**CASTLE SHANNON BOROUGH**

**MINUTES OF REGULAR MEETING**

March 13, 2023

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

**Minutes:** The minutes of the February 27, 2023 council meeting were presented. Ms. Randazzo motioned to approve the minutes. Mr. Maloney seconded; all in favor; motion carried.

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

**Bid Openings:** Ms. Stringent presented results of the bid opening of March 8, 2023 for a pollution reduction plan listed as Saw Mill Run Stream Restoration. Three bids were received. Ms. Kovach motioned to award the project to the lowest responsible bidder – N & N Landscaping LLC for $169,258.91 subject to submittal of required insurance certificates, performance bond, and payment bond, and review and approval of same by the borough solicitor. Mr. Astor seconded; all in favor; motion carried. Ms. Stringent added that the borough has been awarded two grants for the project – a Growing Greener Grant and Gaming Economic Development Tourism Fund Grant totaling $258,000. Ms. Kovach noted that the borough engineers suggested the possibility of applying the balance of grant funding towards engineering costs for the project design. Ms. Stringent replied that although most grants exclude engineering fees as applicable costs, the borough will pursue this suggestion or use the funding for another sewer project.

**Real Estate Tax Collector:** Ms. O’Malley presented the January/February 2023 collection report with total collections of $251,993.44.

**Council Committee Reports**

**Buildings & Grounds/Public Works** – Mr. Maloney stated that the borough will be in receipt of a new dump truck once the controls are installed.

The public works staff have been preparing grass cutting equipment for the 2023 season.

Mr. Maloney advised that if the Quansah hut at Hamilton Park is moved, a security camera should be installed. Mr. Heckmann added that the hut could possibly be reinstalled at O’Brien Field. Ms. Stringent said that the borough is hoping to relocate the hut without dismantling it.

Ms. Kovach questioned if the road restoration would be asphalt or brick on Willow Avenue from the water company line replacement by the former St. Anne School. Mr. Heckmann believes that residents in the area would prefer brick replacement to slow traffic. Ms. Stringent will confirm the water company’s interest in restoration options. Mr. Heckmann suggested a public hearing at a council meeting may be held to allow neighbors to voice their opinions. Mayor Baumgarten added that this section of brick on Willow Avenue is out of place since the adjoining areas are paved. Ms. Kovach stated that paving could widen the parking areas.

Ms. Stringent advised that brick work on Poplar Avenue will start March 20th.

Ms. Stringent stated that a 2013 Ford Dump Truck is listed on Municibid. In addition, a crack sealer for roads is also listed. The bidding will close March 22nd.

**Public Safety** – Chief Truver announced that Smart 911 software has been launched for emergency notifications to residents via email, text or voice message. Please visit the police department’s website to sign up.

Chief Truver presented a Master Service Agreement Convey 911 to allow administrative staff and police officers to communicate via text and email with non-English speaking individuals. The program includes over 300 languages. Ms. Kovach motioned to authorize the appropriate officials to execute the agreement. Mr. Astor seconded; all in favor; motion carried.

**Community Activities/Planning and Codes** – Mr. Heckmann noted that the Memorial Day Parade will be held May 29th. More information on a new route is available on the borough’s Facebook page. Ms. Kovach advised that the CSRC has patriotic supplies for decorating bikes, and she suggested inviting borough children to decorate and ride their bikes at the end of the parade.

The Spring Saw Mill Run Stream Clean-up will be held April 22nd. Volunteers will meet on James Street at 9 am. Lunch will be provided after by Willow Station.

**Library –** Ms. Randazzo noted that everyone on council received an invitation to the Tiny Art Exhibition to be held on April 25th from 6:30-7:30 pm. More information is available on the library’s Facebook and website.

Friends of the Library Used Book Sale is March 16th- 18th.

John Powell from the Penn State Master Gardener Program will be at the library on Tuesday, March 21st at 7 pm to talk about Gardening from Seed. Two subsequent programs will follow later this year.

**MRTSA** – Mr. Swisher is attending a MRTSA meeting this evening.

**SHACOG** – Mr. Oates plans to attend the Board of Directors Meeting in Heidelberg this week.

**Manager:** Ms. Stringent presented a proposal from Denny Puko, Planning Consultant, to conduct a zoning audit to identify recommendations for changing, updating, and strengthening the borough’s zoning ordinance. The last zoning update was 2013. Mr. Vietmeier has been working diligently on various ordinances. The borough is also required to update the comprehensive plan in 2026. Both a zoning re-write and comprehensive plan would be subject to a Request for Proposal (RFP). Ms. Kovach motioned to accept the proposal from Denny Puko for $2,000. Ms. Randazzo seconded; all in favor; motion carried.

Mr. Heckmann stated that a position is open for a full-time or part-time code official. The position is listed on the borough’s social media pages.

**MS4:** Mr. Heckmann noted that the Saw Mill Run Stream Restoration Project will fulfill the borough’s MS4 requirements by removing sediment and particulates from the stream.

**Mayor’s Report:** Mayor Baumgarten noted a newspaper article recently published regarding the dangers of fentanyl. Over 300 people die each day from this drug which is being laced with other prescriptions. Mayor Baumgarten stressed that this epidemic needs to stop. Chief Truver added that the police department has an officer working on a drug task force with Allegheny County.

**Public Comment:** Mr. Heckmann opened the public comment section. Being none, the public comment section was closed.

**Other Business**: Mr. Maloney announced that the Castle Shannon Youth Association Kick-Off Party will be held April 1st at the CSVFD hall. Information is available on the CSYA website.

Mr. Heckmann stated that council is considering forming a committee to study a façade program at the borough level with the addition of tax abatements to calm the impact of a tax revenue increase from the real estate sale.

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

Approved as presented this 27th day of March 2023.

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Katie M. Stringent Mark J. Heckmann

Borough Manager Council President