

**CASTLE SHANNON BOROUGH
MINUTES OF REGULAR MEETING**

April 12, 2021

The April 12, 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. Heckmann; M. Randazzo; R. Astor; N. Kovach; J. Maloney; B. Oates; D. Swisher; D. Baumgarten; E. O'Malley. 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.

The minutes of the March 15, 2021 Council Meeting were presented. Ms. Kovach motioned to approve the minutes as presented; Mr. Maloney seconded; all in favor; motion carried.

The minutes of the March 22, 2021 Council Meeting were also presented. Mr. Astor motioned to approve the minutes; Mr. Maloney seconded; all in favor; motion carried.

Public Comment – Agenda Items: No comments were received.

Bid Openings: Ms. Kovach motioned to accept the bid results from the SHACOG Spring Commodities 2021 bid opening; Ms. Randazzo seconded; all in favor; motion carried.

Real Estate Tax Collector: Ms. O'Malley reported March real estate tax collections of \$971,142.13 for a year-to-date total of \$1,267,714.35. Ms. O'Malley advised that the discount period ends April 15th.

Council Committee Reports

Public Relations/Communications – Mr. Heckmann discussed the RecShare Program the borough initiated to provide access for our residents to neighboring community amenities. Due to COVID restrictions and the cancellation of Memorial Day and Community Day, funding for those events can be repurposed for recreation. Initially, the borough has partnered with Dormont to provide a borough family, couple or single resident a discount of 50% off a season pool pass. The borough will be invoiced for the balance of the pass. Interested residents should call 412-561-8900 to register. We look forward to expanding the RecShare Program to other communities.

Mr. Heckmann addressed a resident's request for contact information for council members. A survey was distributed to our elected officials to obtain their comfort level of providing contact information. Some measure of additional contact information could be provided.

Partial grant funding was approved for the Hamilton Park Lower Trail project. Council extends its thanks to Senator Fontana for advocating on our behalf.

Engineers are finalizing the Six Parks Master Plan. This was a grant funded project to review all the amenities of the parks and plan for future improvements. The information will be syndicated to the public for comment when available.

A streetscape meeting will be posted in April. The project includes new sidewalks, street furniture, planters, lighting, signing, etc. The engineer's recorded presentation will be available and will include a survey for residents to share public feedback.

Employment listings for public works and summer recreation were posted on social media and our website. The summer recreation program is pending upon the availability to provide staffing and the receipt of the school district's calendar end date. Residents are encouraged to apply for these open positions.

A grant funded sanitary sewer pipelining project on Connor Road/South McCully will be commencing this year.

Additional storm water inlets will be installed on Killarney Drive to help management of discharge water and alleviate flooding.

The scorer's shed for the Municipal Center Ballfield is under construction with the addition of external steps.

The borough has many paving projects proceeding this year. The 2021 Road Improvement Program has seven road segments scheduled for paving. In addition, a great number of roads are being paved due to water company construction projects from 2020.

Borough staff are vetting adoption of a 311-phone app for residents to report a maintenance issue or quality of life violation to the borough from their cell phones.

Building & Grounds/Public Works – Mr. Maloney motioned to approve the sale of a surplus 52" Ferris zero turn lawn mower to Rochester Borough for \$1,000.00; Ms. Randazzo seconded; all in favor; motion carried.

Mr. Maloney reported that public works will be mulching areas in borough parks this week. They continue to clean and televise sewer lines.

The crack sealing machine is being repaired in order for public works to continue their crack sealing program.

Infield mix and a new home plate were installed at the Municipal Center Ballfield. Hamilton Park's Pony Field received new infield mix also. Baseball season for CSYA starts next week. Mr. Heckmann thanked public works for their work on improving the restrooms used by CSYA.

Ms. Kovach asked where the borough position for public works was being advertised. Ms. Miller answered the information was posted on the borough website and Facebook pages. Applications are available at the Municipal Center. Four applications have been received.

Public Safety – Mr. Astor announced that the Castle Shannon Volunteer Fire Department had multi-station training. Volunteers from several nearby stations attended and performed evolutions on essential skills. The training gave personnel the chance to work together prior to a mutual aid emergency.

The next social event is the Father’s Day Food Truck Festival on June 20th.

Chief Truver advised that Castle Shannon Boulevard is closed to Poplar for milling and street repair on April 13th and 14th.

Port Authority is working on tracks at Willow Avenue and Castle Shannon Boulevard between midnight and 4:00 a.m. Once completed, Port Authority will then work at the Grove Road and Willow Avenue section in the evenings.

Chief Truver presented Resolution #695 - Adoption of the Allegheny County 2020 Hazard Mitigation Plan. The municipalities contributed to information in the county plan through a contractor. Adoption of the plan allows for hazardous mitigation funding in the event of an incident. Mr. Astor motioned to adopt Resolution #695; Ms. Kovach seconded; all in favor; motion carried.

Mr. Heckmann thanked the CSVFD for sponsoring the Easter Bunny Parade through the borough on the green fire truck. Chief Truver noted that the Bunny Parade idea was the brainchild of Janell Filson, who presented the idea last year when COVID started.

