

**REVISED**

**COUNCIL MEETING AGENDA**

**Monday, September 11, 2023 – 7:00PM**

- I. Call to Order
- II. Reflection and Pledge of Allegiance
- III. Roll Call: M. Heckmann, J. Maloney, R. Astor, N. Kovach, W. Oates, M. Randazzo, D. Swisher, D. Baumgarten, E. O'Malley, M. Foote, D. Biondo, K. Truver, P. Vietmeier, J. Stanton
- IV. Approval of Minutes – **August 28th, 2023**
- V. Public Comments Agenda Items Only – **Ms. Kovach motioned to amend the agenda to authorize a third-party attorney, recommended by the borough solicitor, to investigate all alleged unethical conduct by any council member**
- VI. Bid Openings – **Contract No. 23-PK9 – Restoration and Plantings; Group 2 and 3 Parks – Upper and Lower Hamilton Bid Report**
- VII. Public Hearings
- VIII. Civil Service Commission
- IX. Real Estate Tax Collector
- X. Council Committee Reports
  - A. Public Relations/Communications –  
**Discussion: Councilwoman Kovach's request to be given private contact info of constituents**
  - B. Buildings & Grounds/Public Works
  - C. Public Safety/Fire -**August Incident Report; Columbia Gas – Willow Avenue Work**
  - D. Finance
  - E. Community Activities/Planning & Codes
  - F. Library
  - G. MRTSA
  - H. Associations
    - i. South Hills Area Council of Governments (SHACOG)
    - ii. Allegheny County Borough's Association/Allegheny League of Municipalities (ACBA/ALOM)
  - I. Police Pension
  - J. Non-Uniformed Pension – **Minimum Municipal Funding Obligations 2024**
- XI. Manager's Report – **Discussion on Dragun Contracting Progress at Lower Hamilton Park; ALCOSAN presentation by Julia Spicher, Manager of Regionalization; AECOM Presentation by Alexis Meier**
- XII. MS4 – **Annual MS4 Update**
- XIII. Mayor's Report
- XIV. Planning Commission –
- XV. Solicitor's Report
- XVI. Keystone Oaks
- XVII. Public Comment Period – Any Open Items
- XVIII. Other Business – **Discussion on Façade Program (continued)**
- XIX. Adjournment

**CASTLE SHANNON BOROUGH  
MINUTES OF REGULAR MEETING**

August 28, 2023

The following elected officials were present: M. Heckmann, J. Maloney; R. Astor; B. Oates; M. Randazzo; D. Swisher; D. Baumgarten; E. O'Malley. Council Member N. Kovach was absent. The following appointed officials were present: K. Truver, Police Chief; D. Biondo, Solicitor; P. Vietmeier, Code Official; K. Brett and J. Callendar, Borough Engineers.

**Minutes:** The minutes of the August 14, 2023 council meeting were presented. Ms. Randazzo motioned to approve the minutes. Mr. Swisher seconded; all in favor; motion carried.

**Public Comment – Agenda Items:** Mr. Heckmann opened the public comment section on agenda items.

Jerry Coombs, Belleville Street – thanked Public Works for filling the holes in the sidewalk. He asked for clarification about what can be used on the downtown sidewalks in the winter. Mr. Heckmann told him that the bricks require a different salt compound so that it doesn't harm the brick. Last winter, business owners were given the appropriate salt and brooms instead of shovels were offered for snow removal. The Borough would like to continue that program this year, it's just a protection of the investment.

Mr. Coombs noted that the new concrete at Prospect Park was terrible. He said it looks like someone just took a grinder to it and painted it gray. Mr. Heckmann responded that the Borough relies on our engineers for the rendering and that, to his knowledge, council has not accepted the work yet.

Mr. Coombs questioned whether anything was discussed about the center piece of equipment to make some sort of ladder access for an adult to get up there safely in an emergency. Mr. Heckmann stated that it was flagged for our engineers.

Mr. Coombs asked if the wooden welcome signs on 88 and Connor Road were going away. Mr. Heckmann responded that with the wayfinding program, changes to the gateway signs at either end of 88 will feature larger similarly styled ones to the sign across from Mindful Brewing. Mr. Coombs put in a personal request to obtain one of the old signs.

Paul Salvayon, President, Castle Shannon Revitalization Corporation – Read the following letter addressed to Borough Council: “This letter is in response to Castle Shannon Borough Council’s draft proposal to create a façade program, and the unnecessary libelous comments made against Castle Shannon Revitalization Corporation (CSRC) that were part of this draft proposal. CSRC’s current Board of Directors does not desire nor have the intention to fund or run such a program. Therefore, do not single out CSRC in this draft proposal. Please refrain from using CSRC to further some unknown agenda that does not align with CSRC’s present and future operations and missions. Thank you.”

Paul Salvayon, Glen Shannon Drive – this is a private comment and is not related to CSRC’s standing at all. “As a Castle Shannon Borough taxpayer, my taxpayer money should not be used

to fund private property and business facades and improvements. Grant money should only be used for this purpose. The proposed burden to taxpayers for this program has gone from a proposed \$50,000 to \$75,000. If helping private property owners of business is the goal, why not follow the suggestions of the recent review of borough's ordinance and zoning? Has there been any discussion to update the current updated comprehensive plan as evident in the Planning Commission minutes as part of the agenda of this meeting. A conditional use request was needed to go from one retail establishment to another retail establishment. How does this work for, if not a detriment to opening a new business in downtown Castle Shannon? Council should be focusing on legislation and help foster development and improvements to publicly owned infrastructure, not private property and businesses. Thank you."

The public comment section was closed.

**Real Estate Tax Collector:** Ms. O'Malley had nothing to report. She noted the 31<sup>st</sup> is the last day for the discount and she will be open 10-4.

### **Council Committee Reports**

**Public Relations/Communications** – Mr. Heckmann announced the identity of the new Borough Manager. Council this evening will consider the approval of the contract for Mr. Michael Foote. He joins us most recently from Lancaster and has a long history as municipal manager at both the township and borough level. Michael was the unanimous selection of council during the approval process that was hosted by a third-party consultant, Strategic Solutions. He is thrilled to start and will relocate to this area. His first day will be September 5<sup>th</sup> and will be in a transition phase and be in here three or four days a week as he phases out of Lancaster. There were about 12 or 13 candidates and Mr. Heckmann believes we got the best one. Ms. Randazzo commented that she looks forward to working with him. Mr. Astor motioned to approve the contract for the municipal manager role. Ms. Randazzo seconded; all in favor; motion carried.

Mr. Heckmann introduced the subject of garbage accommodations for disabled residents. He reminded the audience that the proposal from Waste Management was accepted to convert our trash collection over to automated collection. Each property owner will be given a specific type of bin for their solid waste and a bin for their recycling.

The heavy-duty bins are constructed so that a robotic arm can lift them more safely. The bins will be less prone to issues around trash blowing loosely throughout the neighborhood and would be less likely to be accessed by pests. These two factors, not alone, are a motivating reason why we restrict how long trash can be at the curbside. If we have good compliant usage of the automated collection with the bins, the next council then have the opportunity to weigh in on the appropriateness of expanding the timing where trash can be out. This is a different conversation from an accommodation made for disabled residents.

Council is open to discussing an expansion of our hours for trash collection, motivated because we made the switch in the type of trash collection. As it relates to the specific accommodation for disabled residents, council I believe remains open to a solution to that. However, if we elect to widen the hours for all residents, for how long their trash can be curbside, that may provide us enough of a relief to our disabled residents that they would not need a further accommodation.

Where the item stands now, we will make it available for discussion this evening. But we want the codes official and his staff to survey communities that have made the conversion and understand the timing constraints that they are up against, whether that's due to darkness, other seasonal constraints and report back to council. We want to study the issue before we change anything. No vote or any policy changes are happening this evening.

Mr. Heckmann opened up comments for council members or constituents to discuss.

Jerry Coombs, Belleville Street – He would like some kind of special sticker to have an exception to a rule for those with a disability or the elderly. If everybody has a sealed container, push the time back to noon to put the can out.

Mr. Heckmann stated that anyone who is commenting that it is helpful if people gave specific time recommendations.

Mr. Coombs stated his reason for noon is if elderly residents have family visiting, they can take the garbage out on their way out the door.

Ms. O'Malley commented that having a sticker on the bins isn't a good idea as it could alert those who are looking for trouble would know that a disabled resident lives there. Mr. Coombs responded that Code Enforcement could have a list of those residents.

Dave Seiler, Arch Avenue – He researched other SHACOG boroughs, and one community stood out because they wanted to inform the public about the trash long before a decision was made, and Mr. Seiler doesn't believe we have. Another comment was trash for large gatherings, holiday trash, Christmas trees, and large families that he doesn't think our borough addressed.

Mr. Astor commented that he thought that large/bulk pick-up days would be included in the contract. Mr. Heckmann replied that bulk pick-up is included and that many communities have free Christmas tree mulching or you can repurpose the tree. We would have two bulk pick-ups per month, meaning you can put two large items at the curb during a bulk day. These dates would be marked on the Waste Management calendar.

Mr. Heckmann presented a request made by council woman Kovach to obtain personal contact information of constituents. He further explained that if you're doing business with the borough, that information is between you and the borough person you are working with. A request was made by Ms. Kovach that that information should be available to her upon request. We do not have a policy currently about constituent-level contact information as much of this information is privileged, not public. The request prompted us to confer with our counselor to ask if we should create a policy. It was added to the discussion but only on Sunday did Ms. Kovach inform us that she would not be at tonight's meeting. The recommendation to council is to table the discussion.

Mr. Swisher wanted clarification whether it is constituents, businesses or people with businesses in town. Mr. Heckmann responded that the request was for businesspeople or anyone in the downtown that could be the property owner or the business itself. Mr. Oates motioned to table the discussion of the request for personal contact information for Ms. Kovach. Mr. Maloney seconded; all in favor; motion carried.

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**Building & Grounds/Public Works:** Mr. Maloney reported that Public Works has been busy planting in the parks and touching up line painting around the borough. Sewer issues have been taken care of on Hamilton Road and Clara Avenue. They'll be back up at municipal field to get ready for fall baseball season.

Mr. Heckmann welcomed borough engineers Kevin Brett and Josh Callendar for a Parks Plan update. Mr. Brett stated the contractor will be back on site at lower Hamilton Park working on the sanitary sewer that runs parallel with the synthetic fields and then follow up with the storm sewers. In September, the field turf contractor will be mobilizing in with prep work, removing topsoil, drainage work and curb work. This will last about two months; turf will go in sometime in November.

Regarding upper Hamilton Park, the contracts are currently out for bid for the splash pad, storm sewer work and the sanitary sewer connections and utilities. Bids open up September 7<sup>th</sup>.

Mr. Heckmann noted that there has been conversation about the stairwell from upper Hamilton down to Fountain Street. The bond package reflected that work would continue; however, no bid has been awarded and we have bid it as such that it is listed as add alternate. If council determines that means of egress is not of interest any further or there's an interest in reducing construction costs of what's going on there, we bid it in such a way that it is not part of the base bid it can be carved out of the package. That would have some bearing on what occurs on Fountain Street getting into downtown.

Mr. Heckmann opened up for comments and/or questions for our engineers regarding pending projects.

Mr. Swisher asked if it was a two-month period for the field to be put in. Mr. Brett said they can work in the winter and gave the example of a larger project that had work in the winter and the fields were opened in April. It's very conducive to winter work.

A resident asked if the curb water feed for lower Hamilton is sufficient to stay as is. Mr. Brett stated the old vault comes in around the tennis court area and a new line and meter will come in mid-level. The splash pad at upper Hamilton will have a new meter, new sanitary sewer connection and new electric connection. An existing manhole was raised and connected. Resident asked if a bigger line would be brought in for the splash pad. Mr. Brett answered that the splash pad will have a recirculation tank in it, is a slow feed and is more compact. It doesn't take a large water or power feed.

Another resident voiced concern about an open trench at lower Hamilton with no fencing around it. He also noted that the gates were wide open and there were no "No Trespassing" signs posted. Mr. Brett answered that the contractor is well aware and temporary fencing is going up and that the site needs to be closed up every day.

A resident asked if there was an observation or inspection for underground utilities provided by Lennon, Smith. Mr. Brett answered that for demolition work they spot check but for utility work somebody is there full-time. Spot checks will be done for fieldwork as well.

min 4



Mr. Brett added that the road program is wrapping up pending good weather. The streets that he did see looked good.

Mr. Heckmann added that council and engineers met with the vendor on site regarding the library shade sails. First, there will be lines hung where we may re-position the existing fabrics and pull an anchor down to various places on the poles to throw off more shade. The vendor will track the shade by means of having taped lines that will show where the shade begins. Once that is known, three things are being considered: 1) keep the existing fabrics but change the anchor points so that they're better situated to throw more shade, 2) still do option one but potentially add additional fabric to throw more shade and orient those in a new way and, 3) reconfigure it all together and come up with a new means. It's being studied and will bring back a recommendation for council's consideration.

A resident asked if shade sails will be used at Hamilton. Mr. Heckmann replied that the only shade sails are ones already mounted on the play equipment.

**Public Safety/Fire:** Bill Reffner, Chief of Castle Shannon Volunteer Fire Department – stated they've had a steady month, averaging a call every other day. They had in-house fire training for house line advancement and experiments with new hose packs on August 14<sup>th</sup>. On August 21<sup>st</sup> they performed aerial operations, large area search techniques and exposure challenges in the downtown district. He thanked council for allowing them to use the Vitte's site for training and asked if the fire department could continue to use that location into September as it's a great building to have.

Chief Reffner announced that they're in the process of bringing in two members this month: one associate member and one firefighter member. This will bring membership up to ten new members this year. The ones that came in will start SHACOG in January for interior firefighter stuff.

Mr. Swisher asked Chief Reffner if there was some kind of waiver or liability insurance for the firefighters training at Vitte's. Chief Reffner reported that all firefighters who participated in the training signed waivers and will sign new waivers each time. There will be further discussion going forward regarding insurance liability for these firefighters. Mr. Swisher directed a question to solicitor Mr. Biondo regarding future insurance liability for the firefighters. Mr. Biondo will check the level of insurance through the insurance carrier.

Chief Truver presented a radio frequency coordination letter of concurrence he received from Washington County Department of Public Safety. They want to employ a radio channel that's somewhat close to the band of our Public Works channel. We are the licensee for the 153.8000 frequency, they promise that it won't interfere with our transmissions. If it does interfere in any way, they will cease operation of that radio channel. Mr. Oates motioned to authorize the appropriate Borough official to execute the document and send the letter of concurrence to Washington County. Dan Swisher seconded; all in favor; motion carried.

Chief Truver presented the personnel disciplinary item and requested council ratify the recommended action. Mr. Heckmann announced that discussion of this item occurred in executive session tonight. Mr. Astor motioned to approve the implementation of the disciplinary action. Ms. Randazzo seconded; all in favor; motion carried.

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**Finance:** Mr. Swisher reviewed the check register for August 18<sup>th</sup> and questioned the PA Downtown Center membership and if we were still involved with that. Mr. Heckmann answered that the Borough has its own membership and that the \$475 is an annual membership fee. Mr. Swisher had no questions on the check register for August 25<sup>th</sup>. Mr. Swisher motioned to accept the check registers. Mr. Astor seconded; all in favor; motion carried.

**Community Activities/Planning & Codes:** Mr. Heckmann moved on to the discussion of a borough-run façade program. He explained that the borough has had a façade program hosted by the CSRC with funding provided by the DCED and operating funding provided by the borough. That program ended in the last few years and prompted us to ask if it's a program we want to consider continuing in light of what we learned from the original program. This is just a discussion for the public and council, to see if there's a recommendation by council to include it in next year's budget.

Mr. Heckmann presented some facts from the previous façade program: Ten facades were improved through the DCED match-funded program. A total of \$27,885 was spent toward matching that was of the \$50,000 that the DCED was prepared to offer as match dollars. So, the full amount was not able to be expended.

