

**CASTLE SHANNON BOROUGH  
MINUTES OF REGULAR MEETING**

May 11, 2020

The May 11, 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.

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; D. Biondo, Solicitor; P. Vietmeier, Codes Official.

The minutes of the April 27, 2020 Council Meeting were presented. Ms. Randazzo motioned to approve the minutes; Mr. Swisher seconded; all in favor; motion carried.

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 April collections of \$1,494,610.61. Year to date collections are \$3,309,996.79, which is an 85% collection rate.

**Council Committee Reports:**

**Public Relations/Communications** – Mr. Heckmann announced that due to COVID 19, Memorial Day and Community Day borough events have been cancelled. Allegheny County is planning a virtual Memorial Day celebration. Any resident can go to their local Veteran's Memorial site or monument and make a video recording to submit. Mayor Baumgarten will be in contact with Chuck Christ to submit a video through Allegheny League of Municipalities.

**Building & Grounds/Public Works** – Mr. Oates reported that the Public Works crew is planning to obtain material to patch potholes.

Storm sewer inlets are being reviewed for repairs.

Grass cutting continues for cartways and vacant properties.

**Public Safety** – Ms. Kovach noted that it is National Police Week to honor police officers killed in the line of duty. Patrol cars have blue ribbons and officers are wearing mourning bands.

Castle Shannon Boulevard will be under construction this week with traffic restrictions.

St. Annes Carnival has been cancelled due to the pandemic.

Castle Shannon Revitalization Corporation received an extension of the Façade Grant program.

Mr. Heckmann discussed with Fire Chief Bill Reffner the lack of income from the parking lot due to business closures. Upon the fire department's request, Ms. Kovach motioned to approve the annual donation of \$25,000 to the fire department for training and an additional \$5,000 this year for vehicle maintenance and repairs; Mr. Maloney seconded; all in favor; motion carried.

**Finance** – Mr. Swisher reviewed the check registers for April 30<sup>th</sup> and May 7<sup>th</sup> and had questions regarding two invoices for backhoe repairs. Mr. Hartswick will provide additional information on the invoices.

Mr. Heckmann stated that in light of the challenges that local, state and federal governments are experiencing with rapid unemployment and other COVID complications, the borough will try to model any anticipated shortfalls in revenue to adjust budgets in the third and fourth quarters of this year to enable to continue to provide the quality of service we provide and are able to adapt to the financial reality of a very slow economy.

**Community Activities/Planning and Codes** – Mr. Vietmeier reported that three new businesses would be opening soon: a hair salon, a computer repair shop, and Hemlock Homes in the Antique Mall.

**Library** – Ms. Randazzo stated the framework for safely opening the library is under review. Ms. Myrah has purchased a touchless thermometer. Ms. Randazzo thanked Pat D'Amico for making masks for the library employees. Mr. Heckmann offered the assistance of the public works department for installation of required safety equipment.

Librarians and staff are working on virtual programming with story-time and crafting on Facebook. In addition, the staff has been attending webinars, sending personal notes to patrons. Wifi is available in the parking lot.

**Manager's Report:** Mr. Hartswick discussed a request from A&R Builders to release \$9,937 from the performance bond for the Castle Court project. The borough engineers recommended approval of the request. It was noted that the contractor completed installation of significantly more trees and plants than specifications on landscaping plan. Ms. Kovach motioned to approve the proposed performance bond reduction; Mr. Astor seconded; all in favor; motion carried.

Mr. Heckmann noted that public works installed plants along the boundary between Hamilton Park and Castle Court.

**Mayor's Report:** Mayor Baumgarten read a proclamation naming May 10-16, 2020 as National Police Week, and designated May 15, 2020 as Peace Officers' memorial day.

Mayor Baumgarten listed concerns about domestic problems or child abuse not being identified or reported because of the stay at home orders for COVID 19.

**Solicitor:** Mr. Biondo stated that a right-to-know request was denied for police records. An appeal has been filed to the Office of Open Records.

There has been no further action on previous litigations reported regarding a landslide and a fallen tree.

**Public Comment:** Mr. Heckmann received one public comment submission from the website.

Annie Shaw, 528 Glenn Shannon Drive – asked about the status of a chicken ordinance. Mr. Vietmeier will continue to work on the ordinance and advised that resulting rodent problems should be considered.

**Other:** Mr. Heckmann announced that council will not be meeting on Memorial Day, May 25<sup>th</sup>.

Allegheny County will be transitioning on May 15<sup>th</sup> to the yellow phase of Governor Wolf’s COVID-19 reopening plan. The municipal center will remain closed to the public for the near future. Municipal building and park openings will be shared via social media.

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

Approved as presented this 8th day of June 2020.

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Thomas C. Hartswick  
Borough Manager

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Mark J. Heckmann  
President