

**CASTLE SHANNON BOROUGH  
MINUTES OF REGULAR MEETING**

February 12, 2018

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

The minutes of the January 22 2018 Council Meeting were presented. Mr. Kirsch motioned to approve the minutes; Mr. Swisher seconded; all in favor; motion carried.

Mr. Heckmann officially opened the public comment section of the meeting, and turned the meeting over to Chief Truver for a special introduction. Chief Truver introduced Officer Justin Majors and welcomed our newest addition to the police force, K-9 Dixon. Dixon was purchased through grant donations from the Ben Rothlisberger Foundation, the Allegheny County District Attorney's Office, and Castle Shannon residents and business owners, Tim and Diane Pawlak. Chief Truver recognized former K-9 officers in the audience, Sergeant James Fleckenstein and Officer Jeff Recker. Officer Majors has been with the department since August of 2013 and has a bachelor's degree in criminal justice from Slippery Rock University and earned his municipal police certification from Beaver County Community College Police Academy. Officer Majors' training includes an elite narcotics training course, and he is a task force officer for the Pennsylvania Attorney's Drug Task Force, and a member of the Pennsylvania Narcotics Officers Association. Chief Truver thanked Officer Majors, his wife and children for taking on this awesome responsibility and police asset.

Officer Majors introduced Dixon, who was born 10/20/2016 and came from the Czech Republic. Dixon was one of thirty dogs selected from 400 that were tested. Dixon completed a six week training program before being paired with Officer Majors for an additional six week training program through Shallow Creek Kennels focusing on narcotics detection, building and area searches, tracking, and criminal apprehension. Dixon is very friendly and Officer Majors invited audience members to meet and pet him. Mr. Heckmann noted that Dixon plans to visit the Community Library of Castle Shannon for a program in the near future, and thanked all the police officers who attended the meeting in support of the K-9 program and for their work in protecting the borough.

Mr. Hartswick then presented a clock to Mr. Heckmann and Mayor Baumgarten received from the Pennsylvania State Borough's Association in appreciation for the borough's membership and support.

Trinette Kerns, Gracious Living – offered the use of the Gracious Living parking lot for a K-9 demonstration for the Bark on Park event.

The public comment section for agenda items was closed.

**Bid Openings:** Mr. Hartswick presented the SHACOG bid tabulation report for CD 43 demolitions opened on January 19, 2018. Ms. Kovach motioned to accept the Base Bid of \$10,143.33 for 3473 McRoberts Road and Add Alternate No. 2 for \$10,143.44 for 3236 May Street from Jadell Minniefield Construction Services, Inc. and reject Add Alternate No. 1 for 3141 McRoberts Road; Mr. Warhold

seconded; all in favor; motion carried. The property demolition of 3141 McRoberts Road was rejected since the UCC Board of Appeals extended the property owner's time frame to renovate the building.

Ms. Randazzo motioned to approve the bid from Sparq Designs for website development of \$9,250 and monthly hosting services of \$15 per month; Mr. Swisher seconded; all in favor; motion carried.

Mr. Warhold motioned to award the bid for data base development for property and inspection activities to GeoDecisions for \$26,140 with a \$500.00 annual fee; Ms. Kovach seconded; all in favor; motion carried.

**Civil Service Commission:** Ms. Kovach motioned to approve the minutes and annual report of the Civil Service Commission and adopt the recommended rule changes to sections 203 and 207 to bring CSCS Rules into compliance with the Borough Code; Mr. Swisher seconded; all in favor; motion carried.

**Real Estate Tax Collectors Report:** Ms. O'Malley reported that borough real estate tax bills will be mailed out this week.

### **Council Committee Reports:**

Mr. Heckmann announced that Mr. Swisher and Ms. Randazzo have been appointed to the borough's personnel committee to address grievances and personnel issues.

**Public Relations/Communications** – Mr. Heckmann requested a motion to adopt the current edition of "Roberts Rules of Order Newly Revised" to govern the procedures for all meeting of Borough Council in all matters to which they are applicable and in which they are not inconsistent with any applicable law or special rules of order that may be adopted by Borough Council. Mr. Kirsch made the motion; Ms. Randazzo seconded; all in favor; motion carried.

A Future's Forum will be held at the library in April, and the new website redesign will be presented to the public for comments at this meeting.

**Building & Grounds/Public Works** – Mr. Oates reported that the public works department has been making minor repairs at the borough offices and ceilings.

Mr. Oates stated that the recent unexpected snowfall required a 4:00 a.m. callout to clear the roadways. Mr. Heckmann added that the drivers do a fantastic job on winter road maintenance. Mr. Hartswick noted that rock salt went at 46 cents per ton and is now at \$70.20 per ton.

**Public Safety/Fire** – The agenda contained the January reports.

**Finance** – Mr. Swisher reviewed the check registers for January 12<sup>th</sup>, 19<sup>th</sup>, 26<sup>th</sup> and February 9<sup>th</sup>.

**Community Activities/Planning & Codes** – Mr. Warhold reported that Community Day plans are ahead of schedule.

Mr. Warhold announced that the borough received a Penndot Multimodal Grant for \$1.59 million for Phase II of Streetscape Improvements, and he thanked Senator Fontana, Representative Miller, and the Department of Community and Economic Development for their support on this project.

