**CASTLE SHANNON BOROUGH**

**MINUTES OF REGULAR MEETING**

December 12, 2022

The following elected officials were present: M. Heckmann; J. Maloney; R. Astor; N. Kovach; W. Oates; M. Randazzo; D. Swisher; D. Baumgarten; E. O’Malley. The following appointed officials were present: K. Stringent, Borough Manager; P. Vietmeier, Codes Official; D. Biondo, Solicitor; K. Truver, Police Chief. Junior Council Member C. Aziner was absent.

Chief Truver recognized Lt. Brian McKeown, who recently graduated from the 14th Pennsylvania State Police Leadership Development Program. This three-week leadership development program was held at the state police barracks in Greensburg. Selected personnel had a rigorous schedule with an intensive course curriculum focused on the principles of dispersed leadership. Council congratulated Lt. McKeown.

Chief Truver presented a Certificate of Commendation to Sgt. John Kiefer in recognition of attendance and completion of courses at the FBI National Academy in Quantico, Virginia. The class included members of law enforcement agencies from twenty-five countries, five military organizations, and five federal civilian organizations. Internationally known for its academic excellence, the National Academy provides ten weeks of advanced communication, leadership, and fitness training. Sgt. Kiefer also completed the Marine Fitness Course titled “The Yellow Brick Road” and earned a coveted yellow brick as a badge of his perseverance and commitment to the program. This is the fifth brick earned by a Castle Shannon Police Officer. Chief Truver thanked Sgt. Kiefer’s family for allowing him to attend this eleven-week program. Council congratulated Sgt. Kiefer.

Mr. Heckmann commented that these programs are investments made in the borough’s staff. The borough is very fortunate to have so many officers with these types of prestigious certifications.

**Minutes:** The minutes of the November 28, 2022 council meeting were presented. Mr. Maloney motioned to approve the minutes. Mr. Astor seconded; all in favor; motion carried.

**Public Comment – Agenda Items:** No comments were received; therefore, the public comment section was closed.

**Real Estate Tax Collector:** Ms. O’Malley reported November collections of $5,469.41. The year-to-date total is $3,863,893.48, which is a 94% collection rate. A second round of delinquent real estate notices has been mailed. Mayor Baumgarten noted that Ms. O’Malley has collected 100% of the budgeted tax revenue.

**Council Committee Reports**

**Public Relations/Communications** – Mr. Heckmann thanked everyone who attended the borough banquet. Special thanks to Ms. Stringent and Ms. Copenheaver who organized the event.

**Buildings & Grounds/Public Works** – Mr. Maloney reported that the public works department continues to patch pot holes and clean catch basins while gearing up for a snowfall.

Ms. Kovach questioned the replacement of street signs for the downtown area. Ms. Stringent answered that the original signs will be repainted and installed.

**Public Safety/Fire** – Mr. Astor presented the November Incident Call Report from the Castle Shannon Volunteer Fire Department. There were twenty-two total calls of which sixteen were in Castle Shannon and two were in Baldwin Township. The fire department responded to four mutual aid/out of town calls.

The CSVFD members continue with training.

Santa Claus will be visiting the borough’s neighborhoods on the fire truck on Sunday, December 18th.

Chief Truver reported that the police department is working on state accreditation and has applied for a reimbursable grant from the Department of Justice. Grant approval was received for $109,000 for facilities, training, and overtime for the accreditation team. Ms. Kovach motioned to ratify the DOJ grant acceptance and award. Ms. Randazzo seconded; all in favor; motion carried.

Chief Truver presented Resolution #719 – installing temporary signage for 90 days to prohibit vehicles traveling on Grove Road from making a left turn from Grove Road to enter the driveway of 3423 Library Road and prohibiting vehicles exiting the driveway of 3423 Library Road from making a left turn onto Grove Road. This is based upon a traffic study report and recommendation from Trans Associates due to a lengthy crash history. Mr. Astor motioned to adopt Resolution #719. Ms. Kovach seconded; all in favor; motion carried.