As a result of not just that investment but our other investments downtown, streetscape and otherwise, rents have increased throughout downtown, raising the quality of the businesses coming in. Vacancies are at an all-time low, with many buildings that have recently sold or are in the process of being renovated. Mr. Heckmann mentioned a few of the businesses that were formerly or recently vacated and are coming back online.

A slide presentation was shown, highlighting side by sides of various downtown businesses with improvements to their facades in recent years. These businesses received funding from the past façade program with improvements including new awnings, lighting, and windows. These dollars change the general aesthetics and even the function of the storefronts. Mr. Heckmann read positive quotes from new building or new business owners on how the funding from the previous façade program was beneficial to them.

Hosting a private façade program that isn't related to the DCED standards would allow us to make some policy shifts that could help us deploy the money and make it easier to get it in use. Mr. Heckmann went on to explain the application process through DCED for obtaining façade grants. One of the few things that was difficult with the façade application was it required three different quotes from three different vendors to price the improvement. So, giving and maintaining a vendor list that we can coordinate and manage will help us troubleshoot any issues.

We want to add eligibility for fixes that could improve ADA (Americans with Disabilities Access), landscaping improvements, wrapping in minor codes violations that could be remedied by the work and considerations for work that is on visible sides of the building. Kimmie's is a good example as she has a front façade that faces Willow Avenue and a side façade that faces Park Avenue, improving both of those sides would be a benefit because she has frontage on both streets. The previous program did not allow for that.

Inclusion of residential buildings in the eligibility criteria as some of our most dilapidated buildings in the downtown area are residential in nature. The ability to consider larger requests up

to \$7,500. The current program was a \$5,000 limit with a 50% match. We are proposing that projects that are larger we may be able to increase that amount. It would be a committee and ultimately council's approval for any projects that are funded. Making it a borough-run program would streamline those efforts; borough council would approve all allocations and current elected officials would be forbidden from receiving any monies from the program.

Mr. Heckmann reiterated that this is a discussion, not any action and it would be a \$75,000 allocation in the 2024 budget. This would be a three-year allocation. The funding to be pursued would be from ARPA (American Rescue Plan Act) which are federal dollars, not taxpayer dollars. Dormont Borough have successfully raised money from the ARPA funding package to fund their façade program. ARPA is still money available to us and the balance available in our allotment is about \$535,000. Our ask would be \$75,000 of it. ARPA could present a funding vehicle for this.

Also, the borough can apply directly for DCED funding but accepting that money we would be accepting their restrictions. We are willing to pursue funding from there if ARPA was not an adequate vehicle. Through the DCED funding, priority was given to Mainstreet organizations. We would be applying without that priority.

Mr. Heckmann opened up the discussion for council and residents.

Ms. Swisher asked who wrote the document that was written up for the Castle Shannon Borough Façade Improvements Grant Program. Mr. Heckmann answered that Krista provided the majority of the content and the section at the bottom related to policy changes was written by Mr. Heckmann. Mr. Swisher also asked if there was a design committee. Mr. Heckmann said that no one was placed on the committee because it doesn't exist.

Mr. Swisher found something very disturbing, the line as one of the reasons why the Borough should host program instead of the CSRC as before, it stated "a lack of transparency and ethical conduct by elected officers on the CSRC board." He can't believe that this was published and felt that it was unnecessary, and he should have stopped with the word "transparency." Mr. Swisher went on to say that he wouldn't have published it before a discussion occurred and asked who published it. Mr. Heckmann responded that staff did.

Mr. Oates also asked who requested that the presentation be written, that council didn't ask for it to be written. Mr. Heckmann said that it is a discussion on budget items and a policy recommendation to council and he writes these all the time. Again, Mr. Oates asked who created this presentation for this meeting tonight. Mr. Heckmann responded that he did.

Mr. Heckmann proceeded to talk about the concerns that were cited. He went on to say that council is responsible for stewarding taxpayer dollars and how they're spent and when things that are ethically compromising are seen, it's the job of council to cite it for the benefit of the taxpayers.

There are years of information in our minutes, in our proposals where the flow of tax money from the borough to the CSRC, any of those years where Ms. Kovach was present. There were comments from Mr. Swisher that all of this is political motivation.

Mr. Heckmann continued explaining that when taxpayer monies are moved to a nonprofit, not overseen by your government should ask how it's being spent. Twenty-four percent of the \$28,000



in façade funds went to Ms. Kovach's own personal business and her son-in-law Cesar Velasco in amounts totaling \$6,650. Mr. Heckmann went on to explain that the borough is responsible as fiduciaries and asked the appropriateness of a borough official benefitting from moving monies from a borough to a non-profit that you benefit from financially.

He stated that there were no records for the approvals for the votes that were found in CSRC meeting minutes; the only mention of these votes was their approval at the committee level. There is no public record of these allocations and borough council was never informed of the financial benefit council woman Kovach and her family received prior to CSRC awarding this money.

Borough council regulations and CSRC by-laws specifically mention that individual members have fiduciary duties. Mr. Heckmann read from the CSRC by-laws furnished to him by Paul Salvayon, who requested that he not be called out in a public forum. Mr. Heckmann went on to say that in the CSRC by-laws there are specific mentioning's of how individual members have fiduciary duties. In Section 2: "A Director of the Corporation shall stand in a fiduciary relation to the corporation." And later in Section 4: "No part of the assets of the Corporation shall ever inure to the benefit of any Officer, Director, or any other individual except that reasonable compensation be paid to the employees..." No part of the Corporation's net earnings will inure to the benefit of the individual members." The Borough Code forbids people (other than the small stipend received), from receiving financial benefits. Mr. Heckmann asked the audience if they would want their elected officials to receive taxpayer money on their personal property.

Also, council woman Kovach's building and the benefits received were technically not permitted by the DCED funding policy. She received improvements to her façade to sides of her building that were not street facing. Her original request to receive façade money was dated 2014.

Mr. Heckmann projected on-screen copies of the proposal, scope of work and checks that were written to Ms. Kovach from the CSRC in order to reimburse her. The DCED parameters do not fund improvements to non-street-facing sides of buildings. She got all new windows on every face of her building when only three (3) faced the storefront.

Mr. Heckmann said this is not appropriate and this is not a political action. It was argued by Mr. Swisher that Ms. Kovach was not there to explain herself.

Mr. Heckmann added that every tax-exempt organization files a 990 form and many are publicly available to view online. A copy of the CSRC 990 form was displayed on the screen and showed zero reportable compensation in 2018. This was the year that Ms. Kovach received a payment from the CSRC to pay her back for investments that were made to her building. There is a section on the form where officers of the organization need to claim any reportable compensation or any other compensation. A cashed check for \$1650 from 2018 was shown in her benefit. One officer signs off on the 990 tax form, the treasurer who at that time was Ms. Kovach and there was no reported compensation.

Mr. Swisher suggested that council talk with Ms. Kovach's accountant since she's not in attendance to defend herself. Mr. Heckmann said that discussion regarding the subject is still open.

Paul Salvayon, Glen Shannon Drive – commented that the slide proposal Mr. Heckmann presented was not part of the agenda and questioned how he has the records of the data he presented. He also

claimed that the CSRC-run soldier banner program records show the borough taking the monies and not supplying the banners. Mr. Salvayon stated that the façade program was not part of CSRC, and he was not on the board at the time. He feels it's unethical to not have the person that is being accused here tonight.

Annie Shaw, Glen Shannon Drive – recommended Mr. Heckmann take his concerns to the State Ethics Board and made the claim that he continuously violates the Sunshine Act. Mr. Heckmann said it's important for council members and the public to see this information.

Mr. Oates asked why this is the first time seeing this. Mr. Heckmann responded that it's only because the façade program is up for renewal or we're suggesting it's a good time to consider funding it again. He looked into what policy changes needed to occur for this to work well.

Mr. Swisher voiced his concern as to why this is all being published before it was presented and without the council member's presence at this meeting to defend herself. He also felt it was funny that it is during an election period.

Richard Goff, Glen Shannon Drive – questioned why does it seem like the council president and one other person put this together. He asked if would've been better to discuss it among all of council and then come to a consensus. Mr. Heckmann said that with the talk of transparency, it would be better to discuss this here instead of behind closed doors.

Eileen O'Malley, Baldwin Street – stated that to attack someone when they're not here is disgraceful. That Mr. Heckmann talks about unethical behavior in politics with family members running for office, but it's not. She said he hid the fact that he belongs to a company that rents space at the fire hall. Mr. Heckmann responded that he does not own the company, they were a client of his.

Dave Seiler, Arch Avenue – the wayfinding insignia (the knot) that continues to show up on documents that it shouldn't be on. He feels embarrassed by how the president is speaking about someone who is not present. Mr. Seiler announced that he was running for Council. He wondered if any of the people who benefitted from the grants had shown up to a meeting and thanked the borough. Mr. Seiler agreed with others that this should have been discussed with the council members beforehand so that they could do their own research.

Another resident suggested that council should have a discussion and then bring it back up when Ms. Kovach is back at the next council meeting. Mr. Heckmann said that the funding of the program will be discussed later ahead of the budget allocation.

**Library** – Ms. Randazzo reported that the Library will closed for Labor Day.

The first library board meeting of the new fall season will be held September 7<sup>th</sup> at 7:00 p.m.

The Friends' book sale will be held September 14<sup>th</sup>-16<sup>th</sup>.

Adult bingo is September 29<sup>th</sup> at 1:00 p.m. and lastly, the vendor and craft fair is November 18<sup>th</sup> from 10am-3pm. They are looking for crafters and vendors, anyone interested can call the library.

**MRTSA** – Mr. Swisher reported that they met last week but has nothing to report. Mr. Heckmann said there is a draft budget to be confirmed at a later date.

**SHACOG** – Mr. Oates attended the last meeting of August 17<sup>th</sup>. There was a presentation by Matt Brown the Allegheny County Coordinator of Emergency Services regarding responses to disasters and things like that.

**Manager's Report** – Manager will be starting with us September 5<sup>th</sup>.

**Mayor's Report** – Mayor Baumgarten said he is embarrassed by what occurred tonight. He hates to see that this will be a part of the minutes and will go out into the world without any response by the person who is being accused. He said it seems to be a trial without a jury and doesn't seem right to him.

**Planning Commission** – Mr. Vietmeier said there was a planning commission meeting last week. Barbara and James Campbell of Elm Avenue are consolidating their property at 3546 Elm Avenue. It was sent to the conservation district for their review before council accepts it.

**Keystone Oaks:** School is back in session. Chief Truver stated that the superintendent called for a meeting of the police chiefs and the school police department. This should be sometime this week to meet all the officers and know what their plans are. There is an armed officer there who started on the first day, her name is Officer Dalton.

**Public Comment:**

Kevin Brannon, Home Avenue – asked what the special considerations for Home Avenue would be for the automated trash collection. Mr. Brannon asked Mr. Heckmann to display a map of Ridgeton Avenue and Home Avenue. Mr. Heckmann stated that the borough has requested Waste Management do an on-site for any streets that the borough has concerns about. Mr. Brannon pointed out on a map that the last house on Belleville (the back of their yard is on Ridgeton and has no access on Belleville). They have been putting their garbage in their car and driving it down Ridgeton, up 6<sup>th</sup> Street and placing it on Belleville Street for 30 years. Can we give them access to have their garbage picked up on Ridgeton? The residents will not be able to put a 96-gallon trash can in their car and drive it up to Belleville. What can be done with the people on Home Avenue?

Mr. Vietmeier said that streets could have special consideration like Havelock has had in the past.

Mr. Astor said that Waste Management has provided the Borough with input and we will get back to them with this type of additional information. The challenges with some of our roads is the narrowness of them. We will continue to seek feedback so we can get accurate information.

Annie Shaw, Glen Shannon Drive – asked for more information on the selection process for the borough manager. Mr. Heckmann explained that a third-party (Strategic Solutions) was hired to run the search process; they ran advertisements in common municipal places. Once resumes were received, they were pre-screened which involved a phone call between a Strategic Solutions staff member and the individual (no council involvement). They would then make a recommendation to include or exclude a candidate and that would either move them to the interview stage or not. Council then received all the full pipeline of candidates, including those recommended as accepted

and rejected. Council empowered Strategic Solutions to schedule first interviews with the accepted candidates. Mr. Heckmann believes there were five candidates and that all of council were invited for the interviews. Ms. Shaw questioned why Mr. Heckmann did not declare executive session since there were more than four council members present for the interviews. Mr. Heckmann disagreed with her.

First interviews were held, candidates who showed promise were invited for a second interview. Again, all of council was invited to attend. For those members that were present, only council member Maloney was not present physically and they came to the unanimous decision about the candidate. Then began the contract phase. Ms. Shaw asked if Mr. Heckmann would like to declare the date of the Executive Session since there were more than four council members discussing council business. Mr. Heckmann responded that he didn't have dates for her.

Jerry Coombs, Belleville Street – asked Chief Truver which schools would have armed officers. Chief responded that every Keystone Oaks school has an armed officer.

David Seiler, Arch Avenue – inquired if the 10 new volunteers at the CSVFD could come to a council meeting to be introduced and thanked. Mr. Heckmann has no issue extending the invite and Chief Reffner stated that a majority of them were at the fireman's carnival. He can ask them if they can attend a meeting in the future.

Jerry Coombs, Belleville Street – once again, he would like to see if the borough can do an audit of municipal and commercial properties that have handicap spaces and ensure they're properly painted and signed. Mr. Heckmann said that he believes that Chief Truver took note of borough property. Regarding commercial property, we can make the recommendation to owners but can't mandate it.

Mr. Heckmann closed the public comment section.

**Other Business:** Mr. Astor noted the concern of the Mayor and other members of Ms. Kovach's inability to defend herself and these minutes will become public. He stated that it was his understanding that tonight's minutes do not become public until they are approved. Mr. Heckmann responded that is correct. Mr. Astor went on to say that Ms. Kovach will have the opportunity to review anything that was discussed. Mr. Heckman stated that she can't amend what was presented but certainly can prepare a response before it's made public as part of the normal process.

Mr. Oates apologized for the embarrassing display for borough council to behave this way tonight.

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

Approved as presented this 11th day of September 2023.