The Castle Shannon Revitalization Corporation appointed Mr. Ryan Norris as Main Street Manager and will work on fundraising, adding community events, promoting the Shop Shannon program, and assisting with website and promotions for local businesses. In addition, a virtual mall is proposed for local businesses, and a business association will be organized. A Brewfest fundraiser is planned this summer with Mindful Brewing.

Bill Fontana, Executive Director of the Pennsylvania Downtown Center, will be invited to address council on the Main Street Program.

Mr. Warhold provided information regarding a Railvolution Conference at the Pittsburgh Convention Center in which Castle Shannon will play a part.

Mr. Warhold also referenced the Castle Shannon Revitalization Corporation's part in accepting the Ben Rothlisberger Grant for the K-9 dog.

When CSRC was formed, the downtown area of Castle Shannon was 67% vacant. Ten businesses now occupy properties that were vacant: Everyday Eclectic, Kate McKenna Real Estate, Lana Vita, Shannon Sweet Stop, McCarrell's Notary, Poor Johnny's, Drawbridge Games, Kabob G. Grill, Ritzy Mama and Muddy Paws. At least six businesses plan to participate in Façade Grant program.

Mr. Heckmann noted that the borough has received designation as a Banner Community for the fifth year in a row. The award is through the Allegheny League of Municipalities.

Mr. Heckmann recognized Louise Larkin from State Representative Dan Miller's Office who outlined several upcoming free programs: Economic Development Roundtable - February 26<sup>th</sup>; Child Support Panel Discussion - March 6<sup>th</sup>; Disability Summit - March 22<sup>nd</sup> & 23<sup>rd</sup>; Internet Safety for Parents - April 4<sup>th</sup> at the Keystone Oaks High School. Event pamphlets are available at the municipal center.

**Library** – Ms. Randazzo thanked Mr. Heckmann and Mr. Oates for attending the February board meeting.

Options and funding strategies are being researched for additional lighting upgrades.

The library's custodian resigned in January, and applications can be submitted at the library for the position. Custodian hours are from 10:00 a.m. to 2:00 p.m. on Monday, Wednesday and Friday.

New IRS tax forms will be forthcoming, and the library's state report is due March 2<sup>nd</sup>.

**Police Pension/Non-Uniformed Pension** – The agenda contained the Fourth Quarter 2017 reports. Mr. Hartswick stated the investments did well.

**Junior Council Person:** Mr. Mastandrea reported that Harbor Freight and Edcorps provided a \$1,000 technology grant to the woodshop class to teach marketing and shipping.

The Keystone Oaks Girls' Basketball Team is section champions for 4A two years in a row.

**Manager:** Mr. Hartswick presented Resolution #654 requesting a Pennsylvania Small Water and Sewer Grant in the amount of \$170,000 from the Commonwealth Financing Authority for a South McCully Sewer Repair Project. Mr. Oates motioned to adopt Resolution #654; Mr. Swisher seconded; all in favor; motion carried.

Mr. Hartswick described House Bill 914 to allow boroughs, first class townships and third class cities to initiate storm water fees without establishing a municipal authority. Ms. Kovach motioned to authorize the borough manager to submit a letter of support to Senator Fontana; Mr. Warhold seconded; all in favor; motion carried.

Mr. Hartswick presented Resolution #655 – a concurring resolution to apply for a \$250,000 grant through the Community Infrastructure Tourism Fund. Ms. Randazzo motioned to adopt Resolution #655; Ms. Kovach seconded; all in favor; motion carried.

**Mayor's Report:** Mayor Baumgarten commented that he has received many compliments from employees at Baptist Homes on how well the streets are maintained in Castle Shannon during winter storms.

**Public Comment:**

Russ McKibben, 1456 Highland Villa Road – echoed comments that the road department does a fantastic job on the borough streets.

Mr. McKibben reiterated his request to see the bill list or warrant list as a matter of public record. Mr. Heckmann stated that council is considering his request for the new website.

Mr. McKibben was concerned about matching funds for the \$1.59 million streetscape grant. Mr. Heckmann stated that once the formal letter is received and the borough accepts the grant, funding will be explored through banking contacts and bond representatives.

Although the pension investments increased, Mr. McKibben would like to see a better report on the minimum municipal obligations and how they are structured.

Mr. McKibben stated that nine pieces of equipment on the Hamilton Road project have not moved in two months. A.R. Builders Company has subcontracted out the site work to Santos Berarducci. Mr. McKibben believes they have failed to initiate or pursue construction under section 615.2 of the Land Development Ordinance. Mr. McKibben added that if the borough fails to initiate the construction company's failure, we also have a failure of the borough to comply. Mr. McKibben questioned what the borough is doing to make sure that work progresses on this project. Mr. Hartswick has weekly discussions with the site manager, who advises that they cannot work on the site because of soil conditions at this time. Mr. McKibben asks that the borough do something about this project. Mr. Heckmann will contact the site manager this week.

Mr. Heckmann closed the public comment period.

**Other:** Ms. Kovach read a letter from Barry Cassidy commending Mr. Warhold for meeting with local legislators to promote the benefits of the multimodal grant, and expressing appreciation for Mr. Warhold's dedication to this streetscape program and revitalization projects for Castle Shannon Borough. The grant award is Mr. Warhold's hard work coming to fruition.

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

Approved as presented this 26th day of February, 2018.

---

Thomas C. Hartswick  
Borough Manager

---

Mark J. Heckmann  
President