

**CASTLE SHANNON BOROUGH  
MINUTES OF REGULAR MEETING**

June 27, 2022

The June 27, 2022, meeting of the Castle Shannon Borough Council was held in person.

The following elected officials were present: J. Maloney; B. Astor; M. Randazzo; N. Kovach; W. Oates; D. Baumgarten; E. O'Malley. Council President M. Heckmann joined via conference call. Council Member D. Swisher was absent. The following appointed officials were present: K. Stringent, Borough Manager; D. Biondo, Solicitor; P. Vietmeier, Codes Official; K. Truver, Police Chief.

**Minutes:** The minutes of the June 13, 2022 council meeting were presented. Ms. Randazzo motioned to approve the minutes. Mr. Astor seconded; all in favor; motion carried.

**Public Comment – Agenda Items:** No comments were received. The public comment section was closed.

**Bid Openings:** Ms. Stringent presented the bid opening results for construction of signage for Wayfinding Phase I. Signage is primarily for the downtown streetscape area. Bids were opened on June 6<sup>th</sup>. Two bids were received: Oakhurst Signs - \$81,487.10 and Graphic House Signs - \$135,621.00. The signs include the entry way sign at UPMC, directional signs, public parking, and the library sign. Mr. Astor motioned to accept the Oakhurst Signs bid and authorize the appropriate borough officials to execute the contract. Ms. Randazzo seconded; all in favor; motion carried.

**Real Estate Tax Collector:** Ms. O'Malley reported that delinquent notices for borough real estate tax payments will be mailed this week.

In addition, bills for Keystone Oaks real estate taxes were received today. The taxes were increased from .02008390 to .02048560. Ms. O'Malley also reported that the Homestead exclusion was increased, which will alleviate the tax burden for residents with this designation. Tax bills will be mailed within the next two weeks.

**Council Committee Reports**

**Public Relations/Communications:** Ms. Stringent noted that the streetscape construction will be moving to the triangle building for demolition. Night work will occur in two to three weeks on Castle Shannon Boulevard. Closures will be coordinated with Chief Truver, and public messaging will be distributed.

**Building & Grounds/Public Works** – Mr. Maloney reported that since grass cutting has slowed, the public works department has been painting lines and televising/cleaning sanitary sewers. Mr. Maloney was pleased to report that the department is fully staffed at this time.

**Public Safety/Fire** – Chief William Reffner reported that many car fires are being reported. The fire department has responded to two car fires in the last 30 days. In addition, mutual aid responses have increased.

Chief Reffner stated that testing on the hose, ladders and aerial equipment was completed. Pump testing will be done July 12<sup>th</sup>.

Two firefighters have completed three of four modules of Essentials of Firefighting training. By early fall, two firefighters will be certified for interior fires. Allegheny County instructors have submitted complimentary reviews.

Mr. Sutton reported that Center Independent Energy, which operates the Shell Sweet Peas location on Library Road, has approached the fire department to sponsor a “Fill-up for Firefighters” fundraising event from July 4<sup>th</sup> through July 10<sup>th</sup>. During this week, 10 cents from every gallon of gas will be donated to the fire company. In addition, the sponsors will hold an on-site customer appreciation event and fire company boot drive on July 8<sup>th</sup> and 9<sup>th</sup>. Mr. Sutton stated that during those two days, the fire department will have a piece of equipment displayed and be giving out smoke detectors obtained from the Columbia Gas Foundation. Information on the event will be posted on social media. Ms. Kovach suggested also advertising the event on the local billboards.

Mr. Astor noted that Center Independent Energy is a local company located on Boyce Road. They operate several convenience stores throughout our region. Mr. Astor stated that he was glad they were getting involved in our community.

**Finance** – Ms. Kovach reviewed the check registers and motioned to pay the June expenditures. Mr. Oates seconded; all in favor; motion carried.

**Community Activities/Planning and Codes** – Mr. Vietmeier and Chief Reffner will be conducting an inspection at Bethany Christian Services on Wednesday.

**Library** – Ms. Randazzo announced that the library will be having a mini-golf fundraiser on August 3<sup>rd</sup> from 4 pm to 9 pm at Cool Springs. Twenty percent of the proceeds to be donated to the library when golfers present the flyer or display it on their cell phone.

Ms. Randazzo encourages residents to participate in an online library survey. If patrons choose to use their name, they are entered into a drawing for a \$25 gift card from a local business.

The library will be closed July 2<sup>nd</sup> through July 4<sup>th</sup>.

Vision To Learn will be conducting free eye exams on August 12<sup>th</sup> at 10 am for children ages 5 to 18. No insurance is necessary.

A doggie library with treats for dogs is available outside of the library.

Ms. Kovach and Ms. Randazzo discussed one vacancy on the Board of Trustees. Interested residents can provide their information to Heather Myrah. Interviews will be conducted in the fall.

**Associations** –

**SHACOG** – Mr. Oates attended the June 16<sup>th</sup> meeting hosted by Upper St. Clair. Discussions centered on the solid waste contract.

The next meeting will be a golf outing at the Lindenwood Golf Club on July 21<sup>st</sup>.

**Police Pension** – Ms. Kovach motioned to accept the Castle Shannon Borough Police Pension Plan Financial Statements for 2021. Mr. Astor seconded; all in favor; motion carried.

**Non-Uniformed Pension Plan** – Mr. Astor motioned to accept the Castle Shannon Borough Non-Uniformed Pension Plan Financial Statements for 2021. Ms. Randazzo seconded; all in favor; motion carried.

**Manager’s Report:** Ms. Stringent requested that council approve the following recommendation for new hires: Jeremy Hepple, Victoria Copenheaver, and Brian Adler.

Jeremy Hepple was a code enforcement officer for the Borough of Charleroi. Mr. Oates motioned to ratify the hiring of Jeremy Hepple as Code Enforcement Officer as of June 21<sup>st</sup>. Ms. Kovach seconded; all in favor; motion carried.

Ms. Stringent explained that Ms. Linda Karlovich retired last Friday. Sincere thanks to Linda for her many years of service to the borough and residents of Castle Shannon. Borough council and staff all wish Linda well in her retirement.

The Community Engagement Coordinator is an escalated administrative position with responsibilities for social media, websites, and press releases. Victoria Copenheaver was most recently working for a title company, has administrative experience, and has a degree in communications. Ms. Randazzo motioned to approve the hiring of Victoria Copenheaver as Community Engagement Coordinator. Mr. Astor seconded; all in favor; motion carried.

Brian Adler was the superintendent of the South Hills Country Club golf course and has experience in maintenance and brick laying, which will be an asset to the downtown streetscape. Ms. Kovach motioned to hire Brian Adler as a Public Works Maintenance Worker. Mr. Astor seconded; all in favor; motion carried.

**Public Comment:** No comments were received; therefore, the public comment portion was closed.

**Other Business:** Mr. Vietmeier announced that the Zoning Hearing Board will hold a meeting on July 7<sup>th</sup> at 6 pm for the U-Haul/Laundromat on Sleepy Hollow Road.

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

Approved as presented this 11th day of July 2022.

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Katie M. Stringent  
Borough Manager

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Mark J. Heckmann  
Council President