**CASTLE SHANNON BOROUGH**

**MINUTES OF REGULAR MEETING**

May 8, 2023

The following elected officials were present: M. Heckmann, J. Maloney; R. Astor; N. Kovach; B. Oates; M. Randazzo; D. Swisher; D. Baumgarten; E. O’Malley. 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 April 24, 2023 council meeting were presented. Mr. Astor motioned to approve the minutes. Mr. Swisher seconded; all in favor; motion carried.

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

**Bid Openings:** Mr. Heckmann discussed budgeting for the 2023 road programs from the capital and liquid fuels funds. Ms. Stringent presented the results of the 2023 Liquid Fuels Fund Roadway Improvement Program bid opening, which includes sections of Broadway Avenue, Highland Villa Drive, and Magnolia Drive. PennDOT’s 2023 allocation to our liquid fuel fund is $226,606. Mr. Swisher motioned to award the bid to the lowest responsible bidder – Mele & Mele & Sons Inc. for $174,495. Mr. Astor seconded; all in favor; motion carried. Ms. Kovach asked about the balance of the state funding. Ms. Stringent answered that funds are used for rock salt, and balances roll over for additional paving in future years.

Ms. Stringent presented the bid opening of the 2023 Capital Fund Road Improvement Program. The motion was revised from the agenda to eliminate change orders. The road program includes sections of Maplewood Drive, Lindenwood Drive, and Waverly Street. Mr. Maloney motioned to award the base bid only of $278,436.50 to the lowest responsible bidder – Mele & Mele & Sons Inc. for $278,436.50. Mr. Swisher seconded; all in favor; motion carried.

Ms. Kovach motioned to reject the bid from Independent Enterprises Inc. for Contract No. 23-PK6 (Park Paving) and rebid subject to a bid award at a later date. Mr. Astor seconded; all in favor; motion carried.

**Real Estate Tax Collector:** Ms. O’Malley reported April collections of $1,953,171.52. The year-to-date total collected is $3,470,129.11.

**Council Committee Reports**

**Public Relations/Communications** – Mr. Heckmann gave an update on construction projects throughout the borough. The first phase of the Parks Plus Plan is underway at the front of the library, Chestnut Park, and Prospect Park. Completion is scheduled for three to four weeks, weather dependent.

PA American Water is completing water line replacements in many locations throughout the borough. This project will continue to the end of this year.

Columbia Gas is actively working on Willow Avenue. A meeting was held April 10th with an open forum to discuss restoration options (asphalt versus brick) for a section of Willow Avenue. The tenor of the room was that paving would be the appropriate choice. The borough manager spoke to the utility company, who is willing to pave it. Council is comfortable with this change. The segment is approximately from Santoro’s to James Street as well as the carved-out street parking spaces adjacent to the T station. This is at no cost to the borough.

A preconstruction meeting was held today regarding construction on lower Hamilton Park. Construction and mobilization will be starting next week. Construction is expected to be 90 days.

Canal Street is an access point for the MS4 required stream bank restoration project on Saw Mill Run. This project will be completed mid-June.

**Building & Grounds/Public Works** – Mr. Heckmann was happy to report that the crew was able to install soldier banners on Route 88 along with other locations throughout the borough.

**Public Safety/Fire:** Chief Truver announced that the assessors from the PA Law Enforcement Accreditation Commission visited last week, and the department received a positive recommendation. The accreditation will occur at the Pennsylvania Chiefs Conference in July. Kudos to Accreditation Manager Lt. David Lane and his team and all the officers.

Chief Truver announced that National Police Week is May 14 – 20, 2023.

**Finance:** Mr. Swisher reviewed the check registers for April 28th and May 5th and had no further questions. Mr. Swisher will review his expenditure questions from April 14th and April 21st with Ms. Stringent.

**Community Activities/Planning and Codes** – Mr. Vietmeier reported that there have been many home sales in the borough.

