

**CASTLE SHANNON BOROUGH  
MINUTES OF REGULAR MEETING**

April 13, 2020

The April 13, 2020 meeting of the Castle Shannon Borough Council was held as a virtual meeting using Zoom Meeting technology in compliance with the disaster emergency proclamation of the Governor of Pennsylvania related to the coronavirus pandemic, including the closure of non-essential businesses, stay-at-home order and social distancing directives.

Prior to the start of the meeting, Mr. Heckmann stated that we are thankful that people are largely safe from this pandemic and that the borough has still been able to provide good, quality service to our constituents. We appreciate everyone ability to contribute to public safety both in their homes and activities.

The following elected officials were present: R. Astor; M. Heckmann; N. Kovach; J. Maloney; B. Oates; M. Randazzo; D. Swisher; D. Baumgarten; E. O'Malley. The following appointed officials were present: T. Hartswick, Borough Manager; K. Truver, Police Chief; P. Vietmeier, Codes Official; D. Biondo, Solicitor.

The minutes of the March 9, 2020 Council Meeting were presented. Mr. Astor motioned to approve the minutes; Ms. Randazzo seconded; all in favor; motion carried. The March 23<sup>rd</sup> meeting was cancelled due to the COVID 19 situation.

Mr. Heckmann opened the public comment section for agenda items. Mr. Heckmann will address the online public comments received at the second public comment section of the meeting.

**Real Estate Tax Collector:** Ms. O'Malley reported March collections of \$1,402,452.36, with a year to date total collected of \$1,791,654.19.

Ms. O'Malley received a letter from a resident requesting if school taxes would be pro-rated because of the school closures. This letter will be forwarded to Keystone Oaks School District.

Due to the coronavirus, the tax collector has been working remotely from home with tax payments and correspondence being distributed via borough personnel. An exterior drop box is available at the municipal center for payments.

**Council Committee Reports:**

**Public Relations/Communications** – Mr. Heckmann stated that the municipal offices remain closed to the public, however personnel is available by email, telephone and standard mail.

Mr. Heckmann thanked residents for observing the stay at home recommendations and supporting small businesses. The borough purchased and delivered 200 signs as a reminder to “Stay Home/Save Lives”.

Mr. Heckmann expressed his thanks to all the essential workers, i.e. medical personnel, grocery employees, and food service for keeping things running.

Mr. Heckmann publicly acknowledged Janell Filson for spearheading the mobile Easter Parade which included teachers, fire department trucks and police department vehicles. It was a very uplifting event for the community.

**Building & Grounds/Public Works** – Mr. Oates reported that the Public Works crew is working and observing distancing and safe practices in disinfecting trucks and equipment.

The new frontend loader was received and ready to go.

Two quotes were received for masonry restoration at the municipal center which is needed to stop rainwater infiltration into the police department. Ms. Kovach motioned to approve the quote from MARSА for \$13,200; Mr. Oates seconded; all in favor; motion carried.

One quote was received for a public works garage door placement. Four additional businesses were contacted; however, they were unable to provide quotes. Ms. Randazzo motioned to approve the proposal from Warren Door for \$23,674.00; Ms. Kovach seconded; all in favor; motion carried.

The borough advertised for sealed bids for landscaping services. Two bids were received. Ms. Kovach motioned to award the bid to the lowest responsible bidder – Pittsburgh Lawn Care for \$15,080 annually for 2020, 2021 and 2022; Mr. Maloney seconded; all in favor; motion carried.

**Public Safety** – Ms. Kovach thanked the police and fire departments for their assistance in this time of crisis.

Chief Truver stated that the department’s Crimewatch site is available to keep residents informed of coronavirus updates from the county, state and federal governments. Thanks to Christina Morrow for parroting the information onto the borough’s Facebook page and website.

Chief Truver presented Resolution #686 – Adopting the 2020 Borough of Castle Shannon Emergency Operations Plan. Ms. Kovach motioned to adopt Resolution #686; Ms. Randazzo seconded; all in favor; motion carried.

Ms. Kovach motioned to adopt Resolution #687 – Declaration of Disaster Emergency due to the coronavirus. Mr. Heckmann called for a roll call vote: Ms. Randazzo, Mr. Maloney, Mr. Astor, Ms. Kovach, Mr. Oates, Mr. Swisher and Mr. Heckmann voted yes. Motion passed unanimously.

Ms. Kovach motioned to ratify the sale of a surplus (as is) 2014 Ford Explorer to the higher bidder, Yousef Dabbagh for \$4,1268; Mr. Oates seconded; all in favor; motion carried.

Mr. Oates motioned to set the value of a 2013 Ford Explorer SUV K-9 vehicle at \$5,000; Ms. Kovach seconded; all in favor; motion carried.

Mr. Maloney motioned to approve the sale (as is) of the 2013 Ford Explorer K-9 vehicle to the highest bidder - Tiadaghton Valley Regional Police Department for \$6,550; Ms. Randazzo seconded; all in favor; motion carried.