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Christina Morrow  
Administrative Assistant

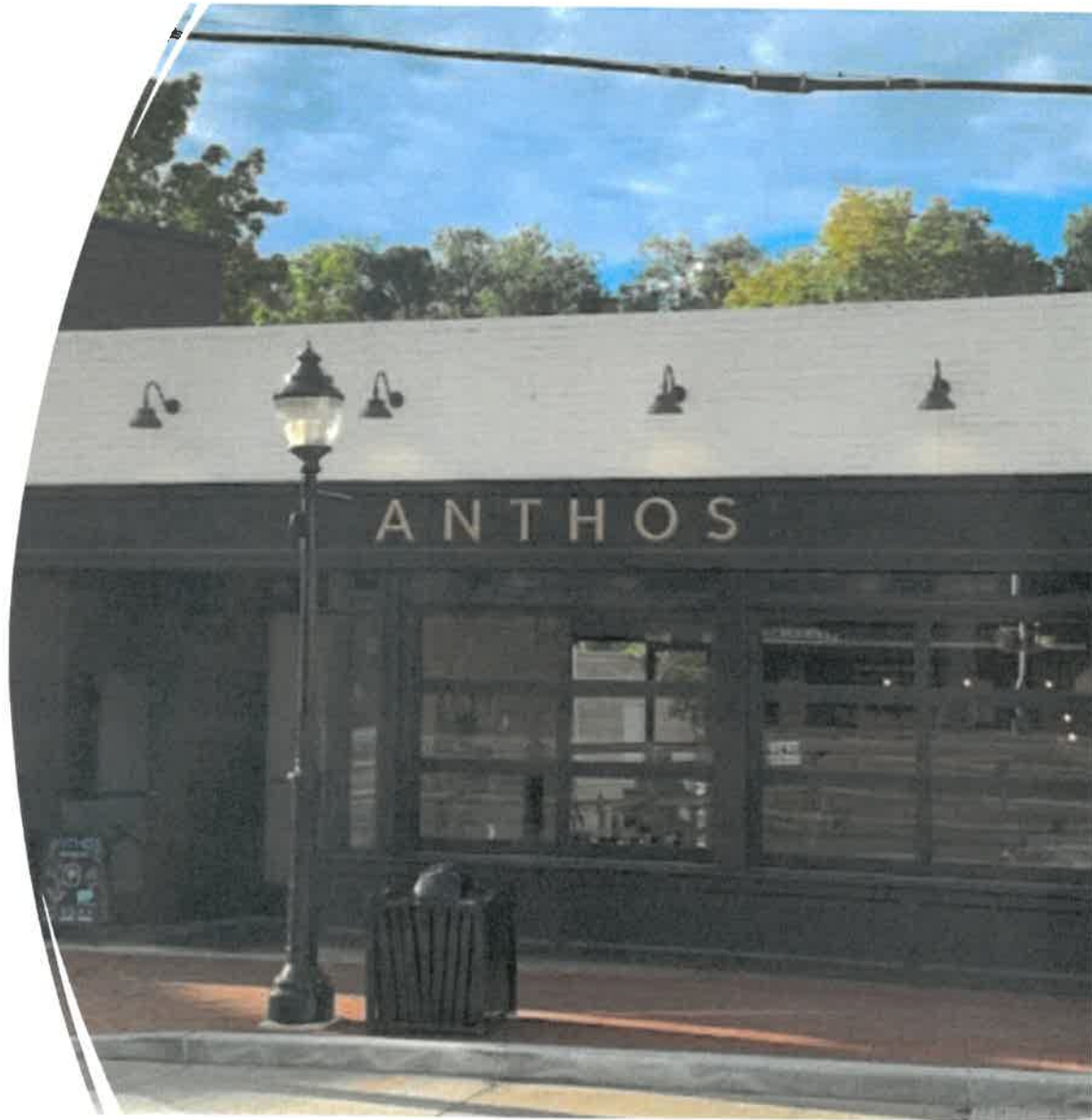
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Mark J. Heckmann  
Council President



Castle  
Shannon  
Façade  
Program  
2024-2026

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Min 12



# Should We Continue the Façade Program?

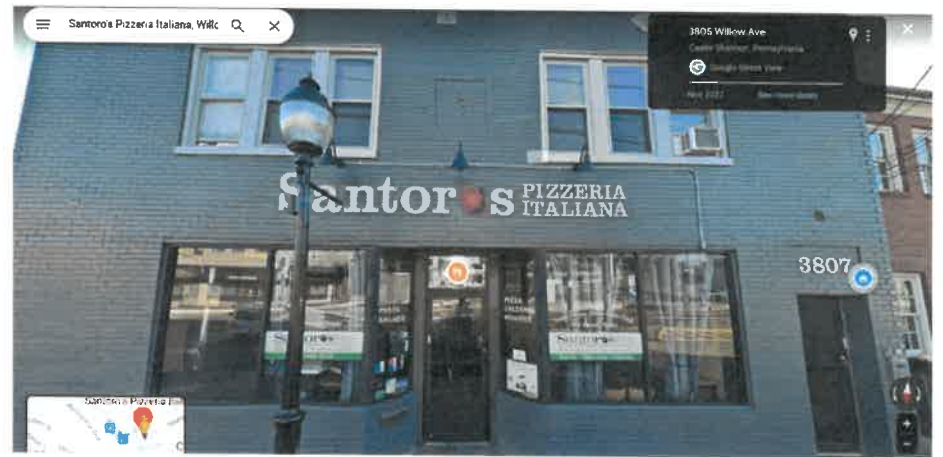
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## Fast Facts:

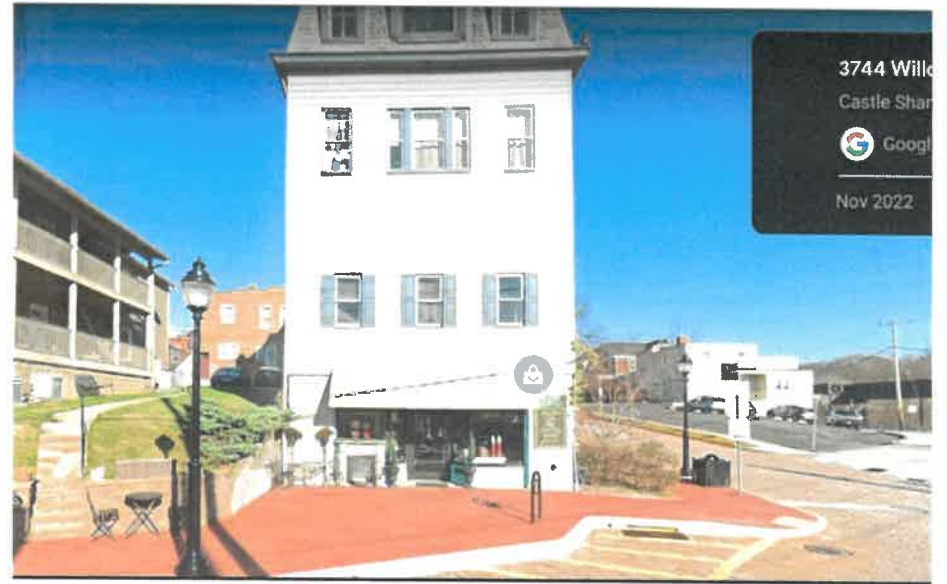
- 10 facades improved through DCED program
- \$27,885 of \$50,000 allocated for the façade match was allocated
- Rents have increased throughout downtown
- Vacancy at all-time lows (only a few vacant storefronts remaining)
- Property values are at all-time highs for downtown buildings



min 13



Min 14

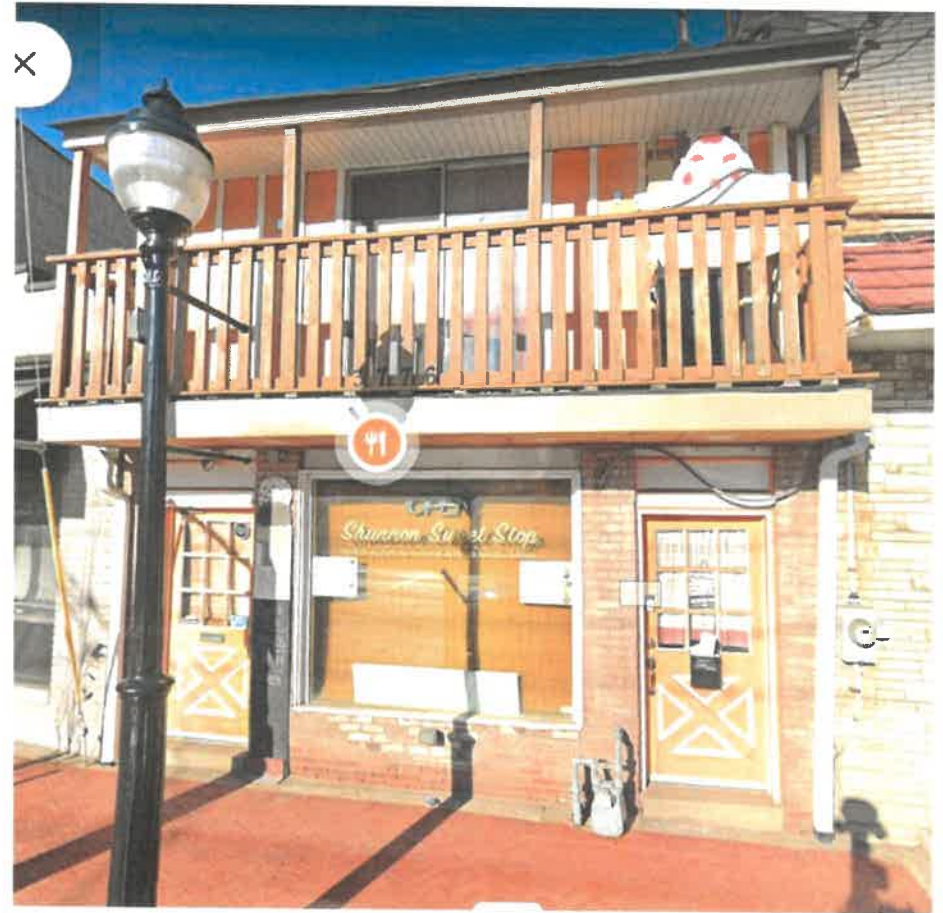


Mia 15



min 16





Min 17





min 18

# What Do New Building Owners Say?



min 19

# Gabriella Paliotta

## Owner, Triangle Building

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“A facade program would help create a more distinctive business district. With a definitive program in place, it would make it easier as a property owner to make continuous improvements throughout the year, rather than focus one or two main issues a year, where personal funds need to be allocated.

As a property owner, if there are opportunities to constantly help maintain the exterior of the buildings within Castle Shannon, it would allow me to be more selective and hold out for more unique businesses to occupy a vacancy, rather than look for a tenant that can just pay rent.”



*min 20*



min 21



# Mike Clements

## Owner, Anthos Building

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“A building's facade is the proverbial ‘Welcoming Mat’ of our community. When done well, they entice those to come in, to experience and ultimately to come back.

Having attractive facades to go along with the beautification investments already made, help accelerate a transformation and provide an exclamation point to “we are open for business.”

Today's higher interest rates, along with the rising cost of services and materials, are unwelcoming headwinds to the challenge of blight and stagnation. A facade program would provide smaller developers like us a much-needed boost to help navigate and better unlock the potential within. And the payback to the community will be better quality projects and imaginative reuses of buildings and spaces that will help sustain and inspire others to do the same.”



*min 22*





min 23

# Dustin Jones

## Owner, Mindful Brewing

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“Mindful is a great example of downtown transformation. Building a new community asset in a way that attracts consumers to Castle Shannon and looks amazing.

As a developer, I continue to look for new investment opportunities in Castle Shannon, and funding like the facade program helps to underwrite improvement to older buildings that keep the community looking great and pedestrian-friendly. I see many innovative ways to fix the current issues at hand.”



*min 24*

# How A New Façade Program Should It Be Run

- Policy Shifts
  - Approved vendor list coordinated ahead of time, active troubleshooting.
  - Adding fixes for ADA, landscaping, minor codes violations, consideration for work on visible sides of buildings.
  - Inclusion of residential buildings in eligibility criteria.
  - Consider larger requests up to \$7,500 for multi-faceted, scaled-up projects.
  - Borough-run program to streamline efforts
- Accountability Shifts
  - Borough Council approval on all allocations
  - Current elected officials forbidden from receiving monies.

*min 25*

# The Ask of Council

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\$75,000 in 2024 budget  
(lasting from 2024-2026)

Funding to be pursued from ARPA or  
from DCED directly



*mit 26*

# Transparency, Accountability Concerns with CSRC-run Program

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- The flow of Borough taxpayer money to the CSRC (Kovach as President)
- 24% of all expended façade funds went to Councilwoman Kovach and her son-in-law Cesar Velasco (\$1,650 and \$5,000 respectively)
- No records of the approvals for these votes can be found in CSRC Meeting Minutes (supposedly approved at the Committee level)
- Borough Council was never informed of the financial benefit to Councilwoman Kovach or her family members prior to approval by CSRC
- Both Borough Council regulations and CSRC Bylaws forbid financial benefits by sitting Board members
- Improvements made to Kovach's building were not permitted by DCED policy but were approved anyways (improvements beyond front façade)

*min 27*



# Councilwoman Kovach's Façade Funding

Castle Shannon Revitalization Committee  
Statement of Intent  
Façade/Awning/Sign Design Incentive Program

Name Nancy Kovach, Park Avenue  
Building Address 935 Park Avenue  
Castle Shannon  
Phone & E-Mail [REDACTED]

Applicant:  
Owner of Building  Business Owner Leasing Property

Type of Improvement:  
Awning  Sign  Façade Improvement  Site Improvement

Details of Proposed Improvement:  
AWNING - SIGNAGE - WINDOWS PORCH ROOF - LANDBEAM

Estimated TOTAL Cost of the Improvement:  
\$13,000.00

Name (print) Nancy Kovach  
Signature Nancy Kovach  
Date 12-9-2014

**Proposal**

TIMOTHY D. FORBES  
General Contractor / Remodeler  
1001 CLOVERLEAF ST.  
PITTSBURGH, PA 15228  
610-387-8888

PA 050107

**Proposal Summary**

NO.	DESCRIPTION	EST. COST	DATE

My family shall qualifications and address for:

**Acceptance of Proposal** — The above price, specifications and conditions are satisfactory and are hereby accepted. We are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: 12/9/14 Signature: [Signature]

CASTLE SHANNON REVITALIZATION  
8310 MICROBENTS RD.  
CASTLE SHANNON, PA 15304-2711

866  
DATE 1/9/2018

PAY TO Nancy Kovach \$ 1,650.00  
7701 CRENSHAW

One thousand Six hundred Fifty and no/100

**Dollar Bank.**

XXXXXX  
FACADE GRANT  
[REDACTED]

[Signature]

CASTLE SHANNON REVITALIZATION  
8310 MICROBENTS RD.  
CASTLE SHANNON, PA 15304-2711

866  
DATE 1/9/2018

PAY TO Nancy Kovach \$ 1,650.00  
7701 CRENSHAW

One thousand Six hundred Fifty and no/100

**Dollar Bank.**

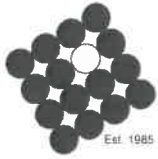
XXXXXX  
FACADE GRANT  
[REDACTED]

208 866 91,680.00

208800000083892231  
0000100120800218

[Signature]

min 28



# LSSE

Civil Engineers and Surveyors

HEADQUARTERS IN CORAOPOLIS, PENNSYLVANIA

**MANAGING PRINCIPALS**

Kevin A. Brett, P.E.  
Ned Mitrovich, P.E.  
Jason E. Stanton, P.E.

August 28, 2023

S. O. No. 253-108

**VIA EMAIL ONLY**  
**(lmiller@csboro.org)**

Ms. Loretta Miller, Assistant Manager  
Castle Shannon Borough  
3310 McRoberts Road  
Castle Shannon, Pennsylvania 15234

**Subject: Contract No. 23-PK9 – Restoration and Plantings  
Group 2 and 3 Parks – Upper and Lower Hamilton  
Bid Report**

Dear Ms. Miller:

In accordance with the Advertisement, sealed bids for the subject contract were received through the Quest Construction Data Network (QuestCDN) until 11:00AM on August 9, 2023. The bids received were opened and read aloud. There was one addendum issued for this contract.

Prior to the bid opening, three Contractors requested proposal bid forms. Bid proposals were received from two Contractors for Contract No. 23-PK9 – Restoration and Plantings (Group 2 and 3 Parks – Upper and Lower Hamilton) with bid amounts as follows:

Contractor	Base Bid Amount
Independent Enterprises, Inc.	\$98,725.00
Cronin Enterprises, LLC	\$149,600.00

Per the Instructions to Bidders, bid bond companies were checked and all are listed on the U.S. Treasury Circular 570.

In accordance with Section B.3 of the Instructions to Bidders, using the bid quantities and contractors bid unit prices, each bid was checked for mathematical errors in extension and addition. No errors in extension or addition were discovered. The enclosed bid tabulation presents a listing of the item descriptions and Unit Price Bid for each item for all bids received.

**OFFICES IN:** Allegheny, Beaver, Erie and Westmoreland Counties Pennsylvania; Franklin County, Ohio

846 Fourth Avenue Coraopolis, PA 15108 (412) 264-4400 Fax: (412) 264-1200	150 Pleasant Drive, Suite 204 Aliquippa, PA 15001 (412) 264-4400 Fax: (412) 264-1200	10560 Walnut Street Albion, PA 16401 (814) 756-4384 Fax: (814) 756-5638	4534 Route 136, Suite 9 Greensburg, PA 15601 (724) 837-1057 Fax: (412) 264-1200	5980 Wilcox Place, Suite J Dublin, OH 43016 (614) 395-1661
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*BOI*

Ms. Loretta Miller, Assistant Manager  
Castle Shannon Borough  
August 28, 2023  
Page 2

As presented above and in the bid tabulation, Independent Enterprises, Inc. is the apparent low bidder for Contract No. 23-PK9 – Restoration and Plantings (Group 2 and 3 Parks – Upper and Lower Hamilton). A copy of Independent Enterprises, Inc.'s bid proposal acknowledgement is enclosed herewith.