Mr. Heckmann welcomed a new business – Apples to Rainbows - on Willow Avenue.

**Library –** Ms. Randazzo reported concrete work in front of the library has begun. An entrance is available in the rear of the building with the elevator. Also, the book drop has moved to the back of the library.

The Board of Trustees met May 4th and worked on the mission and vision statements.

The Dress for Success project was successful and assisted six women. Another event is planned for June 5th from 4 pm – 6 pm. Men who attended were provided with resources to explore.

A fundraiser is planned at Chick-Fil-A on May 29th from 11 am-8 pm. A portion of sales will be donated to the library.

The Tiny Art Show was very successful with 142 canvases distributed and 107 returned (a 75% return rate). Ms. Randazzo thanked everyone that was involved.

Ms. O’Malley added that she attended Kaufmann’s: The Family that Built Pittsburgh’s Famed Department Store book talk and over twenty people attended.

**MRTSA –** Mr. Heckmann reported that MRTSA is in consultation with other neighboring agencies to discuss with the Shapiro Administration funding opportunities as it related to reimbursement rates for funding directly to EMS providers. A regional group of five communities instituted a per household/unit fee to pay for ambulance services to those communities.

**SHACOG** – Mr. Oates reported that the next meeting will be held May 18th.

Ms. Stringent attended a mandatory pre-bid meeting for the next five-year solid waste and recycling contract. Automation costs are projected to go up 30-40%, with manual collection much higher. Formal bid opening will be June 5th in Scott Township at 11:00 a.m.

**ACBA –** Ms. Kovach reported that the quarterly meeting will be held May 11th.

**PSAB -** Ms. Kovach plans to attend the annual conference in Hershey from June 4-7.

**Police Pension/Non-Uniformed Pension:** The agenda contained the December 31, 2022 pension statements for the police pension plan, non-uniformed defined contribution, and non-uniformed pension plan and non-uniformed defined contribution pension plan. Ms. Randazzo motioned to accept the pension plans’ financial statements as prepared by Girard. Mr. Astor seconded; all in favor; motion carried.

**Manager:** Ms. Stringent presented a resignation letter from Cheryl Salera. Ms. Salera has been a valued employee of Castle Shannon Borough for the past five years and will be missed. Ms. Kovach regretfully accepted the resignation of Borough Clerk Cheryl Salera. Mr. Astor seconded; all in favor; motion carried.

Ms. Stringent presented information regarding a declaration of a sanitary sewer emergency as it related to the need for emergency sanitary sewer repairs at and around 1320 Hamilton Road. The borough was made aware of the emergency situation regarding pooling and ponding sewage from a broken, exposed sanitary line (caused by erosion) discharging into a drainage swale. Mr. Astor motioned to declare a sanitary sewer emergency at and around 1320 Hamilton Road. Mr. Swisher seconded; all in favor; motion carried.

Ms. Stringent noted that the above-mentioned sanitary emergency repair included replacement of 250 feet of sanitary sewer pipe and installation of a new manhole. The costs were reviewed by the assistant manager, council president and the borough’s engineer prior to the repairs. Mr. Heckmann noted that the amount is over the required bidding process; however, that requirement is waived for emergency repairs. Mr. Maloney motioned to approve the expenditures in the amount of $84,150.00 to Soli Construction Inc for the emergency sanitary sewer repair at and around 1320 Hamilton Road. Mr. Swisher seconded; all in favor; motion carried.

Mr. Astor motioned to appoint Ms. Kovach as the voting delegate for the purpose of the election of officers at the Pennsylvania State Association of Boroughs 2023 Annual Conference. Mr. Oates seconded. Ms. Kovach abstained. All in favor; motion carried.

