

**CASTLE SHANNON BOROUGH
COUNCIL MEETING AGENDA**

Monday, December 11, 2023

**Executive Session – 6:00PM
Public Meeting – 7:00PM**

I. Call to Order

II. Reflection and Pledge of Allegiance

III. Roll Call:

Council: N. Kovach, W. Oates, M. Randazzo, D. Swisher, D. Seiler, K. Brannon
Mayor: D. Baumgarten
Tax Collector: E. O'Malley
Staff: C.M. Foote, D. Biondo, K. Truver, P. Vietmeier, J. Stanton

IV. Public Notice

- A. An Executive Session was held this evening at 6:00 PM for the purpose of collecting information or educating agency members about an issue.

V. Revisions or Additions to the Agenda

VI. Public Comment—Agenda Items

VII. Approval of Minutes

- A. **Suggested Motion**: Move to approve the November 27, 2023 Council Business Meeting Minutes

VIII. Administration

A. 2024 Meeting Schedule

1. **Suggested Motion**: Move to approve the 2024 Meeting Schedule and authorize Borough Manager to advertise same.

- B. Pittsburgh Regional Transit will be applying to the Federal Transit Administration's current round of funding for the Rail Vehicle Replacement Program and is seeking assistance by obtaining a letter of support from the Borough of Castle Shannon. PRT's application seeks funding that intends to replace 53 light rail vehicles and to support additional mechanical parts, staff training, and project management.

Their application will be requesting \$100 million in funding to procure the first phase of vehicles intending to replace 53 older LRVs. This funding would also include acquiring parts and tools for maintenance, investing in complimentary infrastructure improvements, and workforce development activities.

1. **Suggested Motion**: Move to authorize Borough Manager to submit letter of support to the Federal Transit Administration on behalf of PRT.

C. 2024 Engineering Fees

1. **Suggested Motion**: Move to authorize Borough Manager to execute the 2024 Engineering Services Agreement with LSSE

IX. Bid Openings, Contracts, and Resolutions

X. Public Presentations

XI. Civil Service Commission

A. Minutes of December 4th Meeting

B. Revision to Civil Service Rules

1. **Suggested Motion**: Move to accept revisions to the Civil Service Rules as recommended to Council by the Civil Service Commission.

XII. Real Estate Tax Collector

A. Tax Collector Report 2023

XIII. Council Committee Reports

A. Public Relations/Communications

B. Buildings & Grounds/Public Works

C. Public Safety/Fire - **November Incidents Report**

D. Finance

1. Review of Check Registers

2. November 2023 Financial Statement

3. Bill Pay List

- a. **Suggested Motion**: Move to authorize the payment of all outstanding bills and invoices.

4. 2024 Proposed Budget

- a. **Suggested Motion**: Move to adopt the 2024 Budget.

5. 2024 Tax Ordinance

- a. **Suggested Motion**: Move to enact Ordinance No. 936 fixing and levying the tax rate on real estate in the Borough for the calendar year 2024.

E. Community Activities/Planning & Codes – **Permit Report**

F. Library

G. MRTSA

H. Associations

1. South Hills Area Council of Governments (SHACOG)
2. Allegheny County Borough's Association/Allegheny League of Municipalities (ACBA/ALOM)

- XIV. Manager's Report**
- XV. MS4**
- XVI. Mayor's Report**
- XVII. Planning Commission**
- XVIII. Solicitor's Report**
- XIX. Keystone Oaks**
- XX. Public Comment— Non-Agenda Items**
- XXI. Old Business**
- XXII. New Business**
- XXIII. Adjournment**

**CASTLE SHANNON BOROUGH
MINUTES OF REGULAR MEETING**

November 27, 2023

The following elected officials were present: N. Kovach, D. Swisher; K. Brannon; W. Oates; M. Randazzo; D. Seiler; D. Baumgarten; E. O'Malley. The following appointed officials were present: M. Foote, Borough Manager; K. Truver, Police Chief; P. Vietmeier, Code Official; J. Stanton, Borough Engineer. Borough Solicitor D. Biondo was absent.