Mr. Heckmann also thanked the CSVFD for hosting the COVID vaccine site. New eligibility guidance is available for all adults.

Finance – Mr. Swisher reviewed the check registers for March 26th, March 31st and April 9th and had no further questions.

Community Activities/Planning and Codes – Ms. Kovach announced the CSRC Spring Saw Mill Run Stream Cleanup is scheduled for April 24th. Volunteers will meet on James Street at 9:00 a.m. It is a fun activity. Mr. Heckmann suggested that volunteers bring wading boots if they have them.

Library – Ms. Randazzo reported that the library has limited services, i.e., curbside and lobby pickup, one hour computer appointments, 30-minute browsing appointments, and fax/scan/print/copy services.

April 4th through 10th was National Library Week. Staff hosted pop-up book events at locations throughout the borough.

April 7th is Library Giving Day through the Allegheny County Library Association. Donations were very much appreciated.

The next virtual book discussion will be April 29th.

The library board meeting of April 9th was lightly attended. Ms. Kovach asked if all board positions were filled. Ms. Randazzo answered that the hiring of a Children’s Librarian is their first priority. The board can then schedule interviews for a board vacancy position.

Friends of the Library are planning a book sale in mid-May. All COVID safety protocols will be utilized.

MRTSA – Mr. Heckmann advised that the board is close to hiring an Operations Chief. It has been a long and arduous search. Otherwise, staffing has been very good and quite diverse.

SHACOG – Mr. Oates announced that the next SHACOG Board of Directors meeting will be held on April 15th.

ACBA/ALOM: Ms. Kovach announced that the ALOM annual conference will be held at Seven Springs from June 17th to June 20th. Some educational sessions will include: 1) Latest Resources and Information on Economic Recovery; 2) Short and Long Term Financial Planning; and 3) Sewer & Water Challenges and Solutions. Ms. Kovach advised that one day registrations are available and encouraged borough officials to attend.

Manager: Ms. Miller presented a Section 125 plan modification to increase dependent care flexible spending arrangement from \$5,000 to \$10,500 pursuant to the American Rescue Plan Act of 2021. Ms. Randazzo motioned to adopt the plan changes; Mr. Maloney seconded; all in favor; motion carried.

Mr. Heckmann noted that the American Rescue Plan Act of 2021 has provided local governments with funding allocations. Castle Shannon was awarded up to \$812,299.34 through the program.

Mr. Heckmann described the purpose of a wayfinding program to create stylized signage to assist in navigating the town. The proposal will allow for neighborhood branding of signage for welcome signs, park signs, identifying districts (such as downtown) and parking availability, and signage for municipal buildings such as the library, municipal center, and public works garage. Ms. Kovach noted that this proposal was listed in the 2021 budget. Ms. Kovach motioned to approve a proposal from KMA Design to provide an analysis of existing conditions, and to design and plan a new wayfinding program; Mr. Astor seconded; all in favor; motion carried.

Ms. Miller presented The Bradley Partnerships proposal for a human resource audit to ensure federal and state compliance of employment and labor laws. Mr. Heckmann noted that every year the borough has a financial audit completed; however, a review of the human resources practices has not been completed. Ms. Kovach motioned to accept the proposal; Mr. Oates seconded; all in favor; motion carried.

MS4: Ms. Miller, Mr. Vietmeier and Mr. Stanton continue to work with Penn State University students on a capstone project. The borough receives credit for assisting in an educational opportunity. The students are creating an engineered detention pond in one of the residential developments.

The borough is awaiting approval from DEP for a Pollution Reduction Program required for MS4 compliance. The project is to clean out debris and restore 300 feet of the stream bank of Saw Mill Run Creek from Canal Street to James Street.

Mayor's Report: Mayor Baumgarten stated that he has received many favorable comments from visitors to the CSVFD vaccine site about the kind and caring police officers from Castle Shannon. It was also noted that MRTSA personnel are in attendance and very much appreciated.

Mayor Baumgarten reported that a recent traffic stop in Castle Shannon resulted in the confiscation of a large amount of drugs and drug paraphernalia. Route 88, as a main thoroughfare of the borough, is bordered by the City of Pittsburgh and numerous south hills municipalities. The police department is very active along that corridor resulting in many arrests for DUI and drug violations. The mayor is very proud of the police department officers and their commitment to keeping the borough safe.

Junior Council Member: Ms. Lyda was happy to report that almost all staff members have been vaccinated. Some upper classmen are also getting vaccinated.

Referring to the possible school end of year timeframe, the date should be set in the next few weeks.

Public Comment: Mr. Heckmann responded to two written submissions on the website.

Nancy Dempsey, 4214 Willow Avenue – asked for council to consider replacing the playground equipment at lower Hamilton Park. There are many events held at this pavilion and nothing for younger children to do. Mr. Heckmann stated the equipment was removed for safety issues and agreed with Ms. Dempsey that this is a highly rented pavilion area. Council is keen on finding age-appropriate equipment for children. The Six Parks Master Plan should be received this month and will help determine where best to locate resources such as additional park equipment. Residents will be provided access to the report and the opportunity to provide public comment.