Ms. Stringent presented a motion to award the bid for professional services for the RACP Funded Streetscape (Phase II) Design Services to KU Resources, Inc in the amount of $149,320.00. A bid was also received from Lennon, Smith, Souleret Engineering Inc. in the amount of $146,300.00. Ms. Stringent recommended awarding the bid to KU Resources for continuity of the project, and since they hold the Highway Occupancy Permit which may result in a cost savings from piggybacking onto PennDOT’s MPT plan for the bridge replacement on Castle Shannon Blvd. In addition, Mark Patrick works exclusively for KU Resources and works primarily on RACP funding programs. Mr. Patrick has a wealth of information for this complicated project. Ms. Kovach deferred to the manager’s recommendation and motioned to award the project to KU Resources Inc. Mr. Astor seconded. Mr. Swisher was opposed. Motion carried six to one.

Mr. Heckmann presented a motion to authorize a donation in the amount of $3,000.00 to the Castle Shannon Youth Association for the 2023 Golf Outing. Historically, the borough supported the Castle Shannon Revitalization Golf Outing through hours of staff support from administration, public works, and Chief Truver which was estimated to be assessed at cost of $3,000.00. Mr. Gigliotti of CSYA stated that the event has been going on for four years and has grown significantly with both golfing participants and hole sponsors. Hole sponsorship is reasonable at a cost of $50.00. The golf outing is wholly organized and operated by CSYA volunteers. The venue will be Butler’s Golf Course this year on October 7th. Mr. Gigliotti reported that the fundraiser makes $1,000-$1,500 per year. Mr. Maloney added that the proceeds are used for uniforms, equipment, and umpire fees. The CSYA has 107 children registered, and approximately 10-15 children receive financial assistance with their registration fees. Ms. Kovach and Mr. Gigliotti discussed sponsorship opportunities and donations. Mr. Oates suggested that the motion be changed to a general donation, and not specifically for the golf outing. Mr. Swisher motioned to authorize the donation to the Castle Shannon Youth Association for $3,000.00. Ms. Randazzo seconded; all in favor; motion carried.

Mr. Heckmann discussed a request to enter into an agreement with the Castle Shannon Revitalization Corporation to allow the installation of two (2) charge point electric vehicle chargers at the James Street Parking Lot at a borough cost of approximately $16,000 plus the annual cost of electricity. This would restrict four parking spots for the charging stations. Mr. Salvayon stated that the CSRC would match the borough’s contribution of $16,000, and installation costs are covered by Duquesne Light’s Community Charging Program with a 10-year maintenance plan and 10-year warranty. Duquesne Light would provide the meters, the underground conduit, and pole installation if required. There is also a PA Drive Forward rebate program which allows for $3,500 per plug-in. The software program has the ability to charge a fee for the charging stations and has many customization features. Cost of electricity is estimated at $500-$600 per year. Mr. Swisher proposed the installation of one station, thereby eliminating only two public parking spots. Mr. Salvayon described the parking areas, handicapped designated parking, and available parking spots. Mr. Salvayon continued stating the project would increase patrons to the area, and the majority of business owners are in favor of this project.

The discussion on EV chargers continued. Mr. Heckmann noted that four parking spaces would be restricted to EV charging only. Chief Truver advised that the parking ordinance would need to be amended for the police to enforce the parking restriction. Mr. Oates questioned if the lot is usually filled to capacity on average during the weekdays or weekends. Mr. Salvayon answered that perhaps half the parking lot gets filled. Ms. Kovach added that Willow Station has their own parking area. Mr. Heckmann noted that the borough has purchased the Vitte’s property, and that parking lot will be accessible to the public where a charging station could be planned for the future. Mr. Salvayon explained that both the Duquesne Light installation and PA Drive Forward grant requires a long-term installation. Mr. Heckmann discussed a CONNECT program which has launched a solar program to assess areas for solar related electric chargers, and he is more in favor of using solar energy than paying for electric. Ms. O’Malley questioned charging a fee for electricity or a parking space. Mr. Heckmann answered that none of the parking spots on James Street are metered. Mr. Swisher reiterated that he does not believe four spots should be restricted for public parking; but may possibly be in favor of one charging station depending on the cost. Ms. Kovach stated that solar powered chargers are a new concept and may take time before that resource can be used.