Based on collaboration with Borough staff, LSSE recommends rejecting the bids received and re-bidding with a revised scope of work. A portion of the proposed work will be completed by Borough Public Works.

Should you have any questions, please contact Joshua R. Callender, E.I.T. directly (Ext. 284).

Sincerely,



Jason E. Stanton, P.E.

JES/ven

Enclosures

cc/enc: Dennis R. Biondo, Solicitor (drbiondo@aol.com)

B02



TO:	C. Michael Foote, Manager	DATE:	September 7, 2023
COMPANY:	Castle Shannon Borough	S. O. NO.:	0253-01
FROM:	Jason E. Stanton, P.E.	cc:	L. Miller, Asst. Manager B. Ausman, DPW Foreman J. Bajek, LSSE T. Sportelli, LSSE J. Callender, LSSE
SUBJECT:	<b>Work-in-Progress Report September 2023</b>		

*Italicized font represents unchanged status from prior Work-in-Progress.*

**1. Municipal Tasks:**

**a. 2023 Road Programs and Parking Lot Paving:**

- *Bidding schedule follows:*
  - *Bid scope determination / confirmation – March 28, 2023*
  - *Advertisement emailed on April 6, 2023*
  - *Bid Opening via Quest – May 3, 2023 at 11:00 AM*
  - *Bid Report – May 4, 2023*
  - *Award/Action date - May 8 Council meeting*
- *Scope*
  - *Capital Fund Contract – 23-R02*
    - *Maplewood*
    - *Lindenwood*
    - *Waverly*
  - *Liquid Fuels Contract – 23-R01*
    - *Broadway*
    - *Highland Villa*
    - *Magnolia Drive*
  - *Parking Paving Contract No. 23-PK-6 (Rebid)*
    - *Library Side Parking Lot*
    - *Police Station Parking Lot*
    - *Lower Hamilton Parking Lot / Access Drive*
    - *Lower Hamilton Park Concrete Sidewalks (around Multi-Purpose Structure)*
    - *Lower Hamilton Court Dumpster Pad*

*BO 3*



- **Status:**

- **Capital Fund Contract – 23-R02** - Award letter and contract documents dated May 12, 2023 were issued to Mele and Mele and Sons, Inc., in the amount of \$278,436.50. The Pre-Construction meeting was held on June 12, 2023. The Notice to Proceed was issued on June 16, 2023. The effective date of the Notice to Proceed is July 3, 2023 with a 45-day construction period. **Work has been completed, lawn restoration and punch list items remain. A field review was completed with DPW and the contractor on September 7, 2023. LSSE’s punch list letter will be issued on September 8, 2023.**
  - **Liquid Fuels Contract – 23-R01** - Award letter and contract documents dated May 12, 2023 were issued to Mele and Mele and Sons, Inc., in the amount of \$174,495.00. The Pre-Construction meeting was held on June 12, 2023. The Notice to Proceed was issued on June 16, 2023. The effective date of the Notice to Proceed is July 3, 2023 with a 45-day construction period. **Work has been completed, lawn restoration and punch list items remain. A field review was completed with DPW and the contractor on September 7, 2023. LSSE’s punch list letter will be issued on September 8, 2023.**
  - **Contract No. 23-PK-6 (Rebid)** - Advertisement emailed on May 22, 2023. Bid Opening via Quest on June 20, 2023 at 11:00 AM. Bid Report issued by LSSE by letter dated June 21, 2023. Council approved Base Bid at June 26, 2023 Council meeting. LSSE issued award letter to Folino Construction by letter dated June 30, 2023. The Pre-Construction Meeting was held on August 8, 2023. **A field walk-through of the sites was held on September 5, 2023. The contractor (Folino Construction) advised of an end-September starting date for the library and police parking lots.**
- b. **981 Castle Shannon Boulevard Parking Lot Repaving** – Initially parking lot was bid as an Add Alternate in Contract No. 23-PK-6 (Rebid), however was not awarded at the June 26, 2023 Council meeting. As requested LSSE reviewed June 29, 2023 Castle Asphalt scope of work. LSSE issued letter dated July 7, 2023 with three different options. Council requested that LSSE prepare a bid package for three different contracts, A, B and C based on the scope of work identified in the July 7, 2023 letter. Advertisement was emailed on July 12, 2023. LSSE received confirmation that ad will run on July 20 and July 27 with a bid opening date of August 10, 2023 at 11:00 AM via QuestCDN. Bids were opened on August 10, 2023. LSSE’s bid report was issued August 10, 2023. **Council awarded the contract at the August 14, 2023 Council meeting. The contract documents have been prepared and were hand delivered on September 6, 2023 for execution. A Pre-Construction meeting will be scheduled in the next week.**
- c. **SHACOG – Act 152 Blight Reduction Program:** As requested on May 16, 2023, LSSE provided an OPC with respect to demolition of 930 Park Avenue and 3563 Library Road for the borough to file a grant application through SHACOG. LSSE’s OPC was forwarded by letter dated May 18, 2023.

BO 4

d. **MS-4 (Storm Sewers):**

- **Permit Status:** PaDEP issued the NPDES GP-13 Permit on March 15, 2018 (2023 Expiration date). PaDEP announced over the week of September 26, 2022 that all PAG General Permits for the MS4 will be extended until March 2025. Annual tasks during this time will continue (training, BMP reviews, sampling etc.). PRP deadlines have NOT been extended. They are still due March 2023 with reporting date of September 2023. Castle Shannon Borough has an individual permit attributable to the Total Maximum Daily Load (TMDL) issued for Saw Mill Run. The final permit was issued by PaDEP on June 16, 2023. There were no revisions made from the draft permit. In summary, the Borough's current MS-4 Permit is effective on July 1, 2023 and runs through June 30, 2028. One item of note from the previous permit is this permit doesn't reference the Appendices for Impairments (Appendix A, B, C or E). LSSE anticipates this information being issued by PaDEP by the end of the year which will dictate what the Borough will be required to do to address these impairments (e.g., set the scope of the next PRP Project).
  
- **May Street Storm Sewer Extension – Contract No. 20-ST02**
  - Preliminary design completed. Project will require 4 rights-of-way. Agreements and exhibit drawings were emailed to Borough on October 16, 2020. To date, one ROW has been signed.
  - Design drawing for 24" cast iron waterline was received from PAWC. Construction drawings, contract documents and bid opening date will need coordinated in concert with ROW acquisition.
  - Design review and ROW coordination held on March 15, 2022.
  - Updated OPC for FY 2023 budgeting emailed on August 26, 2022, suggesting to budget \$240k.
  
- **Pollution Reduction Plan (PRP) Implementation**
  - **Scope:** Stream restoration project as identified in the September 2017 PRP/TMDL Plan (approximately 255 linear feet) generally between James Street and Canal Street.
  - **Permitting:**
    - Permits released on September 6, 2022.
  - **Funding:**
    - PaDEP Growing Greener Grant – applied for in June 2021, \$115k. Received notice on December 29, 2021 that the Borough received \$108,000 in grand funding. In terms of grant documents, Attachments 1A, 1B and 1C were forwarded on January 19, 2022. Quarterly progress report was forwarded on January 16, 2023. LSSE issued a letter with request for reimbursement by letter dated August 15, 2023 as well as a letter dated August 28, 2023 with an update to the budget and schedule to facilitate the request for reimbursement.
    - GEDTF Grant (via Redevelopment Authority of Allegheny County) – Resolutions were issued for action, signature at October 11, 2021 Council meeting. Applied for \$300k. Letter received dated January 28, 2022 indicating grant award of

*\$150,000 was received. LSSE issued a letter dated July 27, 2023 requesting to transfer this funding to the Borough's other GEDTF grant for the Hamilton Park pavilion installation. GEDTF responded back to the Borough by email dated August 9, 2023 requesting a letter on Borough letterhead and updated project budget. LSSE drafted same and emailed on August 9, 2023 for the Borough's use. LSSE is collaborating with administration to provide the required documentation. **The next Board meeting is scheduled for September 19, 2023. It is anticipated that the Borough's request will be acted on at that time.***

- *Tasks/Schedule Tracker:*
  - *Bidding*
    - *Advertisement forwarded to Borough on February 8, 2023.*
    - *Bids were opened on March 8, 2023 at 11 AM.*
    - *Bid report was issued on March 9, 2023.*
  - *General Project Services*
    - *In accordance with Council action on March 13, 2023, the award letter was issued to the contractor (N&N Landscaping, LLC) on March 16, 2023 in the amount of \$169,258.*
    - *Pre-construction meeting was held on April 13, 2023.*
    - *LSSE issued a recommendation for payment for Partial Payment Request No. 1 by letter dated June 5, 2023.*
    - *Construction has been completed. A final walk-through was performed on June 22, 2023, there were no punch list items identified.*
    - *LSSE issued recommendation for partial payment No. 2 by letter dated June 30, 2023. A retainage of 2.5% is being withheld pending vegetation establishment.*
    - *LSSE issued final change order (deduct) to contractor on June 30, 2023.*
    - *LSSE issued a letter dated August 8, 2023 advising the contractor that several areas lack vegetative growth.*
- **Annual MS-4 Tasks**
  - *Annual report was uploaded to PaDEP's website on September 27, 2022. **The 2023 Annual Report will be uploaded to PaDEP's website by the end of September 2023.***
  - **Council's Annual Elected Official Update presentation is planned to be presented on September 11, 2023.**
  - **The annual MS-4 sampling program has been completed. LSSE's memo of the findings was issued on August 25, 2023.**

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e. **Park Grant Funding:**

- *2021 Lower Hamilton Park Trail Improvements - Castle Shannon received a \$50,000 grant from the Commonwealth Finance Authority (CFA) – Greenways, Trails and Recreation program. CFA awarded grant at the April 21, 2021 CFA Board meeting. LSSE sent an email dated June 1, 2021 to DCED requesting a reduction the overall scope of work that should not impact grant value. This scope reduction was requested to coincide with planned improvements associated with Park System Master Planning. LSSE emailed DCED on November 17, 2021 attempting to re-initiate a dialogue pertaining to slightly smaller scope. DCED responded affirmatively on November 18, 2021.*
- *2021 Lower Hamilton Park Pavilion - LSSE received a copy of the email dated November 19, 2021 from Representative Miller's office that that Castle Shannon has been awarded a \$125,000 CFA grant from the Greenways, Trails and Recreation funds for improvements to the Lower Hamilton Park Pavilion.*
- *2022 Hamilton, Municipal Complex, Riehl Park Trails - LSSE received a copy of the email dated September 21, 2022 from DCED that Castle Shannon has been awarded a \$125,000 CFA grant from the Greenways, Trails and Recreation funds for improvements to the Hamilton, Municipal and Riehl Park Trails. In terms of a general strategy, the thinking is that this grant (\$125,000) can be used in concert with the \$50,000 Lower Hamilton Park trail grant for work associated with Lower Hamilton.*
- *2022 Allegheny County GEDTF - The Borough received \$150k from GEDTF at the November 15, 2022 Board meeting.*
- *A PA Small Water and Sewer Grant application (DCED ARPA) was filed on December 28, 2022 in the amount of \$500,000 related to Upper Hamilton Park stormwater improvements. Tentative award date is September 2023.*
- *A DCNR Parks and Rehabilitation grant was submitted on April 5, 2023 for construction of pavilion / stage at the library (Phase 2 of Library Improvements). The Borough requested \$100,000 within the application.*
- *An ALCOSAN GROW Letter of Interest (LOI) was filed in the amount of \$563,000 on March 31, 2023 related to sanitary sewer source flow reduction (\$310,000 for Killarney Sewer-shed and \$253,000 for the Hamilton Park Sewer-shed). The Borough received a letter from ALCOSAN dated May 1, 2023 inviting the borough to submit a full application by June 30, 2023. The required resolution was approved at the June 12, 2023 Council meeting. The application was submitted to ALCOSAN on June 28, 2023 prior to the June 30, 2023 deadline. **Anticipated GROW awards are towards the end of September.***

f. **Park System Implementation Strategy:**

- **General Overview:**
  - *The Implementation Plan that was inserted into July 2022 Amended Master Plan.*
    - a. *Group 1 Projects: Library, Myrtle, Prospect – 2022 / 2023 Construction*



- b. *Group 2 Projects: Lower and Rear Hamilton – 2023 Construction*
  - c. *Group 3 Projects: Upper and Mid Hamilton – 2024 Construction*
  - d. *Group 4 Projects: Riehl and Municipal – 2025 Construction*
- *Progress Meeting No. 9 (Committee) was held January 19, 2023 discussing / interviewing two vendors Keystone Sports Construction (Astroturf Rep) and Shaw Turf.*
- *LSSE attended February 13, 2023 Council meeting to review bidding/status updates relative to the Group 1 and Group 2 Projects.*
- **Progress Meeting 10 was held on August 23, 2023.**
- **Permitting:**
  - *The NPDES Permit uploaded to Conservation District Website on February 15, 2023 (covers Lower/Rear Hamilton and Upper/Mid Hamilton). Conservation District comments were received on March 20, 2023, LSSE responded on March 22, 2023. The NPDES Permit was issued on Monday, May 15, 2023. An E&S Pre-Construction meeting was held with the Borough, Contractor and County Conservation District on June 1, 2023.*
  - *Sewage Facilities Planning Module process is ongoing for Upper Hamilton. The capacity certification request was forwarded to ALCOSAN on February 20, 2023. Council approved the Planning Module at the April 24, 2023 Council meeting. PaDEP Planning Module has been approved.*
  - *Splash Pad Permit - Information was received on April 12, 2023 from ACHD (triggered by Planning Module submittal) related to requirements to recirculating splash pads. **Sealed construction drawings have been received from Vortex. LSSE to respond to ACHD's and submit Public Bathing permit application to ACHD.***
  - *Building Permits – Multi-Purpose Structure – ROMTEC – The Design has been completed. Building permit review by BIU is being conducted currently. Minor building permit comments were issued on June 10, 2023 and forwarded to ROMTEC. BIU did not have any electrical building permit comments. Mr. Viemeir supported to obtain stamped approved building permit drawings for installataion contract bidding. BIU issued Building and Electrical Permits on July 24, 2023.*
- **Budget Tracking Spreadsheet:**
  - *LSSE issued the initial release of the budget tracker spreadsheet via email dated May 5, 2023. An update was issued on August 12, 2023.*
- **Group 1 Parks Contract Status – Approximately 95% completed**
  - **Contract 23-PK1 – Phase I Library Improvements – Hardscape and Prospect Park Retaining Wall – Contract has been closed out.**

- **Contract 23-PK2 – CoStars Amenity Procurement**
  - a. **Playground/Amenity Procurement (Sports and Recreation Associates (SRA))**
    - i. **Library** - *Shade sail was installed the week of June 26, 2023. LSSE and the Borough talked with SRA. LSSE issued a letter dated August 9, 2023 advising that corrective action is required and payment will not be considered until the issue is addressed. Borough, SRA and LSSE met on August 23, 2023 to review the library shade sails among other items. LSSE’s letter dated August 28, 2023 was issued. SRA to conduct shade study to evaluate alternatives. The test was conducted on August 31, 2023 by the vendor. Findings of the testing is pending.*
    - ii. **Myrtle** - *Pavillion has been set – Concrete cracking needed addressed. LSSE issued letter dated June 30, 2023 putting vendor on notice. Concrete pad was replaced on July 11, 2023. LSSE’s letter dated August 28, 2023 was issued, tables and benches have been assembled and are located in Hamilton Park. Vendor to place at Myrtle.*
    - iii. **Prospect** – *Playground has been installed. Pavilion construction has been completed. Basketball court has been resurfaced. DPW has completed restoration/landscaping with the exception of tree plantings which are pending. LSSE’s letter dated August 28, 2023 was issued, tables and benches have been assembled and are located in Hamilton Park. Vendor to place at Prospect.*

