September 11, 2001.
5. A request for a Certificate of Appropriateness for John Weiser of 52 West Pomfret Street to install a wood wall sign for Union Cigar.
6. A request for a Certificate of Appropriateness for Cumberland County Historical Society of 21 North Pitt Street to repair and replace the metal roof and replace the damaged roof framing members.
7. A request for a Certificate of Appropriateness for Louis Traini of 126 South Hanover Street to remove 6 grid style windows and replace with grid style Simonton 6500 Series windows on the west and south sides of the building. Two windows on the north side of the building will be replaced in-kind or with a composite window.
8. A request for a Certificate of Appropriateness for Baric and Scherer of 19 West South Street to install a double sided 24" x 18" metal projecting wall sign for Shearer24 Real Estate.

E. Employee Relations / Citizen Participation

1. Borough Council may consider reaffirming the appointment of Anna Knych to a partial term on the Carlisle Borough Zoning Hearing Board by resolution. The term will become effective January 3, 2024 and shall expire December 31, 2024.

F. Public Safety Committee

1. Borough Council may approve three (3) Special Events Applications submitted by DCA involving street closures as follows:

Ford Parade, June 1, 2024 from 6:00 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.

Corvette Parade, August 24, 2024 from 6:00 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.

Harvest of the Arts, September 28, 2024 from 9:00 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.

- 2. Borough Council may approve a Special Event street closure request for East South Street, from the intersection of South Hanover Street down to South Bedford Street on October 12, 2024 from 2:00 to 6:00 p.m. for the Molly Pitcher Birthday Bash Block Party, a DCA sponsored event. 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.*
- 3. Borough Council may authorize a Northside Ride-Community Bike Ride on April 20, 2024 with a rain date of April 27, 2024, from 9:00 a.m. – 12:15 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.*
- 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 6:00 – 10:00 p.m. December 31, 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 PennDOT 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 this event.*
- 5. Borough Council may consider 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 9, 10 & 14, 2024. Approval shall be subject to receipt of a valid Certificate of Liability Insurance form naming the Borough of Carlisle as an additional insured.*

REGULAR AGENDA

TABLED, CONTINUED, AND RECURRING ITEMS

REPORTS FROM ELECTED OFFICIALS

A. Mayor's Report:

1. Mayor Shultz provided an overview on a Norfolk Southern Letter of Support for Halifax Township.

Borough Council voted 7-0 in support of the letter. (Landis/Mellen)

REPORTS FROM COMMITTEES

A. 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 analytical and monitoring equipment at the Carlisle Water Treatment Facility. Contract is for a one-year period effective February 16, 2024. (Stuby/Hicks)
2. Borough Council voted 7-0 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. (Stuby/Hicks)
3. Borough Council voted 7-0 to award the unit price contract for the Purchase of Downtown Traffic Signal Detection Equipment to the lowest responsive bidder, Signal Control Products, LLC, of Souderton, Pennsylvania, in the amount of \$153,715 (one hundred and fifty-three thousand and seven hundred and fifteen dollars). (Stuby/Hicks)
4. Borough Council voted 7-0 to approve the purchase of repair parts and the rebuilding of the JWC Environmental wet well sewage grinder for the Wastewater Plant from Watermark Environmental Systems Inc. of Exton, Pennsylvania for \$23,251.50 (twenty-three thousand two hundred fifty-one dollars and fifty cents) through the Commonwealth of Pennsylvania's cooperative purchasing (COSTARS) program. (Stuby/Hicks)
5. Borough Council voted 7-0 to authorize the Mayor to execute the Site Access Agreement with Verizon Wireless to allow access onto the Borough's property at 7 East Garland Drive for the purpose of performing site investigations to help Verizon assess the suitability of the Property for locating a communications facility. (Stuby/Hicks)

B. Public Safety:

1. Borough Council voted 7-0 to adopt an ordinance amending the Code of the Borough of Carlisle, adopted by Ordinance #2032, and thereafter amended, with respect to Chapter 244, Vehicles and Traffic, to add one on-street handicapped parking space at 451 W. Penn Street. *(Roll Call Vote)*
(Shultz/Roos)

C. Parks and Recreation

1. Borough Council voted 7-0 to adopt a resolution authorizing the Mayor as signature authority for the grant application to the Department of Conservation and Natural Resources for the C2P2 grant program for the Comprehensive Recreation Park and Open Space Plan. (Roos/Mellen)

D. Budget and Finance

1. Borough Council voted 7-0 to approve a quote of \$18,685 from Hinton and Associates for switches related to technology upgrades. (Landis/Shultz)

NEW BUSINESS - This section includes citizens who would like to address Council on any matter relating to Borough government. Comments under this section are governed according to the requirements under Opportunity for Citizens and Visitors to be Heard.

REPORTS FROM COUNCIL MEMBERS & STAFF

PUBLIC COMMENT

Don Ritchie Smith, 350 H St., made a variety of comments.

ADJOURNMENT

There being no further business or public comment, the meeting adjourned at 6:21 p.m.

Sean M. Shultz, Mayor

Owen A. Snyder, Acting Borough Secretary