

## CASTLE SHANNON BOROUGH MINUTES OF REGULAR MEETING

August 9, 2021

The following elected officials were present: M. Heckmann; R. Astor; M. Randazzo; N. Kovach; W. Oates; E. O'Malley. Council members J. Maloney and D. Swisher were absent; D. Baumgarten joined the meeting later. The following appointed officials were present: D. Biondo, Solicitor; P. Vietmeier, Codes Official. K. Truver, Police Chief and L. Miller, Acting Manager were absent. Junior Council Representative A. Lyda was absent.

The minutes of the July 26, 2021 Council Meeting were presented. Ms. Randazzo motioned to approve the minutes; Mr. Oates seconded; all in favor; motion carried.

**Public Comment – Agenda items:** Mr. Heckmann opened the comment section. Being none; the comment section was closed.

**Real Estate Tax Collector:** Ms. O'Malley announced tax collections for July totaled \$23,694.14, which brings the year-to-date total to \$3,705,435.71. Ms. O'Malley is catching up with Keystone Oaks School District tax payments, and by the end of this week or next, Ms. O'Malley will be up to date.

### **Council Committee Reports:**

**Public Relations/Communications** – Mr. Heckmann announced CDC Guidance Revisions regarding mask requirements. Due to a sharp increase in Delta variant COVID-19 cases, the Borough requires all visitors to the Municipal Building to wear a mask and respect social distancing guidelines. As administrative staff is protected by plexiglass windows, the public is still welcome to enter the building to do their business. Please be aware that Castle Shannon Community Library is also observing the same rules.

The configuration and design of Castle Shannon's new 311 app is near completion. The next step will be a mock-up or proof provided for Council approval, within 2 – 4 weeks. Mr. Heckmann thanked all department heads for their participation in the process, and noted a resident recently came to the Municipal Building to check on the status of a pothole previously reported. The resident offered to send a picture of the pothole she had on her phone but was unable to at this time.

**Building & Grounds/Public Works** – Mr. Bob Ausman reports that the paving contractor selected for Castle Shannon's Road Improvement Program will begin milling approved road segments on Thursday, August 12.

Council approved listing for sale a backhoe at the last meeting. A bid of \$23,600 was received. Mr. Oates motioned to approve the bid price and transaction; Ms. Randazzo seconded; all in favor; motion carried.

Council has been in receipt of information from Public Works Supervisor Mr. Ausman regarding the purchase of a combination sewer cleaning truck. Sanitary and storm sewer cleaning, repair and maintenance per the MS4 mandate require significant amounts of staff time and labor. The purchase of this equipment will result in greater efficiency and less outsourcing. It is anticipated that the cost of a combination sewer cleaning truck will be paid back within the life of the truck.

Mr. Ausman encouraged Council to approve the purchase as soon as possible, as Castle Shannon may be behind on some scheduled pipe and inlet cleanouts.

Mr. Astor asked if the on-board water tank capacity of the new truck was such that a second truck and crew would not be needed to haul water. Mr. Ausman answered in the affirmative – the capacity is 1,200 gallons. Mr. Astor asked if financing this equipment purchase through the dealer was an option, or if the dealer would consider taking used equipment in trade. Mr. Ausman will ask about financing but explained that selling used the used equipment outright would bring in more money than a trade.

Ms. Randazzo inquired about the useful life of the combination sewer cleaning truck. Mr. Ausman estimated approximately 20 years. Ms. Kovach asked if a warranty or maintenance agreement from the dealer was available. Mr. Ausman will provide warranty and maintenance information as quickly as possible so that Council may proceed. The estimated arrival time of the truck is approximately 6 months from the time of Council order.

Mr. Oates asked how frequently Public Works needed to call for outside help. Mr. Ausman answered that while the need was typically infrequent, the Borough has spent more than \$30,000.00 over the last 5 years.

**Public Safety/Fire:** Mr. Astor reports that four new members have joined the Castle Shannon Volunteer Fire Department. The Department is thrilled to report that the new members are extremely motivated, hard-working, and experienced. A group of officers went to the Fire Department Instructors' Conference in Indianapolis, IN, and came back with great information regarding equipment developments, engineering, building codes, and equipment purchasing.

Ms. Kovach offered updates on the CSVFD Food Truck event held July 31<sup>st</sup>. It went quite well, lots of positive reviews from citizens, and the Fire Department and Borough are both looking forward to working together on more events.

Mr. Astor reports that the SHACOG police recruiting efforts garnered 98 applicants. Of that number, there were 20 no shows and 5 departed during the physical portion; 73 applicants will be moving forward.