- **Group 2 Parks Contract Status:**

- **Contract 23-PK2 – CoStars Amenity Procurement Contract**
  - a. **Lower Hamilton - Multi-Purpose Structure (Romtec)**
    - i. *Design/Supply Contract was forwarded to Romtec by letter dated February 14, 2023.*
    - ii. *Pre-production “kickoff meeting” with Romtec was held on March 7, 2023.*
    - iii. *Shop drawings and material selection submittals was provided by Romtec on March 7, 2023. LSSE responded by letter dated March 22, 2023.*
    - iv. *Sealed design drawings to be provided by Romtec by April 21, 2023 for code compliance review etc.*
    - v. *Tentative Notice to Proceed date for manufacturer is scheduled for May 5, 2023 with an anticipated delivery date of mid-late August.*

B09

- vi. *Romtec provided final design drawings and calculations via email dated May 5, 2023. LSSE is supporting the borough with submittals to BIU through the Codes office. The submittal included the following:*
  - 1. *Building package overview*
  - 2. *Building package products*
  - 3. *Building installer scope*
  - 4. *Contractor scope items*
  - 5. *Owner's scope*
- vii. *Romtec forwarded final design for building permit submittals. Revised sealed plans were submitted on June 30, 2023 and forwarded to Codes /BIU. Per the schedule provided by Romtec on March 7, 2023, delivery is anticipated for end-August / early September.*
- viii. *Shipment delivery notification was received on July 27, 2023 without prior notice. DPW unloaded the last apparent delivery on September 5, 2023. LSSE to review inventory with respect to package products information. LSSE collaborated with the Borough assisting with temporary fence rental procurement which is pending. Partial payment No. 2 is pending verification of material delivery and package inventory.*
- **Contract 23-PK3 – CoStars Turf Contract\*\***
  - *Vendor proposals were solicited to Keystone Sports Construction (Astroturf) and Force Turf Solutions Inc. (Shaw Turf). LSSE review letter dated April 21, 2023 was issued recommending award of Base Bid and Alternate Nos. 1, 2 and 3 to Keystone Sports Construction in the amount of \$909,052. This contract is scheduled for award via CoStars contract (refer below\*\*) on May 22, 2023. Council awarded a contract in the amount of \$909,052 on May 22, 2023.*
- **Contract 23-PK4 – Infrastructure and Retaining Walls**
  - *LSSE prepared draft Construction Drawings, Contract Documents and Technical Specifications by letter dated March 17, 2023 for review. Time of Completion for work is 90-days.*
  - *Work also includes grading for playground grading in Upper Hamilton – refer to Group 3 Parks.*
  - *LSSE provided site plans related to DLCO coordination and sent to DLCO on March 17, 2023. LSSE is coordinating with DLCO related to transformer relocation. A meeting was held the week of May 22.*
  - *Field meeting with PAWC occurred on February 15, 2023. LSSE provide a preliminary plan to PAWC on March 9, 2023. PAWC new service application was forwarded on April 6, 2023.*
  - *Geotechnical RFPs were received on February 23, 2023. LSSE issued an RFP summary by letter dated February 23, 2023. LSSE*

issued a Notice to Award dated March 3, 2023. Core borings in Lower Hamilton were staked on March 15, 2023. The geotechnical drilling has been completed. LSSE will coordinate with Garvin, Boward Beitko on the shop drawing and design submittals for Lower Hamilton and will coordinate on the wall design for the Mindful Brewery Steps and Riehl Park.

- **Bidding Schedule:**
  - a. Ad issued to the Borough on March 24, 2023.
  - b. Bid opening held on April 20, 2023 via Quest CDN at 11 AM.
  - c. LSSE's bid report dated April 20, 2023 was issued.
  - d. Council awarded the contract at the April 24, 2023 Council meeting.
  - e. LSSE issued the award letter and contract document forms on April 25, 2023 to Dragun Contracting and Landscape Design in the amount of \$1,163,930.00.
  - f. The Pre-Construction was held on May 8, 2023. The Notice to Proceed was issued, effective May 15, 2023 with a scheduled time of completion of August 13, 2023.
- **Construction Milestones:**
  - a. DLCO disconnected power on July 7, 2023.
  - b. Pipe and structures have been delivered.
  - c. Meeting held on July 12, 2023 related to alternate concepts for the Design/Build wall. Contractor to forward submittals for soil reinforced wall for the Borough's consideration on July 24, 2023.
  - d. Deduct change order (\$15,000 credit was issued) to remove relocation of Quanset Hut from scope.
- LSSE issued a recommendation for payment by letter dated June 9, 2023 recommending payment of Partial Payment Request No. 1.
- **Status Updates:**
  - a. Meeting held with the contractor on July 28, 2023 to review construction sequencing. The contractor partially completed test pits / obtained information on existing storm and sanitary sewer connection points on August 7, 2023.
  - b. **Various correspondance with contractor has been issued with concerns pertaining to resources to complete the contracted scope of work. The contractor's bonding company has been notified.**
  - c. **Alternative proposals have been requested.**
- **Contract 23-PK5 – CoStars Field Lighting Contract\*\***
  - Qualite provided preliminary Co-Stars proposal on January 13, 2023.
  - Musco provided preliminary Co-Stats proposal on January 19, 2023.
  - LSSE issue core boring findings to Musco and Qualite on April 12, 2023 to evaluate the foundation proposal pricing.



- *Final Proposals were due on April 20, 2023 at noon.*
- *Vendor proposals were solicited to Keystone Sports Construction (Musco) and Qualite Sports Lighting, LLS. LSSE review letter dated May 5, 2023 was issued recommending award to Keystone Sports Construction in the amount of \$625,353. This contract is scheduled for award via CoStars contract (refer below\*\*) on May 22, 2023. Council awarded a contract in the amount of \$625,353 on May 22, 2023.*
- **Contract 23-PK6A – CoStars Trails and Courts Paving Contract\*\***
  - *LSSE issued an RFP on the borough's behalf to Keystone Sports Construction for trails and courts paving around the proposed turf field. Acrylic color coating for the Courts was bid as an Alternate 1. LSSE's letter dated May 5, 2023 was issued recommending the base bid and the alternate 1 in the aggregate total of \$413,014.00. This contract is scheduled for award via CoStars contract (refer below\*\*) on May 22, 2023. Council awarded an aggregate total of \$357,263.62 that included Trails, Courts Paving and Color Coating on May 22, 2023. Concrete around the multi-purpose structure and dumpster pad was bid under Contract 23-PK-6 (Re-bid).*
- **Contract 23-PK7 – CoStars Fencing Contract\*\***
  - *LSSE reviewed the response to the request for proposal from Keystone Sports Construction. LSSE's letter dated May 5, 2023 (revised May 19, 2023) was issued recommending the base bid in a rounded amount of \$253,161. This contract is scheduled for award via CoStars contract (refer below\*\*) on May 22, 2023. Council awarded an aggregate total of \$253,161 Base Bid on May 22, 2023.*
- **Contract 23-PK8 – Costars – Color Coating Contract**
  - *Add Alternate pricing requested as part of Contract No. 23-PK-6A CoStars Trails and Courts Paving Contract. As Council awarded the Add Alternate for Contract 23-PK-6A, this contract is canceled.*
- **\*\* Summary of Co Stars Contracts suggested action is to issue an intent to award a lump sum CoStars contract for Nos. 23-PK3 (Synthetic Field - \$909,052), Contract No. 23-PK5 (Lighting - \$625,353), Contract No. 23-PK6A (Courts and Trails - \$357,263.62), Contract No. 23-PK7 (Fencing - \$253,161) in an aggregate amount of up to \$2,144,829.62 to Keystone Sports Construction for the Group 2 Lower and Rear Hamilton Park Capital Improvements in accordance with the LSSE letters dated April 21, 2023 and May 5, 2023 subject to review and approval of the agreement by the Borough Solicitor. The Notice of Intent to Award the contract was issued by LSSE on May 31, 2023. Keystone Sports Construction issued a "global" CoStars agreement by email dated June 9, 2023. Contract was executed by both parties on June 29, 2023. Pre-construction meeting was held on July 17, 2023. The tentative start date is September 1, 2023 however vendor acknowledges that site utility coordination will impact start date.**

- **Contract 23-PK9 – Lawn Restoration and Planting Contract**
  - *Bidding schedule is as follows:*
    - a. *Bids were opened on August 9, 2023. Bid Report is pending. The bidders as read is as follows:*
      - i. *Independent Enterprises, Inc. - \$98,725*
      - ii. *Cronin Enterprises, Inc. - \$149,600*
  - **After meeting with Borough staff pertaining to scope on August 23, 2023, LSSE issued a recommendation letter dated August 28, 2023 to reject the bids and reallocate the scope of work between DPW and a third-party vendor via a future re-bid. LSSE to collaborate with DPW on the scope of work.**
  
- **Contract 23-PK10 – Multi-Purpose Structure Installation**
  - **Bidding schedule is as follows:**
    - a. *Bids were schedule to open on August 9, 2023. Prior to the bid opening, three perspective contractors downloaded contract documents and technical specifications. There were no bids received.*
    - b. **In accordance with Council action, the subject Contract was re-advertised on August 17, 2023 and August 24, 2023 with bids scheduled to open on September 6, 2023. LSSE forwarded the advertisement to 22 vendors. There were no bids received. As such, it's LSSE's understanding is that the bidding requirements associated with public procurement in accordance with Borough Code have been satisfied, thereby affording the Borough of the potential opportunity for negotiating a price with a selected vendor. LSSE's letter dated September 8, 2023 will be issued.**
  
- **Group 3 Parks Contract Status:**
  - **Contract No. 23-PK2 – CoStars Amenity Procurement Contract**
    - a. **Upper Hamilton – Splash Pad Procurement and Installation (Vortex)** *LSSE issued a recommendation to award to Vortex via COSTARS Vendor Contract No. 014-E223-275 by letter dated June 15, 2023 in the amount of \$494,243.10 for a tentative delivery date of February 2024. Council awarded contract at the June 26, 2023 Council meeting. LSSE issued a recommendation for payment letter dated July 5, 2023. Collaboration call held on August 29, 2023 with vendor, DPW and administration. Initial delivery of certain items is scheduled for mid-October.*
    - b. **Upper Hamilton Play Structure – SRA – Structure was ordered by the Borough on June 1, 2023. Based on Prospect delivery lead times, anticipated delivery would be late November / early December 2023 with surface installation in the spring.**

- **Contract No. 23-PK-11 – Splash Pad Site Preparation, Storm Sewer and Utilities**

- a. *Scope of Work - Generally includes water, sewer and electrical extensions, pad preparation, underground storm sewer detention. **An addendum was issued adding the site and utility work for Lower Hamilton to obtain bid pricing.***

- b. *Bidding schedule is as follows:*

- i. *Advertisement forwarded to the Borough by letter dated August 1, 2023.*

- ii. *Bid opening via Quest – September 7, 2023.*

- iii. **Four vendors picked up plans, however no bids were received. LSSE’s letter dated September 8, 2023 will be issued with a request for Council’s authorization to re-advertise and re-bid.**

- **Contract No. 23-PK-12 – Trails and Splash Pad Concrete**

- a. *Scope of Work –*

- i. *Base Bid –*

- 1. *Upper Hamilton Trails*

- 2. *Splash Pad Concrete, knee wall and decorative fences*

- ii. *Add Alternates – Concepts reviewed with Council at the July 24, 2023 Council meeting.*

- 1. *Steps and trails from Upper Hamilton to Fountain*

- 2. *Steps / walls (two different Design/Build variations) from Fountain Street*

- b. *Bidding schedule is as follows:*

- i. *Advertisement forwarded to the Borough by letter dated August 1, 2023.*

- ii. *Bid opening via Quest – September 7, 2023.*

- iii. **Two vendors picked up plans, however no bids were received. LSSE’s letter dated September 8, 2023 will be issued with a request for Council’s authorization to re-advertise and re-bid.**

- c. *Following discussion on alternatives, ROW metes and bounds descriptions will need developed for Borough ROW acquisition.*

- g. Fountain Street: *LSSE has been authorized to survey Fountain Street associated with the recent shoulder sloughing. The surveys are scheduled for the end of April. From a desktop analysis of the roadway width and County GIS, the sloughing appears to right on the public/private ROW line. Should shoulder/slope stabilization be required, geotechnical engineering will be required. One concept is to couple the core borings for Fountain Street with the evaluation needed for Lower Hamilton Park and Riehl Park geotechnical work. Fieldwork has been*

completed. Adjacent property monumentation to tie the public ROW in on Fountain Street is sparse. During survey of Upper Hamilton, additional property ties associated with Fountain Street were located. Existing conditions drawing was provided on August 4, 2022. Discussion had at September Park WIP call that Geotech analysis and wall design to be included in Upper Hamilton Design scope and construction. Geotechnical RFPs have been issued and are due back on February 23, 2023. The NPDES Permit associated with Upper and Lower Hamilton includes earth disturbance associated with Fountain Street Repair. LSSE forwarded renderings to the borough by email dated May 11, 2023 to initiate dialogue with Mindful Brewery related to a pedestrian easement. **Two alternative concepts have been developed pertaining to pedestrian improvements that would align around the Dentist office along Shady Run as discussed at the July 24, 2023 Council meeting. These concepts were preliminarily reviewed with the Borough on August 23, 2023.**

- h. Way Finding System – Phase 2: LSSE received email dated February 14, 2023 related to bidding the Phase 2 Way finding system improvements. CFA grant award announcement from the March 16, 2023 CFA Board meeting suggesting that the Borough was awarded \$215,000 in grant funding for Phase 2.

LSSE coordinated mock-up signs (printed vs. stenciled/cut out). VIS Signs (CoStars Vendor) fabricated the mock-ups. The mock-ups were hand delivered to the Borough on August 11, 2023.

**Four potential contracts/bids are anticipated as follows:**

- **VIS Signs to provide a CoStars Quote on the following:**
  - **Library Digital Sign Board via CoStars vendor** – LSSE issued a Request for Proposal to VIS Signs for a CoStars proposal by email dated June 12, 2023. LSSE met with Interim Manager and VIS on site to review on June 23, 2023. A preliminary cost was provided via email dated June 21, 2023 in the amount of \$33,775. Based on the field meeting with updated details, VIS to update the quote. The quote was updated by letter dated July 18, 2023. Following discussion at the July 24, 2023 Council meeting, a meeting was collaborated with the vendor and an updated quote was obtained and forwarded by letter dated August 10, 2023 with respect to the approximate 5' high sign. CoStars contract and job specific prevailing wage provisions were accommodated in the quote. **Quote was awarded at the August 14, 2023 meeting.**
  - **Supply Post Mounted Signs for DPW Installation** – 34 total (secondary entrance/vehicular directional/park identification/park directional/destination identification) – **Vendor questions were discussed at the August 23, 2023 meeting with staff. Dimensions / clarifications were forwarded to vendor. It is anticipated that a Co-Stars quote will be provided in the next few weeks.**
  - **Supply and installation for larger signs (e.g., Primary Entrance Signs) following PennDOT HOP issuance. PennDOT HOP**

plans are to be posted to ECMS website on September 8, 2023 following submittal of a break-away post detail supplied by VIS.

- **Street Signs** – Based on mock-up review, LSSE is coordinating with DPW on quantities to be bid. Following that quotes will be obtained within two weeks comparing costs for printed and stenciled-cut options.

i. Multi-Modal Grant Application: LSSE uploaded the multi-modal application prior to the July 29, 2022 due date. Scope includes Smith Street bridge, Killarney sidewalks and Sleepy Hollow sidewalks. CFA grant award announcement from the March 16, 2023 CFA Board meeting suggesting that the Borough was awarded \$159,000 in grant funding. As requested, LSSE evaluated the grant funding award with respect to the three projects. LSSE's email dated March 30, 2023 was issued advising of two alternatives. The Borough's preferred alternative for bidding is as follows:

- Alternative 2 (Sleepy Hollow/Killarney)
  1. Grant Award = \$159k
  2. Mandated Match = \$48k (30% of Grant Award)
  3. Subtotal = \$207k >> \$191k
  4. Future Multi-Modal Application = Smith Street Bridge

As requested, LSSE forwarded a SOA dated May 15, 2023 for the Borough's consideration with the primary scope referenced under Alternative 2 with Sleepy Hollow sidewalks being the priority designing and bidding for grant funding and designing Killarney (coordinating with DLCO) and bidding as budget allows.

