

**CASTLE SHANNON BOROUGH  
MINUTES OF SPECIAL MEETING**

March 15, 2021

The March 15, 2021 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: M. Randazzo; R. Astor; N. Kovach; J. Maloney; B. Oates; D. Swisher; D. Baumgarten; E. O'Malley. Council President M. Heckmann was absent. The following appointed officials were present: K. Truver, Police Chief; P. Vietmeier, Codes Official; D. Biondo, Solicitor; A. Lyda, Junior Council Representative; L. Miller, Acting Manager.

**Public Comment:** No comments were received on agenda items.

**Appointment of Borough Manager:** Ms. Randazzo stated that the personnel committee was comprised of volunteers from borough council and has been working diligently. Ms. Randazzo described the hiring process. The committee met January 3, 2021 and reviewed the job description and qualifications. The advertisement for the position was published on January 10<sup>th</sup>, and resumes were accepted until January 29<sup>th</sup>. Twenty-nine resumes were submitted, and the committee chose the best six candidates for interviews. Five interviews were conducted from February 17<sup>th</sup> to March 2<sup>nd</sup> with one applicant who did not attend their interview.

The committee met and selected the applicants via a rating system. The top candidate chose to withdraw his application due to personal reasons. Ms. Randazzo asked for a motion to authorize the personnel committee to negotiate a contract with the next selected candidate.

Council continued to debate the applicants and required qualifications. When it was determined that no formal action would be taken, the meeting adjourned to executive session to discuss a personnel matter.

Mr. Oates motioned to adjourn; Mr. Maloney seconded; all in favor; motion carried.

Approved as presented this 22nd day of March 2021.

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Loretta J. Miller  
Acting Manager

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Mark J. Heckmann  
President