**Finance:** Council is in receipt of the check registers; however, as Mr. Swisher is absent, they can be approved at a later date.

**Community Activities/Planning & Codes:** Ms. Kovach has coordinated a Party-on-Park event on August 20<sup>th</sup>. Approximately twelve vendors have registered, and excitement is building for in-person events. Planning has started for a fall-themed Party-on-Park in September. Ms. Kovach is hopeful that Community Day can resume in 2022.

Mr. Vietmeier reports that Madsen Donuts has opened; hours are from 6am until the donuts are sold out, Tuesday through Sunday. Jimmy Z's Pizza is very close to opening at Stoner Center, and Nick's Pizza has reopened under new ownership. A pizza or Italian restaurant may potentially be opening on Killarney, and an exercise studio/nutritional shake and supplement bar in the old Poor Johnny's location is scheduled to meet with the Planning Commission.

**Library** – Ms. Randazzo reported that in-person programming has resumed, with lots of options for both children and adults. One example is the Little Free Library Scavenger Hunt, in which participants found clues, located books, and won prizes. Ms. Randazzo believes that it was successful, based on feedback, and is looking forward to seeing how many participated. The Summer Reading Program ends August 13<sup>th</sup> whereupon the kids will win prizes. The Library will have a craft table at the upcoming Party-on-Park event on August 20<sup>th</sup>.

**MRTSA** – Nothing new to report at this time.

**SHACOG** – Mr. Oates will be attending the next meeting on August 19<sup>th</sup> in Elizabeth Twp.

**ACBA** – The AC&WPATC Annual Conference is being held in Erie, PA, October 15-17. To register, please contact Ms. Miller. Mr. Astor may be interested and will check his schedule. The ACBA quarterly meeting is scheduled for September 2.

**Police Pension** – The 2<sup>nd</sup> Quarter Uniformed Plan statement has been received. The portfolio benchmark for the full year of 2020 was 13.3%, while the portfolio achieved 16.45%. The portfolio continues to perform better than expected.

**Non-Uniformed Pension** – The portfolio benchmark for the full year of 2020 was 12.9%, while the actual performance was 14.2%. The portfolio continues to perform better than expected.

**Manager's Report** – Mr. Heckmann reported Council is in receipt of three amendments to the Borough's Section 125 Plan. Ms. Kovach motioned to approve the amendments; Mr. Astor seconded; all in favor, motion carried.

Mr. Heckmann described some of the issues the CSVFD has experienced due to the COVID-19 pandemic, primarily reduced parking revenue and cancelled fundraising events. As having a fully functional Fire Department is in the community's best interest, Council has agreed to transfer money from the Sanitary Sewer Fund to the General Fund in order to increase this year's financial support for CSVFD. Ms. Kovach motioned to approve the transfer; Mr. Astor seconded; all in favor, motion carried.

**MS4** – No report, but Council is awaiting a ruling on the Saw Mill Run project.

**Mayor's Report** – Nothing new to report at this time.

**Planning Commission** – Mr. Biondo reports Planning Commission Meeting Minutes from June 21, 2021 will be approved at an upcoming Conditional Use Hearing.

**Solicitor's Report** – Nothing new to report at this time.

**Keystone Oaks** – Ms. Randazzo stated that masks will be required for in-person classroom instruction this fall when school starts.

**Public Comment Period** – A form submission was received by resident Chris Dulavitch of Arch Street regarding rising sewage fees. Mr. Heckmann responded via email and explained that the state and federal mandates to clean up waterways and separate sanitary and storm sewer systems shifted significant infrastructure costs back to local municipalities. Other costs, such as those for installation, repair, or cleanup can be high as well. The rate increases reflect the enormous responsibility municipalities have taken on in order to comply with regulations and keep waterways clean. ALCOSAN will be accepting responsibility for trunk sewers and pump stations eventually, but it is up to the municipalities to furnish and transfer those assets in good repair to ALCOSAN. Some communities are faring better than others. Mr. Heckmann noted that he knows of a few municipalities for whom over 50% of revenue comes from sewer fees. Council is monitoring the situation closely as regulations are set to become more stringent in the future and looking at other ways to fund these projects.

**Other Business** – Nothing new to report at this time.

Ms. Kovach motioned to adjourn; Mr. Oates seconded; all in favor, motion carried

Approved as presented this 23rd day of August 2021.

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Loretta J. Miller  
Acting Manager

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Mark J. Heckmann  
President