The SOA was approved at the May 22, 2023 Council meeting. **Surveys have been completed with preliminary construction drawings development to be reviewed with the Borough in the next few weeks.**

## 2. Developments:

- a. *Ellison Place* – LSSE's most recent letter pertaining to outstanding items is dated May 7, 2020. Notice-of-Termination letter was issued by the Allegheny County Conservation District by letter dated December 10, 2021. LSSE issued a letter dated January 4, 2022 related to the developer's bond reduction request. LSSE also issued a letter dated January 4, 2022 related to status of dedication items. LSSE also issue an email dated January 11, 2022 related to "road bond" release.
- b. *Castle Court* – LSSE's most recent letter pertaining to bond reduction request is dated July 30, 2020. LSSE received a call on January 12, 2022 from the Developer's contractor with questions pertaining to missing CCTV information noted in prior letters. Contractor was on-site on January 12, 2022 to complete the CCTV. A field review was conducted in November 2022. LSSE issued letter dated November 22, 2022 related to outstanding items prior to borough adoption of certain storm sewer infrastructure. The November 22, 2022 LSSE letter was forwarded to ACCD on January 5, 2023 as requested. LSSE issued bond reduction recommendation No. 6 by letter dated January 4, 2023. LSSE is in the process of



coordinating the remaining items with the Developer including the following. It is noted LSSE has received a copy of an email dated May 17, 2023 of A&R Building's request for a NOT Inspection. LSSE has not seen any NOT reports from ACCD.

- *E&S Controls: Notice of Termination (NOT from ACCD)*
- *Contingency: September 7, 2021 LSSE Letter*
  - *Sanitary:*
    - a. *Recording Easements – Council approved updated Recording Plan on February 13, 2023.*
    - b. *CCTV of sanitary line – AR Builders is working on*
  - *Storm:*
    - a. *CCTV of Storm Sewers – AR Builders is working on – Storm sewer information was provided by the developer on August 25, 2023. LSSE issued a letter dated September 1, 2023 requesting repair of two deficiencies noted in the CCTV information.*
    - b. *As-Builts:*
      - i. *Rain Garden No. 1 (Pond) and No. 2 – Gales is working on*
      - ii. *As construction rain garden calculations – Gales is working on*
      - iii. *NOT from ACCD*

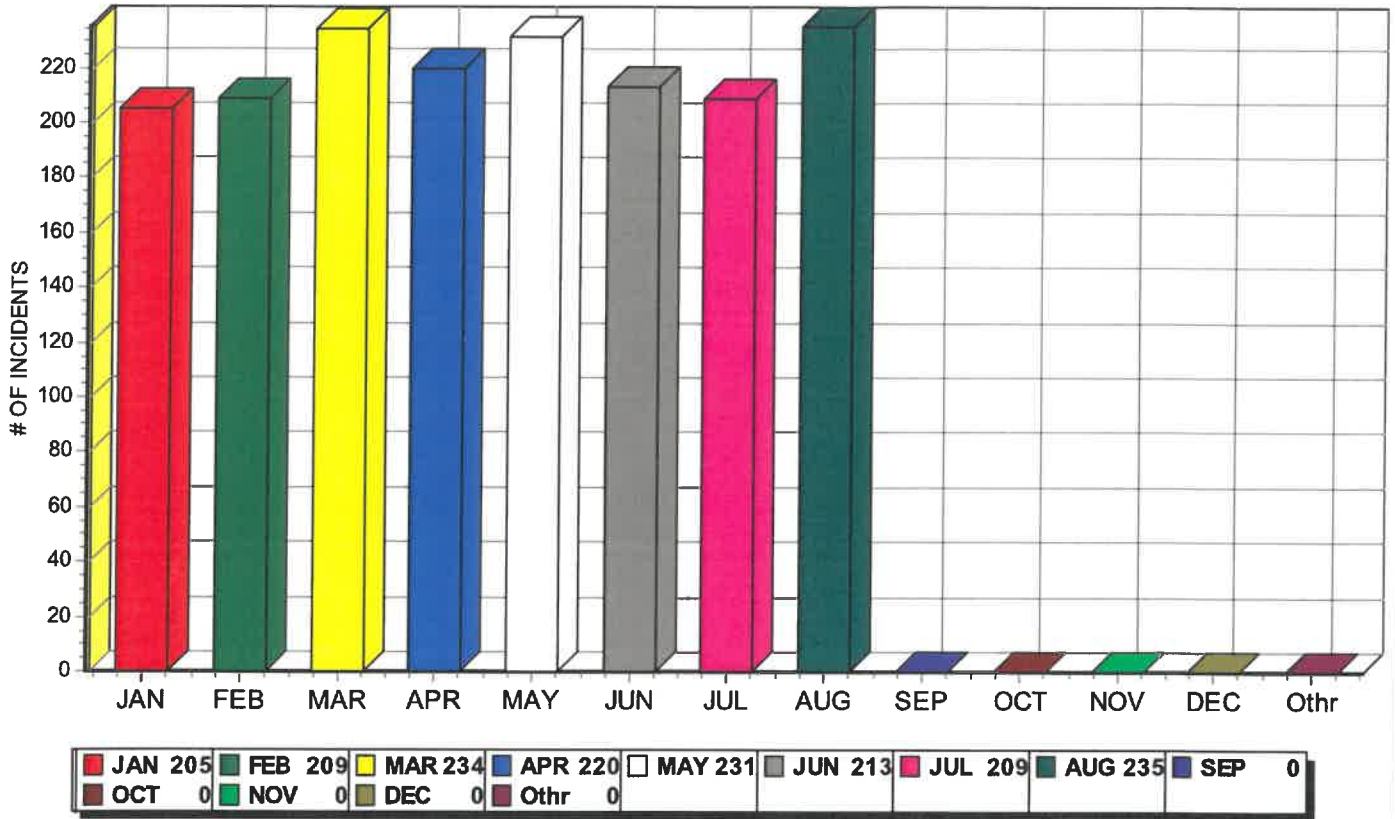
3. Environmental (Sanitary Sewer System)

- a. *2019 O/M Program (GROW and PA Small Water and Sewer Funded) 2019 Contract 19-S1 – 2019 Sanitary Sewer Operation and Maintenance Program:*
  - *Funding: Project is funded via ALCOSAN GROW Grant as well as PA Small Water and Sewer grant.*
    - *PA Small Water and Sewer – Reimbursement received.*
    - *GROW - Request for Reimbursement No. 1 for GROW was filed. Remaining task is the post-construction monitoring task required for GROW final reimbursement/closeout. The flow monitor is installed and on-going. This flow monitor will be utilized in the 10% flow reduction required by the Phase 2 COA. The monitors have been removed and LSSE will prepare the final GROW post-construction report and attendant request for reimbursement. LSSE is coordinating with Administration requesting a grant term extension to accommodate the final reporting required for grant close-out.*
- b. *Rear Lindenwood Sanitary Sewer – Authorization to advertise was approved at the May 23, 2022 Council meeting.*
  - *Bid opening was held on July 7, 2022.*
  - *Bid tabulation and bid report were issued by letter dated July 7, 2022 with a cost distribution as follows:*
    - *Lindenwood Sanitary Sewer work - \$220,460*
    - *Wabash Storm Sewer - \$106,775*
  - *Council awarded the contract to Independent Enterprises Inc. on July 11, 2022.*
  - *Contract documents have been executed and distributed.*

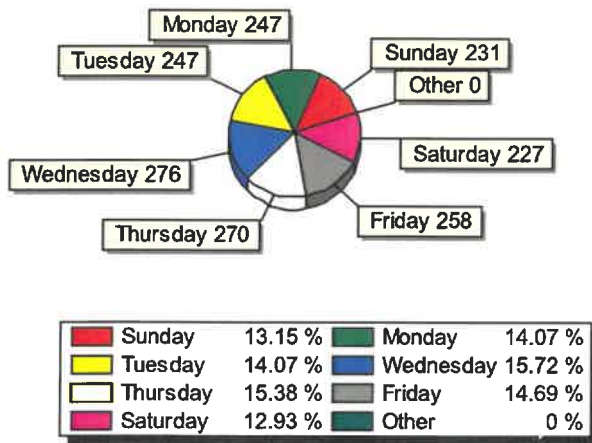
- *Pre-construction meeting was held on August 8, 2022. The Notice to Proceed was issued.*
  - *Contractor mobilized on September 13, 2022. Contractor has substantially completed the work and restoration. DPW and LSSE performed a site walk-through and developed a final punch list. Punchlist was issued on October 19, 2022.*
  - *Partial payment No. 1 was recommended for payment on January 20, 2023.*
  - *Field meeting was held with the property owner related to tree restoration and final restoration on March 30, 2023. LSSE is coordinating with the contractor and DPW on final restoration. Contractor advised by April 14, of preference for DPW is to perform restoration. DPW costs were provided. LSSE issued deduct change order by letter dated July 6, 2023 to the contractor. The deduct change order (decrease of \$58,856.21) was issued to the Borough by letter dated July 20, 2023 for signature. The final payment requisition is pending.*
- c. *2021 Phase II COA - LSSE presented overview of Phase II COA to Council on October 11, 2021.*
- *Phase II COA Compliance Activities:*
    - *BDD report was issued to the ACHD on August 1, 2022.*
    - *ACHD accepted the BDD Report by letter dated October 21, 2022, thereby Castle Shannon is a paragraph 8 community, meaning that four options exist for Source Flow Reduction (SFR) for the remainder of the order a.) updated lateral ordinance, b.) 10% reduction project etc. etc.)*
  - *FY 2023 Activities*
    - *Considering that BDD accepted, initial task is to compute differential from "Busy Beaver" and upstream boundary monitors to quantify 10% flow reduction threshold.*
    - *Then deduct Conner / S. McCully reduction findings,*
    - *Then identify if Killarney Source Reduction project fulfills requirements and*
    - *Then identify if Hamilton Park improvements (potential relocation associated with Lower Hamilton improvements fulfills requirements.*
    - *If so, list of projects that is due by December 31, 2023 is complete.*
    - *If not, identify another sewer-shed in which SFR can be applied with field work completion task date per order of May 31, 2023. A flow monitor has been installed near the Sherwin Williams Plaza. The first round of flow isolation measurements was obtained the week of January 9, 2023. The second round of flow isolation measurements were obtained on January 18, 2023.*
  - *Killarney Sewer Shed Source Flow Reduction Progress:*
    - *The Killarney Pre-Construction Flow Monitoring data has been installed (Potential 2022 GROW Application for Source Flow Reduction). Discuss budget potential for this sewer-shed, pertaining to untelevised sewers. Two rounds of Night-time flow isolation measurements have been completed.*
    - *LSSE obtaining CCTV information from DPW as part of the Hamilton Park CCTV efforts to add to the existing information that LSSE has.*

- *ALCOSAN Regionalization:*
  - *ALCOSAN POCS Sleepy Hollow (CS-14), Poplar (CS-31), James Street (CS-34) and Conner Road (CS-52):* By email and letter dated June 6, 2023, ALCOSAN has acknowledged that the Borough has completed the requested repairs on the Regionalization candidate sewers (Sleepy Hollow trunkline and Castle Shannon Boulevard trunkline).
  - *ALCOSAN POC CS-42 (Rockwood) – LSSE attended a meeting on February 10, 2023 with Mt. Lebanon and ALCOSAN to discuss ownership of the Rockwood Avenue trunkline in Castle Shannon that conveys primarily Mt. Lebanon flow (estimated at 95% or greater). Mt. Lebanon’s engineer forwarded over a reciprocal agreement dated September 24, 1951 that suggests that any sewer situate in Castle Shannon is to be owned and maintained by Castle Shannon. There are three defects in which ALCOSAN is requesting repair. LSSE will review the POC report provided by ALCOSAN and provide recommendations on repair of same. ALCOSAN provided CCTV videos on April 24, 2023. The tentative planned strategy is to review the information and develop an OPC for the repairs. Once the OPC is developed, it is suggested to approach Mt. Lebanon for a cost share. This POC might be a candidate for ALCOSAN’s Post Closing Repair Authorization Agreement whereby the transfer can be completed and ALCOSAN to make the repairs at some future point and invoice the Borough for the work at a capped value identified in the Agreement.*
- *ALCOSAN GROW LOI was filed in the amount of \$563,000 on March 31, 2023 related to sanitary sewer source flow reduction (\$310,000 for Killarney Sewer-shed and \$253,000 for the Hamilton Park Sewer-shed). The Borough received a letter from ALCOSAN dated May 1, 2023 inviting the borough to submit a full application by June 30, 2023. The required resolution was approved at the June 12, 2023 Council meeting. The application was submitted to ALCOSAN on June 28, 2023 prior to the June 30, 2023 deadline. **It is anticipated the GROW grant awards will be announced toward the end of September.***
- d. **Frank Street Sewer Line Extension** – *There is a common lateral serving three houses on Frank Street in which there are several sections of collapsed pipe and root intrusion. The strategy is to construct a new mainline (about 150 linear feet) and reconnect each resident at the ROW line. LSSE prepared a SOA for Council’s consideration dated May 24, 2023. It was approved by Council and received on June 19, 2023. **Surveys have been completed and construction drawing preparation has been initiated.***
- e. **Lebanon Avenue** – *There is a section of collapsed pipe on Lebanon Avenue (about 50 linear feet upstream of MH at Columbia intersection). Reverse CCTV set up was attempted, however break-in tap precluded full CCTV. LSSE attempted to obtain a quote to remove protruding tap via trenchless technologies. The contractors are wary of a potential collapse at those taps. Mr. Ausman is obtaining a quote to excavate the protruding taps, televise to the collapsed sewer and obtain full CCTV of the line segment to assess repair options. It’s likely that a full manhole to manhole lining option will be required. After the CCTV is provided, LSSE will obtain a manhole-to-manhole lining quote via CoStars.*

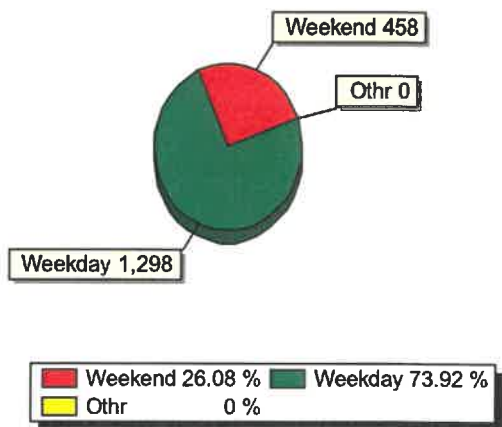
Incident Frequency by Month (Using DATE RECD)