Mr. Heckmann thanked the CSVFD for hosting Lite Up Night. The event was nice and was well attended.

**Finance** – Mr. Swisher reviewed the check registers for November 28th, December 2nd and December 9th and had no further questions. Mr. Swisher motioned to approve the check registers. Ms. Kovach seconded; all in favor; motion carried.

**Community Activities/Planning and Codes** – Mr. Vietmeier reported that the Planning Commission will be meeting on December 19th to review plans for a new home construction.

**Library –** Ms. Randazzo encouraged residents to review the library’s website for holiday hours and closings.

The library’s website is now being hosted by the Pair Network through EIN.

A Little Free Pantry is available in the back of the library for visitors to take or donate non-perishable food items.

Three Rivers Savings Cards are available to purchase for $20. The card offers discounts on seventy-two dining establishments in the area. 2023 Enjoy Books are also available to purchase for $30.00.

The Board of Trustees held their meeting on December 1st.

Forty-six libraries in the Allegheny County Library Association (ACLA) will receive a portion of $3 million in Regional Asset Distribution (RAD) funding.

The Friends of the Library has established an Amazon Smile account wherein .5% of purchases are donated to the group. Mr. Heckmann encouraged residents to participate.

**SHACOG** – Mr. Oates reported that the board will reconvene in January. Ms. Stringent noted that SHACOG distributed a sternly worded letter about lack of attendance at meetings to all participating municipalities. It is noted that Mr. Oates attends all the board of directors’ meetings. Chief Truver commented that the Police Chief’s Advisory Committee meetings are well attended.

**ACBA/ALOM:** Ms. Miller and Ms. Kovach attended the December ACBA General Membership Meeting. The annual banquet will be held February 4th, and new officers will be sworn in.

ALOM will host a legislative reception on January 19th, thereby providing municipal officials with an opportunity to build a dialogue with their representatives in order to advance legislative priorities, guard against unfunded mandates, and share critical information about initiatives taking place within our communities.

**Manager:** Ms. Stringent presented the 2023 Engineering Services for Lennon, Smith, Souleret Engineering Inc. Ms. Randazzo motioned to authorize the appropriate officials to execute the Engineering Services Agreement for 2023. Mr. Swisher seconded; all in favor; motion carried.

Ms. Stringent presented a full and final release between the borough and Gabriela Paliotta for a sanitary sewer backup as part of the streetscape project. Mr. Maloney motioned to authorize the borough manager to execute the agreement. Mr. Oates seconded; all in favor; motion carried.

Mr. Oates motioned to adopt Resolution #720 regarding implementation of property tax penalty waiver provisions required by Pennsylvania Act 57 of 2022. Mr. Swisher seconded; all in favor; motion carried.

Ms. Randazzo motioned to adopt Resolution #721 requesting a Pa Small Water and Sewer grant of $425,000 from the Commonwealth Financing Authority for Hamilton Park Lining Improvements. Mr. Oates seconded; all in favor; motion carried.

Ms. Stringent thanked everyone on borough staff for their work over this past year. Ms. Stringent also thanked borough council for their support in 2022. Mr. Heckmann stated that it has been a great year under her leadership.

**Mayor’s Report:** Mayor Baumgarten commented that the accreditation process is a long and demanding procedure which is very time consuming for members of a small department. It is very important for a police department to achieve this prestigious status. Accreditation has 125 standards to be met along with 125 sub-standards and a review of the department by a group of police chiefs.

Special thanks to Chief Truver, Lt. Lane and Lt. McKeown for their dedication to this project.

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

**Other Business**: Mr. Heckmann noted that this was the last meeting for 2022 and thanked the residents who attended. Council wishes all residents a happy holiday season.

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

Approved as presented this 9th day of January 2023.

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Katie M. Stringent Mark J. Heckmann

Borough Manager Council President