

**CASTLE SHANNON BOROUGH
MINUTES OF REGULAR MEETING**

November 26, 2018

The following elected officials were present: M. Heckmann; T. Kirsch; N. Kovach; M. Randazzo; D. Swisher; D. Baumgarten. Council Members B. Oates and M. Warhold and Tax Collector E. O'Malley were absent. The following appointed officials were present: T. Hartswick, Borough Manager; D. Biondo, Solicitor; K. Truver, Police Chief; P. Vietmeier, Codes Official.

The minutes of the November 14, 2018 Council Meeting were presented. Mr. Kirsch motioned to approve the minutes; Mr. Swisher seconded; all in favor; motion carried.

Mr. Heckmann opened the public comment section for agenda items. Being none, the public comment was closed.

Council Committee Reports:

Building & Grounds/Public Works – Mr. Heckman stated that the borough's new website is up and available at csboro.org that redirects to borough.castle-shannon.pa.us. Council welcomes public feedback on the website. Christina Morrow has done a great job in migrating information and updating postings.

Building & Grounds/Public Works – Mr. Heckmann commented that the 2018 Road Improvement Projects are lacking in that some roads have not been paved and some are partially paved due to inclement weather and responsiveness of the vendor. The borough is pursuing liquidated damages with the contractor and apologizes for the residents' inconvenience.

Public Safety/Fire – The agenda contained the October police reports.

Finance – Mr. Swisher noted that check registers for October 5th, October 11th, October 18th, October 26th, November 5th and November 8th were reviewed at the prior council meeting. Clarification on three minor items was discussed with Ms. Miller. Mr. Swisher also reviewed the check register for November 16th and had no further questions. Ms. Randazzo motioned to pay the bills; Mr. Swisher seconded; all in favor; motion carried.

Mr. Hartswick presented the 2019 tax levy ordinance and budgets and noted that preparation of the budgets for 2019 was challenging. Mr. Heckmann stated that 70% of annual budgets are dedicated to overhead, salaries and benefits, while 30% is discretionary. The 2019 budget has a proposed 1.1234 millage increase for an average increase of \$120 for a residence assessed at \$100,000. Mr. Heckmann described the payment strategies to fund the debt service bond.

In addition, a \$2.2 million line of credit will be used for the Penndot Streetscape Project (\$1.2 million); Elm Street repairs by the railroad; anticipated MS4 Joint Project with Baldwin Township; and local park upgrades and equipment. Capital projects include a Killarney Road inlet/road repair; Hamilton Park/Terrace Drive and walking trail repairs (through a DCNR grant); creation of a sidewalk on Myrtle Avenue; a contribution for a library generator; streetscape finishes; Public Works salt shed doors;

CDBG matching funds for demolitions; administration IT improvements; a document imaging program; municipal center building repairs; and a police patrol car.

Mr. Kirsch motioned to authorize the borough manager to make the budget available for public display at the municipal center and library; Ms. Randazzo seconded; all in favor; motion carried.

Community Activities/Planning & Codes – Ms. Kovach announced the 2nd Annual Cookie Walk will take place on Saturday, December 15th from 1:00 p.m. to 4:00 p.m. in the downtown area. Mrs. Claus will be at the Sweet Stop along with photos with Santa. Gracious Living donated a Christmas tree, and carolers will be performing. A business Christmas decorating contest is also planned, and the police department will be collecting new toys for “Presents from Police” to be distributed to Children’s Hospital.

Ms. Kovach plans to create a volunteers forum with parents from Myrtle Avenue Elementary to assist with the borough’s 100th year anniversary and other CSRC events.

Library – Ms. Randazzo reported that State Representative Dan Miller will host a Town Hall Meeting on November 28th at 7:00 p.m.

The library board will meet on November 29th at 6:30 p.m.

Breakfast with Santa tickets are on sale for December 8th at 10:00 a.m.

SHACOG: The agenda contained the minutes of the November 15, 2018 board meeting.

ABCA – Ms. Kovach attended the quarterly meeting, however no new legislation is proposed at this time.

Chief Truver, Mayor Baumgarten and Ms. Kovach plan to attend the general membership meeting on December 6th.

Manager: Mr. Hartswick presented the line of credit proposal from Dollar Bank as discussed in the finance section of the meeting. Mr. Kovach motioned to authorize the appropriate officials to execute the acknowledgement to commence discussions based on the proposal; Mr. Swisher seconded; all in favor; motion carried.

Mayor: Mayor Baumgarten noted that many letters are received by the police department from residents thanking them for their assistance.

Planning Commission: Council acknowledged receipt of the August 20, 2018 meeting minutes.

Public Comment:

Russell McKibben, 1456 Highland Villa – questioned if the line of credit was done through a bidding process. Mr. Hartswick answered that Dollar Bank is the borough’s official depository; therefore, the line of credit was not bid.

Mr. Heckmann closed public comment.

Other: Ms. Kovach is creating a Secret Santa group for residents of Gracious Living. Any interested party can contact Ms. Kovach at 412-531-7275.

Mr. Heckmann stated that council will hold an executive session after this meeting to discuss personnel issues.

Ms. Kovach motioned to adjourn; Mr. Swisher seconded; all in favor; motion carried.

Approved as presented this 10th day of December, 2018.

Thomas C. Hartswick
Borough Manager

Mark J. Heckmann
President