By Day of Week



Weekday vs Weekend

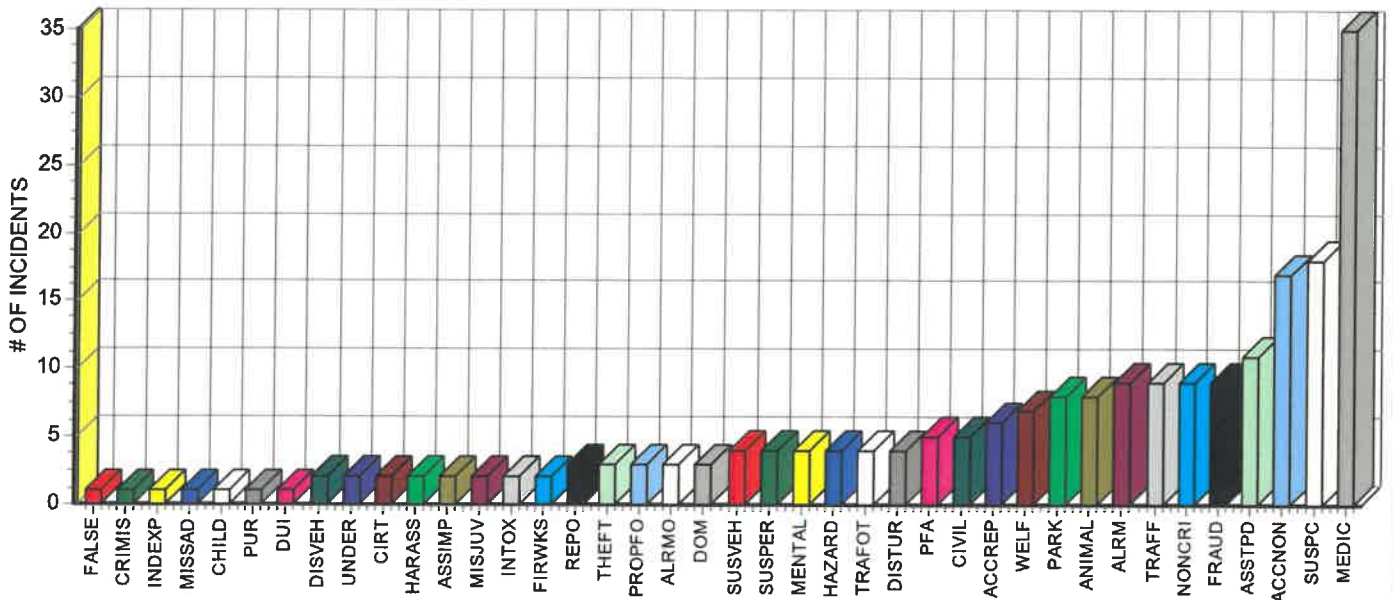


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PSF 1

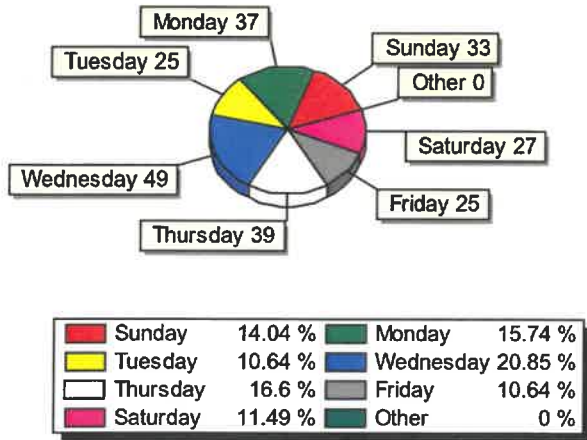


Incident Frequency by TYPE (Top 40 of 57 Shown) (Using DATE RECD)

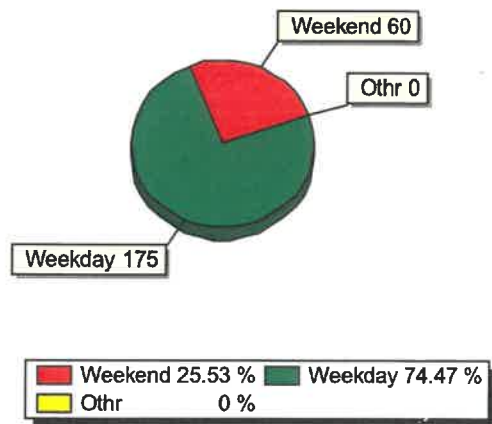


FALSE 1	CRIMIS 1	INDEXP 1	MISSAD 1	CHILD 1	PUR 1	DUI 1
DISVEH 2	UNDER 2	CIRT 2	HARASS 2	ASSIMP 2	MISJUV 2	INTOX 2
FIRWKS 2	REPO 3	THEFT 3	PROPFO 3	ALRMO 3	DOM 3	SUSVEH 4
SUSPER 4	MENTAL 4	HAZARD 4	TRAFOT 4	DISTUR 4	PFA 5	CIVIL 5
ACCREP 6	WELF 7	PARK 8	ANIMAL 8	ALRM 9	TRAFF 9	NONCRI 9
FRAUD 9	ASSTPD 11	ACCNON 17	SUSPC 18	MEDIC 35		

By Day of Week



Weekday vs Weekend



Search Criteria: (DATE\_RECD >= TO\_DATE('8/1/2023','MM/DD/YYYY'))  
 (DATE\_RECD <= TO\_DATE('8/31/2023','MM/DD/YYYY'))

psf 2



**csboro**

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**To:** vicki copenheaver  
**Subject:** RE: FW: Willow Ave

**From:** Parkes \ Carla \ M <[cparkes@nisource.com](mailto:cparkes@nisource.com)>  
**Sent:** Thursday, September 7, 2023 1:23 PM  
**To:** Kenneth Truver <[ken.truver@csboro.com](mailto:ken.truver@csboro.com)>; Dawson \ Brian \ W <[bwdawson@nisource.com](mailto:bwdawson@nisource.com)>  
**Subject:** RE: Willow Ave

Hi Ken,

Per our conversation from yesterday, just wanted to make sure you were aware that we are in process of sending a second letter to residents on Willow Ave about the work that will be starting on Tuesday in Castle Shannon. I have attached a copy of the letter that will be sent to customers.

In addition, we had our Communication Team post this on our NextDoor site today to keep residents aware of when the road will be closed and what detour routes to use. The link is attached if you would like to share as well on your social media.

Please let me know if you need anything in the meantime! Have a good rest of the week if I don't speak with you!

Thanks!

Carla

**Carla Parkes** | (she, her, hers)

Senior Public Affairs Specialist  
Columbia Gas of Pennsylvania and Maryland

121 Champion Way, Suite 100, Canonsburg, PA 15317  
📞: 412-295-7245 | ✉: [cparkes@nisource.com](mailto:cparkes@nisource.com)



psf 3



Columbia Gas of Pennsylvania will continue its significant investment replacing natural gas pipelines in your neighborhood.

The focus of the crews is to accomplish this work as quickly, efficiently, and safely as possible.

Motorists traveling through or near the Columbia Gas work zone should exercise extreme caution and be prepared for slowed or temporarily stopped traffic. Motorists should keep a safe distance between vehicles, reduce speed in work zones, and obey flaggers and all posted signs, including detours and parking restrictions.

Starting Tuesday September 12, 2023, Willow Ave will be closed from Connor Road to Hastie Road. The detour route for traffic will be to utilize Hastie Road to Greenridge Rd.

Please note this is subject to change due to weather permitting conditions and road conditions.

We apologize for any inconvenience, and we appreciate your continued patience while we complete this important project to maintain safe and reliable natural gas service to homes and businesses in the community.

Link to post: [https://nextdoor.com/p/7MZfdqGj-b27?utm\\_source=share&extras=NTkzNTA2MzA%3D](https://nextdoor.com/p/7MZfdqGj-b27?utm_source=share&extras=NTkzNTA2MzA%3D)

MSF 4



A NiSource Company

## NATURAL GAS LINE REPLACEMENT

### We're replacing the natural gas system in your neighborhood

September 7, 2023

Dear Columbia Gas customer,

As part of our commitment to provide safe and reliable natural gas service to our customers, Columbia Gas of Pennsylvania is making a significant investment to replace natural gas pipelines in your neighborhood.

Our work mainly affects customers along portions of Oregon Trail, Willow Avenue, Bockstoce Avenue, and James Street. The work is expected to begin soon between 7 a.m. to 7 p.m. Monday through Friday with Saturday and night work possible. Motorists can expect road closures and parking and lane restrictions during working hours only.

During this time, you may see our contractors or employees performing work and inspections on your street, public rights-of-ways and customers' properties and meters. You may also notice survey flags or stakes near your property. The purpose of these flags is to locate underground facilities before the project begins. This project may include replacing your service line and moving any indoor gas meters outside at no additional cost to you. However, this stage of the project will not occur until after the upgraded pipeline has been installed.

### Help us keep you and our crews safe

Your safety and the safety of our workers is our first priority.

Please use extreme caution when traveling through our work zone. Please slow down and obey flaggers and all posted signs including detours and parking restrictions. We apologize for any inconvenience and will make every effort to limit traffic restrictions.

Our employees and contractors also are following the most current Centers of Disease Control and Prevention COVID-19 guidelines to keep you, our employees, and your neighborhood safe.

### Ask for photo identification

All workers carry photo ID which clearly identifies them as a Columbia Gas employee or contractor. We encourage you to ask for identification before allowing anyone into your home or business. You may also call us at **1-888-460-4332** to reach a customer service representative who will be able to verify the worker's identity. If we are unable to speak to you in person, we will leave a door hanger with information on how to schedule a service restoration appointment.

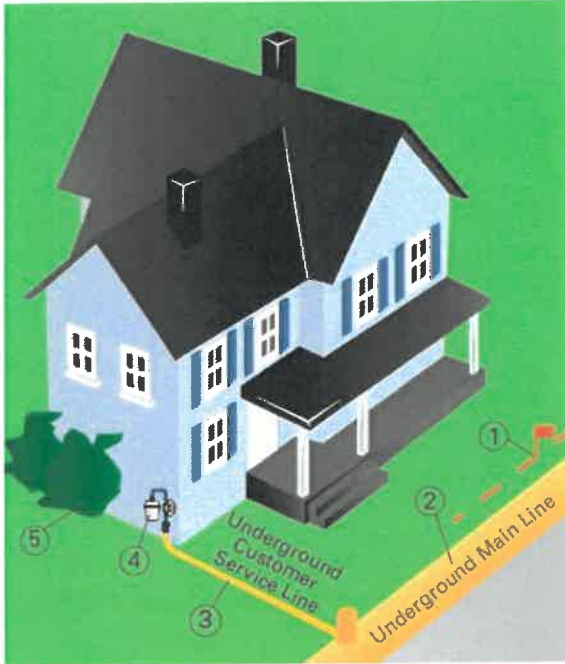
**Please contact us if you have questions, concerns or in need of any ADA accommodations for the duration of this project. Our teams are happy to address any questions or concerns you have about the work in your neighborhood.**

Also, please be sure to update your contact information online at [www.ColumbiaGasPA.com](http://www.ColumbiaGasPA.com), or by calling our Customer Care Center at **1-888-460-4332**, so that we have the most up-to-date information for you and can reach you easily with updates.

Sincerely,

Carla Parkes  
Columbia Gas Public Affairs  
[cparkes@nisource.com](mailto:cparkes@nisource.com)

## What you can expect



1. **MARK** the right of way and existing utilities with flags, stakes, and temporary paint. When we make personal contact with you, please alert us to any sprinkler systems or invisible dog fences.
2. **REPLACE** the main line. This pipe usually runs underneath your street.
3. **REPLACE** the service line. This line runs from the main line to the meter that serves your home or business.
4. **RELOCATE** any indoor gas meters to the outside of your home or business.
5. **RESTORE** your property to the same condition it was prior to our project. It may take several days or weeks between some of these steps.

Join us online for project updates and other Columbia Gas news

Facebook: [www.facebook.com/ColumbiaGasPennsylvania](http://www.facebook.com/ColumbiaGasPennsylvania)

Twitter: [www.twitter.com/ColumbiaGasPA](http://www.twitter.com/ColumbiaGasPA)



**Planning a home improvement job? Planting a tree? Installing a fence or deck? WAIT!** Here's what you need to know first. By law, everyone must contact Pennsylvania One Call by dialing 811 at least 3 business days, but no more than 10 business days, before any digging project. **It's free for homeowners working on their own residential property, and it's the law.**

PSF 6

# PERMITS

Castle Shannon Borough  
 3310 McRoberts Road  
 Castle Shannon, PA 15234  
 412.885.9200 Ext 105



From: 8/1/2023 To: 8/31/2023

No.	BIU	Date	Applicant	Address	Owner	Permit Type	Description	Const. Cost	Fee	Lot Block
15676	<input type="checkbox"/>	8/1/2023	CHLOE MATRASCIA	3500 WILLOW AVE #304	LOBOS MANAGEMENT	OCC - COND			\$50.00	190-N-290
15677	<input type="checkbox"/>	8/1/2023	VINCENT OLISA	3500 WILLOW AVE #402	LOBOS MANAGEMENT	OCC - COND			\$50.00	190-N-290
15678	<input type="checkbox"/>	8/1/2023	JOHN HEATH	500 HOODRIDGE DR #201	LOBOS MANAGEMENT	OCC - COND			\$50.00	191-J-280
15679	<input type="checkbox"/>	8/1/2023	CASSANDRA SMITH	1410 BLOSSOM HILL RD	CASSANDRA SMITH	ZONING	DECK	\$7,000.00	\$70.00	250-H-66
15680	<input type="checkbox"/>	8/1/2023	DAVID & KELLY YAUCH	3111 BROADWAY AVE	DAVID M & KELLY ANN SCHOFIELD YAUCH	ZONING	FENCE	\$600.00	\$35.00	190-H-316
15681	<input type="checkbox"/>	8/3/2023	JOHN KLINE	417 HOODRIDGE DR #15	F.E. MCGILLICK COMPANY	OCC - RES			\$50.00	192-M-184
15682	<input type="checkbox"/>	8/4/2023	MARY ELIZABETH WERNER	1706 MCCULLY RD	MARY ELIZABETH WERNER	ZONING	DECK	\$8,500.00	\$35.00	250-L-174
15683	<input type="checkbox"/>	8/7/2023	THOMAS MIMIDIS	975 VALLEVISTA AVE	NICHOLAS KENNETH FOWKES	OCC - COND			\$50.00	250-E-143
15684	<input type="checkbox"/>	8/8/2023	MASON BLASCHAK	1431 ORR DR	CHRISTOPHER VOLPINI	OCC - RES			\$50.00	250-H-160
15685	<input type="checkbox"/>	8/8/2023	REBECCA O'ROURKE	905 VERMONT AVE #1	FIFTH ALVERN ASSOCIATES	OCC - RES			\$50.00	251-M-100
15686	<input type="checkbox"/>	8/8/2023	NINA GIMILIANO	905 VERMONT AVE #4	FIFTH ALVERN ASSOCIATES	OCC - RES			\$50.00	251-M-100
15687	<input type="checkbox"/>	8/8/2023	RAZIA STANIKZAI	1013 VERMONT AVE #3	FIFTH ALVERN ASSOCIATES	OCC - RES			\$50.00	251-M-100
15688	<input type="checkbox"/>	8/8/2023	AMY KING	1017 VERMONT AVE #1	FIFTH ALVERN ASSOCIATES	OCC - RES			\$50.00	251-M-100
15689	<input type="checkbox"/>	8/8/2023	MICHAEL GROLLMUS	1017 VERMONT AVE #3	FIFTH ALVERN ASSOCIATES	OCC - RES			\$50.00	251-M-100
15690	<input type="checkbox"/>	8/9/2023	HARLEY BELLAN	3726 POPLAR AVE #3	COCCARO & ASSOCIATES	OCC - COND			\$50.00	191-R-128
15691	<input type="checkbox"/>	8/10/2023	LUCAS A. NISSLY	3524 POPLAR AVE	LAETH ABDLRAZQ MAHMUD	OCC - RES			\$50.00	191-M-178
15692	<input checked="" type="checkbox"/>	8/10/2023	SURAYYA RZAYEVA	3205 MCROBERTS RD	SURAYYA RZAYEVA	BUILDING	SOLAR PANELS	\$10,400.00	\$314.50	190-L-126
15693	<input checked="" type="checkbox"/>	8/10/2023	JOHN SANDONAS	913 MAPLE AVE	JOHN & DIANA L SANDONAS	BUILDING	DECK	\$7,900.00	\$124.50	191-M-62
15694	<input checked="" type="checkbox"/>	8/10/2023	HOLLY BARANOWSKI	3361 SYCAMORE DR	HOLLY K BARANOWSKI	BUILDING	SOLAR PANELS	\$7,200.00	\$314.50	249-B-22
15695	<input type="checkbox"/>	8/10/2023	WILLIAM TRANTER	3016 BELLEVILLE ST	LORI & BRIAN DUGGAN	OCC - RES			\$50.00	190-C-124
15696	<input type="checkbox"/>	8/10/2023	LEAH THOMAS	484 HOODRIDGE DR #B1	DD & L CO (ETAL)	OCC - RES			\$50.00	191-N-225
15697	<input type="checkbox"/>	8/14/2023	RICHARD F WELCH	903 CASTLE SHANNON BLVD	HELEN W & STANLEY SZOTT	OCC - COND			\$50.00	191-K-38
15698	<input type="checkbox"/>	8/14/2023	NEW PITT ENTERPRISE GROUP LLC	3563 LIBRARY RD	BROCATO	OCC - COND			\$100.00	191-S-224
15699	<input type="checkbox"/>	8/15/2023	JULIA ELIZABETH BAVUSO	4237 WILLOW AVE	KATHLEEN A KAVALO	OCC - COND			\$50.00	250-N-44
15700	<input checked="" type="checkbox"/>	8/21/2023	THOMAS MOSES	3141 MCROBERTS RD	THOMAS & VALETTA A MOSES	BUILDING	ALTERATION	\$3,500.00	\$64.50	190-M-8
15701	<input type="checkbox"/>	8/21/2023	TANKA GHIMIREY	849 SLEEPY HOLLOW RD APT. D	MAURICE A ENGELBERG TRUST	OCC - RES			\$50.00	191-H-90