**Finance** – Mr. Swisher viewed check registers of March 13<sup>th</sup>, March 20<sup>th</sup>, March 27<sup>th</sup> and April 3<sup>rd</sup>. Mr. Swisher questioned a bill from Campbell, Durrant and Beatty. Mr. Hartswick answered that invoice was for labor counsel services. Mr. Swisher also questioned an invoice from Cody Systems cloud transition. Chief Truver answered the invoice was for moving the police records management to a cloud-based server. Ms. Kovach motioned to approve the bills; Mr. Swisher seconded; all in favor; motion carried.

**Community Activities/Planning & Codes** – Ms. Kovach regretfully reported that the 2020 Community Day and Memorial Day Parade will be cancelled due to the coronavirus pandemic. Council believes it is prudent to cancel both events in accordance with Governor Wolf’s mandate for social distancing. Borough Council’s main concern is the safety of our residents.

Ms. Kovach added that the Summer Recreation Program is pending and will be re-evaluated upon social distancing recommendations. The summer recreation director position remains vacant.

Ms. Kovach reported that the CSRC Spring Stream Clean Up event planned for April 25<sup>th</sup> is cancelled, and planning for street events for Party-on-Park are on hold.

Mr. Vietmeier expressed his gratitude for the purchase of the GeoDecisions Program that was purchased last year. This web-based program has allowed the continuation of all facets of the Codes Department to work effectively. Mr. Vietmeier continues to perform inspections on vacant properties for home sales.

Mr. Vietmeier commented that the restrictions that Waste Management has placed on collections (no bulk items or yard waste) has resulted in multiple residential warnings to remove items from the curb and store until the restrictions are lifted.

**Library** – Ms. Randazzo sadly reported that Donelle Mayausky’s father, Donald Tarzia passed away on March 29<sup>th</sup>. Donelle has been an employee of the library since 2003.

Consistent with Governor Wolf’s efforts to slow the spread of the COVID-19 virus, all public libraries across Pennsylvania have closed until further notice. Libraries will be developing a process to reopen and procedures to keep staff and patrons safe.

The book return is also closed; and overdue fines will not be incurred. Access to many materials can be found through the eiNetwork.

The Friends of the Library Flea Market has been cancelled.

Many staff members have been working virtually on social media and websites. Storytime and programming is being provided when possible.

Ms. Randazzo noted that Regional Asset Distribution funding will be affected by the pandemic. This is an important revenue source for the library. Fortunately, the library has prepared and has a positive fund balance that will assist with the current closure.

**MRTSA** – Mr. Heckmann noted that virtual board meetings are planned. MRTSA is looking for resources at this time, i.e. resident subscriptions and spare equipment such as face masks, body wear, protective gloves, face shields, etc.

Frank Tropiano of Soli Construction donated some equipment. Gloria Horn contributed face masks to the police department. Patricia D’Amico made face masks for the public works department.

To keep first responders safe, Allegheny County 911 call center is screening calls. Many COVID symptoms are mild, and residents should contact their health care provider before calling for an ambulance transport.

**Manager’s Report:** Mr. Hartswick requested that council ratify approval to award a demolition contract for 1215 Prospect Avenue for \$11,000 through SHACOG. Mr. Astor made the motion; Mr. Maloney seconded; all in favor; motion carried.

Mr. Hartswick, Mr. Vietmeier, Mr. Ausman and Mr. Stanton will be conducting a walkthrough inspection on the Ellison Place Townhome Project on April 15<sup>th</sup>.

**Solicitor’s Report:** Mr. Biondo reported that a lawsuit has been filed by the Spencers and Rohe families regarding a landslide. The case is being handled by the borough’s insurance carrier.

Mr. Biondo also reported that a Right-to-Know request was received from an attorney relating to a lawsuit filed by Sherwin Williams against AR Building and Santo Berarducci. The borough is not a party to that lawsuit.

**Mayor’s Report:** Mayor Baumgarten stated that due to the probability that RAD funding and EIT income will be reduced, money from the capital fund could be reallocated.

Mayor Baumgarten plans to participate in a conference call with Senator Casey and other Allegheny County Mayors to discuss local needs and requests.

Mr. Heckmann stated the borough’s state representatives have hosted virtual meetings with local board members to educate them on the activities at the state level. Ms. Randazzo commented that State Representative Dan Miller held a excellent call that was very educational and provided important information.

**Public Comment:** Mr. Heckmann received three public comment submissions from the website.

Joann Strain, 1056 Hastie Road – had concerns regarding storm water runoff onto her property. Borough representatives will review the site.

Dan Collins, 1413 Highland Villa – requested if the public could join in the COVID 19 zoom meetings via a shared link. Mr. Heckmann responded that currently the meetings will be broadcast after the fact via the posted minutes. Although opening the meeting to residents could propose logistical and bandwidth difficulties, council will try to accommodate this request in the future.

Linda Daube, 3520 Rosalia – had data processing requests for properties. Mr. Vietmeier will contact the resident.

**Other:** Mr. Astor would like information to attend webinars hosted by our legislators.

Ms. Kovach questioned the status of two grant opportunities for gym renovations provided to Mr. Hartswick. Mr. Hartswick replied that we are not eligible for one of the grants, and he is investigating the options of the second.

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

Approved as presented this 27th day of April 2020.

---

Thomas C. Hartswick  
Borough Manager

---

Mark J. Heckmann  
President