Michele Mooney, 3747 Myrtle Avenue – would like to have more food truck events in the borough similar to Bethel Park. Mr. Heckmann noted the CSVFD's Fathers' Day event for June 20th. Ms. Kovach added that the Castle Shannon Revitalization Corporation is looking into sponsoring these types of events.

Janell Filson, 3251 Waverly Street – asked if the library will be reopening for the public with standard hours. Ms. Randazzo answered the reopening is on the horizon in the near term. Children's programming will continue virtually through May.

Ms. Filson noted a hard to recycle event posted on Facebook and asked about bulk item pickup for the borough. Ms. Miller noted that larger bulk items like furniture and appliances can be placed out for pickup, however residents should call Waste Management to advise if large items will be discarded.

Ms. Filson noted road markings on Waverly Street. Ms. Miller identified the colored markings and will check PA One Call reports to identify the project type.

Raeann Lindsey, 3114 Home Avenue – noted that at a prior meeting, residents were questioning contact information for council members and questioned why council does not have public email addresses. Mr. Heckmann stated that a survey was circulated to the elected officials asking their preference for providing contact information. Mr. Heckmann added that many people have multiple email addresses and phone numbers (both work and personal) and wants to ensure they have visibility on concerns or communications that come to them from the public. All officials replied that they were comfortable providing some contact information for the public. Hopefully, a formal page will be

posted by the end of April with contact information. In the meantime, residents can call the borough building to relay messages to council members.

Ms. Lindsey questioned the status of the manager position opening. Mr. Heckmann stated the candidate search was terminated at the last council meeting. The candidate pool is gone. A new position listing would have to be advertised, and a new slate of candidates fielded. A new process taken under advisement. A new search is not being announced at this time. Ms. Lindsey questioned if the manager's salary is being reallocated for something else. Mr. Heckmann answered that council intends for the position to be filled. Funds would not be reallocated without knowledge of when the search will continue. With the months that have passed, savings on that line item would be expected. Quarterly and semi-annual budget reviews would determine where savings would exist.

Other: No one had other business to discuss. Ms. Kovach motioned to adjourn; Ms. Randazzo seconded; all in favor; motion carried.

Lisa Shartle, 3743 Rebecca Street – asked if additional information would be shared with the public on the 311 app and associated costs. She noted a previous online survey that presented a challenge for the elderly community for residents that do not have access to a computer or cell phone app. Her concern was the cost and needs of the app versus utilizing funds for a playground at Hamilton Park. Mr. Heckmann answered the vendor is SeeClickFix and the program is sold in two formats. A white label format that can brand the app with integrations with the borough website and social media pages is approximately \$5,000 initially with annual maintenance fees. Final pricing has not been received. Ms. Shartle questioned if a committee was looking at the product. Mr. Heckmann responded that the app is being reviewed by department heads to determine if efficiencies can be gained to improve operations within the borough. Ms. Shartle suggested having an email address posted to see if residents would submit these types of concerns electronically, as the incorporation of an app may not be utilized for a community that may not be tech savvy. Mr. Heckmann stated he believes the borough is a very tech savvy community, but there are residents with challenges. He believes that case studies bear out that communities with capacity challenges relating to staffing would benefit from the network effects and to make it easy for residents to log in their concerns. Ms. Kovach noted that any expenditures have to be approved by a full council vote at a formal meeting.

Ms. Shartle noted conversation regarding the Six Parks Master Plan and questioned if this will be shared with the public. Mr. Heckmann answered the report will be presented at a public meeting. The report will also be available for distribution for public comment.

Ms. Shartle asked about the possibility of having in-person council meetings and noted that the school board has open meetings. Mr. Heckmann stated that we are witnessing an increase in COVID cases with a troubling new variant. Daily case reporting from the county is reviewed. Returning to in-person meetings is less accessible since we could not conduct meetings by ZOOM. The council chambers is not calibrated to do both as the room does not have individual microphones for audio clarity. We all look forward to days when in-person meetings can resume.

Nancy Dempsey, 4214 Willow Avenue – had a safety concern regarding an area on Willow Avenue around a bend where high hedges are an impediment to walkers. Mr. Vietmeier noted the only ordinance on hedges pertains to line of sight for vehicular traffic, but he will review the area described.

Janell Filson, 3251 Waverly Street – asked if the borough is limiting the number of families that can participate in the RecShare Program with Dormont Pool. Mr. Heckmann stated we do not have a cap. Funds will be repurposed from budget allocations for Memorial Day and Community Day. Historically, very few Castle Shannon residents purchased pool passes. Data collected from this year will give us an idea as to whether people would utilize some type of water recreation in the borough. Ms. Shartle questioned if Green Tree Pool would be included in the program. Mr. Heckmann answered that the borough will contact Green Tree representatives to assess their interest in the program.

Mr. Heckmann closed the public comment section.

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

Approved as presented this 26th day of April 2021.

Loretta J. Miller
Acting Manager

Mark J. Heckmann
President