*PHC 1*



<u>No.</u>	<u>BIU</u>	<u>Date</u>	<u>Applicant</u>	<u>Address</u>	<u>Owner</u>	<u>Permit Type</u>	<u>Description</u>	<u>Const. Cost</u>	<u>Fee</u>	<u>Lot Block</u>
15702	<input type="checkbox"/>	8/21/2023	KLIMENTY PISAREV	1001 MILTON RD	KEVIN FORRESTER	OCC - RES			\$50.00	251-S-62
15703	<input type="checkbox"/>	8/23/2023	TRACY WOODS	834-836 KILLARNEY DR	JUSTIN A RHULE	ZONING	DRIVEWAY AND WALL	\$18,000.00	\$155.00	139-P-95
15704	<input type="checkbox"/>	8/23/2023	TOM DUTTINE	1241 6TH ST #1	MOJO PROPERTIES LLC	OCC - RES			\$0.00	190-C-112
15705	<input type="checkbox"/>	8/23/2023	KADIE ZILKOWSKI	1243 6TH ST #2	MOJO PROPERTIES LLC	OCC - RES			\$0.00	190-C-112
15706	<input type="checkbox"/>	8/23/2023	VANESSA QUINN	1245 6TH ST #3	MOJO PROPERTIES LLC	OCC - RES			\$0.00	190-C-112
15707	<input type="checkbox"/>	8/23/2023	SETI TAMANG	1027 VERMONT AVE #2	FIFTH ALVERN ASSOCIATES	OCC - RES			\$50.00	251-M-100
15708	<input type="checkbox"/>	8/23/2023	TANER KANMEZ	4006 GREENRIDGE RD #3	FIFTH ALVERN ASSOCIATES	OCC - RES			\$50.00	251-M-100
15709	<input type="checkbox"/>	8/23/2023	DIANA LICHTENBERGER	1023 VERMONT AVE #3	FIFTH ALVERN ASSOCIATES	OCC - RES			\$50.00	251-M-100
15710	<input type="checkbox"/>	8/24/2023	STEVEN SNEED	3012 BELLEVILLE ST	SHARON A VIETMEIER	OCC - RES			\$50.00	190-C-126
15711	<input type="checkbox"/>	8/24/2023	EDENIA TUERTO	452 HOODRIDGE DR B2	DD & L CO (ETAL)	OCC - RES			\$50.00	191-N-225
15712	<input type="checkbox"/>	8/24/2023	PATRICIA BERENBAUM	850 BALDWIN ST #127	VERNRRIDGE LP	OCC - RES			\$50.00	250-A-72
15713	<input type="checkbox"/>	8/25/2023	OLGA KOUTINA	908 LEBANON AVE	OLGA KOUTINA	ZONING	AWNING	\$13,734.00	\$91.00	191-L-233
15714	<input type="checkbox"/>	8/28/2023	BROOKE HEISER	3924 WILLOW AVE	RICHARD F & JEANNE M WELCH	OCC - COM			\$100.00	250-A-108
15715	<input type="checkbox"/>	8/31/2023	DALE SPIGELMYER	985 CASTLE SHANNON BLVD	SEVEN 7 STAR VENTURES LLC	DUMPSTER	DUMPSTER		\$50.00	191-P-208
15716	<input checked="" type="checkbox"/>	8/31/2023	JORDAN KELLY	3170 MCROBERTS RD	JORDAN KELLY	BUILDING	DECK/PORCH	\$2,500.00	\$69.50	190-G-342
15717	<input type="checkbox"/>	8/31/2023	KATHERINE MALONEY	128 CASTLE RD	JASON ALBERT & KATHERINE MALONEY	ZONING	PATIO	\$8,200.00	\$70.00	249-E-146
								<b>\$87,534.00</b>	<b>\$2,843.50</b>	

PTC 2

**CASTLE SHANNON BOROUGH NON-UNIFORMED PENSION PLAN**  
**CASTLE SHANNON BOROUGH**  
**(DEFINED CONTRIBUTION COMPONENT)**

**MINIMUM MUNICIPAL FUNDING OBLIGATION WORKSHEET FOR 2024**

**Note: All Amounts should be rounded to the nearest dollar.**

1. NORMAL COST PERCENTAGE .....	5.00	%
(Specified in the Plan Document.)		
2. TOTAL W-2 PAYROLL to date for the current year for active members .....	\$	92,471
plus the payroll projected to be paid in the remaining period of the current year (including payroll for any anticipated new hires).		
3. TOTAL NORMAL COST .....	\$	4,624
(Line 1 x Line 2)		
4. ESTIMATED ADMINISTRATIVE EXPENSES .....	\$	
(Estimated to be paid in the MMO year.)		
5. MINIMUM MUNICIPAL OBLIGATION FOR 2024 .....	\$	4,624
(Line 3 + Line 4) (If result is negative, enter zero.)		

The MMO must be officially placed in the budget for 2024 no later than 12/31/2023. The 2024 MMO can be funded from general fund revenue as early in the year as possible to prevent loss of interest to the plan. If the MMO has not been added to the plan assets by 12/31/2024, an interest penalty will accrue from the beginning of 2024 through the date of payment. If the state aid is due to the municipality, on its arrival on or about October 1, the general fund may be reimbursed for that portion of the MMO which has already been funded. Any excess state aid remaining after the general fund is reimbursed must be deposited into an eligible pension plan within 30 days of receipt. This document is prepared in accordance with the Act of 1984, P.L. 1005, No. 205, Chapter 3; and the Act of 1990, P.L. 753, No. 189.

I hereby certify to the accuracy of the above calculations in conformity with the applicable provisions of Act 205 of 1984.

\_\_\_\_\_  
 Signature of Chief Administrative Officer of the Plan

\_\_\_\_\_  
 Date

NUP 1

**CASTLE SHANNON BOROUGH NON-UNIFORMED PENSION PLAN**

**MINIMUM MUNICIPAL FUNDING OBLIGATION WORKSHEET FOR 2024**

**Note: All Amounts should be rounded to the nearest dollar.**

1. NORMAL COST PERCENTAGE .....	10.85 %
(Derived from 2021 Act 205 Report)	
2. TOTAL W-2 PAYROLL to date for the current year for active members, .....	\$ 669,892
plus the payroll projected to be paid in the remaining period of the current year (including payroll for the anticipated new hires.)	
3. TOTAL NORMAL COST .....	\$ 72,683
(Line 1 x Line 2)	
4. ESTIMATED ADMINISTRATIVE EXPENSES .....	\$ 0
(Derived from 2021 Act 205 Report)	
5. TOTAL AMORTIZATION REQUIREMENT .....	\$ 149,991
(Derived from 2021 Act 205 Report)	
6. TOTAL FINANCIAL REQUIREMENTS OF THE PLAN .....	\$ 222,674
(Line 3 + Line 4 + Line 5)	
7. ESTIMATED MEMBERS CONTRIBUTIONS ..... 4.25%	\$ ( 28,470 )
(Members' contribution rate for 2024 x Line 2)	
8. FUNDING ADJUSTMENT .....	\$ ( 0 )
(A funding adjustment exists only if the assets exceed the actuarial accrued liability as reported in the latest actuarial valuation and is determined pursuant to section 302 (c) (2) of Act 205 of 1984, as amended)	
9. MINIMUM MUNICIPAL OBLIGATION FOR 2024 .....	\$ 194,204
(Line 6 - Line 7 - Line 8) (If result is negative, enter zero.)	

The MMO must be officially placed in the budget for 2024 no later than 12/31/2023. The 2024 MMO can be funded from general fund revenue as early in the year as possible to prevent loss of interest to the plan. If the MMO has not been added to the plan assets by 12/31/2024, an interest penalty will accrue from the beginning of 2024 through the date of payment. If the state aid is due to the municipality, on its arrival on or about October 1, the general fund may be reimbursed for that portion of the MMO which has already been funded. Any excess state aid remaining after the general fund is reimbursed must be deposited into an eligible pension plan within 30 days of receipt. This document is prepared in accordance with the Act of 1984, P.L. 1005, No. 205, Chapter 3; and the Act of 1990, P.L. 753, No. 189.

I hereby certify to the accuracy of the above calculations in conformity with the applicable provisions of Act 205.

\_\_\_\_\_  
Signature of Chief Administrative Officer of the Plan

(SEAL)

\_\_\_\_\_  
Date

*NUF 2*

**CASTLE SHANNON BOROUGH POLICE PENSION PLAN**

**MINIMUM MUNICIPAL FUNDING OBLIGATION WORKSHEET FOR 2024**

**Note: All Amounts should be rounded to the nearest dollar.**

1. NORMAL COST PERCENTAGE .....	13.19 %
(Derived from 2021 Act 205 Report)	
2. TOTAL W-2 PAYROLL to date for the current year for active members, .....	\$ 1,635,080
plus the payroll projected to be paid in the remaining period of the current year (including payroll for the anticipated new hires.)	
3. TOTAL NORMAL COST .....	\$ 215,667
(Line 1 x Line 2)	
4. ESTIMATED ADMINISTRATIVE EXPENSES .....	\$ 0
(Derived from 2021 Act 205 Report)	
5. TOTAL AMORTIZATION REQUIREMENT .....	\$ 243,057
(Derived from 2021 Act 205 Report)	
6. TOTAL FINANCIAL REQUIREMENTS OF THE PLAN .....	\$ 458,724
(Line 3 + Line 4 + Line 5)	
7. ESTIMATED MEMBERS CONTRIBUTIONS .....6%.....	\$ ( 98,105 )
(Members' contribution rate for 2024 x Line 2)	
8. FUNDING ADJUSTMENT .....	\$ ( 0 )
(A funding adjustment exists only if the assets exceed the actuarial accrued liability as reported in the latest actuarial valuation and is determined pursuant to section 302 (c) (2) of Act 205 of 1984, as amended)	
9. MINIMUM MUNICIPAL OBLIGATION FOR 2024 .....	\$ 360,619
(Line 6 - Line 7 - Line 8) (If result is negative, enter zero.)	

The MMO must be officially placed in the budget for 2024 no later than 12/31/2023. The 2024 MMO can be funded from general fund revenue as early in the year as possible to prevent loss of interest to the plan. If the MMO has not been added to the plan assets by 12/31/2024, an interest penalty will accrue from the beginning of 2024 through the date of payment. If the state aid is due to the municipality, on its arrival on or about October 1, the general fund may be reimbursed for that portion of the MMO which has already been funded. Any excess state aid remaining after the general fund is reimbursed must be deposited into an eligible pension plan within 30 days of receipt. This document is prepared in accordance with the Act of 1984, P.L. 1005, No. 205, Chapter 3; and the Act of 1990, P.L. 753, No. 189.

I hereby certify to the accuracy of the above calculations in conformity with the applicable provisions of Act 205.

\_\_\_\_\_  
Signature of Chief Administrative Officer of the Plan

(SEAL)

\_\_\_\_\_  
Date

*Nov 3*

MS4 1

# Castle Shannon Borough Borough Council

## Annual MS4 Update

SEPTEMBER 11, 2023





# MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4)

## ● Agenda:

- Permit Overview
- Annual MS4 Tasks
  - Stormwater Management Program (Minimum Control Measures)
- PADEP Compliance Evaluation
  - Annual Report
  - DEP Inspection
    - Current cycle of inspections for 2018 Permit is underway
- Total Maximum Daily Load Plan
- Permit Renewal

# MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4)

## ● Permit Overview – NPDES Permit for Stormwater Discharges from Small MS4s

- Municipal Separate Storm Sewer System (MS4) - Permit applies to stormwater infrastructure that is:
  - Used for collecting and/or conveying stormwater
  - Owned by a municipality or any other public body
  - Not used as a combined sewer
  - Not part of Publicly Owned Treatment Works (i.e. sewage treatment plant)
- NPDES MS4 Permit authorizes discharge of stormwater from the MS4 to Waters of the Commonwealth
- NPDES MS4 Permit issued by PADEP in Pennsylvania. The program is administered nationally by EPA.
- Primary goal of the permit: Protecting water quality and limiting stormwater pollution

# MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4)

## ● Annual MS4 Tasks

- Update and Implement Stormwater Management Program (Written Plan) addressing each MCM:
  - MCM #1 - Public Education and Outreach on Stormwater Impacts
  - MCM #2 - Public Involvement/Participation
  - MCM #3 - Illicit Discharge Detection and Elimination
  - MCM #4 - Construction Site Stormwater Runoff Control
  - MCM #5 - Post-Construction Stormwater Management (PCSM) in New and Re-Development Activities
  - MCM #6 - Pollution Prevention/Good Housekeeping
- The Stormwater Management Program must:
  - Reduce the discharge of pollutants from the MS4 to the maximum extent practicable,
  - Protect water quality, and
  - Satisfy appropriate water quality requirements of the Clean Water Act and the Pennsylvania Clean Streams Law

# MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4)

## ● Annual Reports

- Due September 30 of each year
- Self reporting on progress made for each MCM, along with TMDL progress
- \$2500 renewal fee due annually

## ● DEP or EPA Inspections

- DEP Inspects each permittee at least once every 5 years
- Inspections for 2018 Permit are underway (completed in 2021)
  - Office Review - Thorough review of written plans and documentation of compliance with required Minimum Control Measures. Documentation of all MS4 related activities (event flyers, distributed materials, work logs, complaint resolution tracking, outfall screening etc.)
  - Field Review – Evaluation of municipal facilities including Public Works yard, garage, salt storage and other facilities. Field review of BMPs and outfalls



# MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4)

- **Total Maximum Daily Load Plans (TMDLs) were developed in 2017 and submitted to PADEP to meet the following requirements:**
  - The following reductions must be achieved within 5 years of permit issuance (March 2023 for General Permits):
    - Achieve 10% reduction in pollutant loading of sediment
    - Achieve 5% reduction in pollutant loading of total phosphorus
- **Each Annual Report will include documentation and supporting calculations for reductions achieved through implementation of the Pollutant Reduction Plan.**
- **PRPs approved by PADEP established:**
  - Total pollutant loading required to be addressed in permit term
  - Potential BMPs to be constructed to achieve required pollutant reduction goals.



# MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4)

- **Borough TMDL Status**

- Sawmill Run Stream Restoration

- Completed in 2023
- Funded via Growing Greener Grant



# MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4)

## ● Permit Renewal

- Current Permit Renewal completed in February 2023
- Permit Issued June 2023; Expires June 2028
- Permit currently does not include any requirements to future TMDL Requirements/Projects
- No changes issued for annual tasks (training, outfall screening, public participation/education, etc.)

# CONTACTS

**Jason E. Stanton, P.E.**  
**Lennon, Smith, Souleret Engineering, Inc.**  
[jstanton@lsse.com](mailto:jstanton@lsse.com)

**John W. Valinsky, E.I.T.**  
**Lennon, Smith, Souleret Engineering, Inc.**  
[jvalinsky@lsse.com](mailto:jvalinsky@lsse.com)