Mr. Astor motioned to allow the appropriate borough officials to enter into an agreement with the Castle Shannon Revitalization Corporation to allow for the installation of two (2) charge point electric vehicles chargers at the James Street Parking Lot at a borough cost of $16,000 plus the annual cost of electricity. Ms. Kovach seconded. A roll call vote was held as follows: Mr. Maloney – no, Mr. Astor – no, Ms. Kovach – yes, Mr. Oates – yes, Ms. Randazzo – no, Mr. Swisher – no, Mr. Heckmann – no. Motion did not pass. Mr. Heckmann added that he would like to see a proposal and cost for one charging station and evaluate the Vitte’s property as an appropriate location.

**MS4:** Mr. Heckmann noted that the stream bank restoration is going swimmingly.

**Mayor’s Report** – Mayor Baumgarten presented a proclamation for National Police Week May 14-20, 2023 to recognize and honor the service and sacrifice of those law enforcement officers killed in the line of duty while protecting our communities and safeguarding our democracy. Mayor Baumgarten further called upon all citizens of Castle Shannon to observe May 15th as Peace Officer’s Memorial Day in honor of those officers who through their courageous deeds have made the ultimate sacrifice in service to their community – specifically Chief Justin McIntire, Brackenridge Police and Officer Sean Sluganski, McKeesport Police from our region.

Mayor Baumgarten discussed the police local use of radar bill which is in the Senate Appropriations Committee. Changes will need to be made before being presented to the Transportation Committee of the House of Representatives, where the bill has never been approved.

**Keystone Oaks:** Santo (Sonny) Raso, Vice President of KOSD School Board – announced that graduation will be June 9th.

**Public Comment:**

Bryan Gigliotti, Poplar Avenue – announced that sign-ups for the 2023 Summer Recreation Program will be held on Saturday, May 13th from 10 am – 12 noon at the Castle Shannon Municipal Center and Community Library of Castle Shannon. Residents can continue to register at the Castle Shannon Municipal Center after that date. The program will run from June 22nd to July 27th at Riehl Park.

Mary Kay & Jeff Lewandowski – discussed an animal infested, abandoned house on their street. The owner does not cut the grass in back of the house. Ms. Lewandowski showed pictures of the property to borough council and noted that the owner will not sell the property. The dilapidated property is devaluing the neighborhood. Mr. Vietmeier stated that he visits the house each year, and code violation letters have been ignored. Mr. Vietmeier will visit the site and do a comprehensive assessment this week.

Sonny Raso, Hastie Road – in lieu of police week, Mr. Raso acknowledged Officer Kalas for his work in the borough and wished him the best in his future endeavors.

Mr. Raso noted the renovations at Chestnut Park and questioned whether lighting and water would be installed. Mr. Heckmann answered there are no plans for those utilities, however lower Hamilton Park will be lit.

Mr. Raso questioned if the pollution reduction project on Canal Street would involve dredging the creek. Mr. Heckmann responded that debris would be removed, and plants installed for pollutant reduction and sedimentation control. Mr. Swisher noted that this project is mandated by the state.

Mr. Raso wished everyone good luck on election day.

David Seiler, Arch Avenue - noted that a borough truck has been parked by Stout Carpeting for the past month. Mr. Oates responded that the truck is waiting receipt of parts for repair.

Mr. Heckmann closed the public comment section.

**Other Business**: Mr. Heckmann stated that council will recess to executive session to discuss a personnel matter.

Ms. Kovach attended State Representative Dan Miller’s discussion on solar panels for homes and presented information for council mail. Mr. Heckmann added that the borough is noting an increase in permits for solar panels for homes.

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

Approved as presented this 22nd day of May 2023.

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Katie M. Stringent Mark J. Heckmann

Borough Manager Council President