Public Notice: Ms. Kovach announced that council met in executive session on November 20th and this evening at 6:00 pm for the purpose of collecting information or educating agency members about an issue.

Revisions or Additions to the Agenda: Mr. Foote noted an addition to the agenda of item IX. B. a resolution for a Local Share Assessment (LSA) Grant for the Castle Shannon Volunteer Fire Department. Mr. Swisher noted that the resolution and grant forms need to be submitted by November 30, 2023. Mr. Swisher motioned to add the item to the agenda. Mr. Brannon seconded; all in favor; motion carried.

Public Comment – Agenda Items: Ms. Kovach opened the public comment for agenda items. Being none, the public comment section was closed.

Minutes: The minutes of the November 13, 2023 council meeting were presented. Mr. Brannon noted a correction that he had abstained from voting for the trash collection contract with Waste Management. Mr. Swisher motioned to approve the corrected minutes. Mr. Oates seconded; all in favor; motion carried.

Administration: A discussion regarding current council vacancies and related matters was removed from the agenda until January when the new council takes office.

Chief Truver asked council to accept proposed resolutions as discussed in executive session and upon the recommendations of labor council and borough staff on two personnel grievance matters. Mr. Brannon motioned to accept the resolution for Grievance A. Mr. Swisher seconded; all in favor; motion carried. Mr. Oates motioned to accept the proposed resolution for Grievance B. Mr. Brannon seconded; all in favor; motion carried.

Bid Opening & Contracts: Mr. Brannon motioned to adopt Resolution #739 and authorize the council president and borough manager to execute all documents related to a Local Share Assessment (LSA) Grant for \$310,000 for the Killarney Source Flow Project. Mr. Swisher seconded; all in favor; motion carried. Mr. Stanton explained the grant is through the DCED awarded by the Commonwealth Financing Authority for sanitary sewer work.

Mr. Swisher motioned to adopt Resolution #740 and authorize the council president and borough manager to execute all documents related to a \$125,000 LSA Grant on behalf of the CSVFD for replacement of garage doors at the fire station. Mr. Oates seconded; all in favor; motion carried. Mr. Swisher noted that this will be endorsed through Representative Dan Miller's Office and Senator Jim Brewster's office.

min 1

Civil Service Commission: Mr. Seiler motioned to appoint Kevin Brannon as alternate to the Civil Service Commission for a six-year term. Mr. Swisher seconded; all in favor; motion carried.

Council Committee Reports

Public Relations/Communications – Ms. Kovach stated that council would like to work on making the council meetings more accessible for community participation.

Building & Ground/Public Works – Mr. Foote reported that the crew is continuing to prepare vehicles for winter maintenance.

Public Safety/Fire: Chief Reffner thanked council for approval of the resolution for the grant for the fire station garage doors.

Chief Reffner then presented the November Incident Report: 18 calls in Castle Shannon, 3 calls in Baldwin Township, and five mutual aid calls. This averages to a call every 1.5 days. There were two small kitchen fires in Castle Shannon this month, and both were quickly extinguished limiting the amount of damage. Mutual aid was received by Mt. Lebanon and Dormont fire departments.

In-house fire training was conducted November 13th with firefighters reviewing how to respond to incidents, Blue Card Command terminology, and radio communication; and also, on November 20th on new equipment placed into service, their location on the vehicles, and refamiliarization of existing equipment.

The CSVFD plans to send six firefighters to Essentials for Fire Fighting training in January. Membership increased in November with two new firefighters and one associate member. Total new members for 2023 is sixteen.

Chief Reffner thanked council for their support of the CSVFD.

Finance: Mr. Swisher reviewed the check registers for November 17th and questioned two charges for EZ pass fee. Chief Truver answered this was for turnpike fees for officer training. Mr. Swisher also questioned an expenditure to DISTRX Inc. on the November 20th check register. Mr. Foote answered this was for beacons for the scavenger hunt for Small Business Saturday. Mr. Foote added these can be used on an annual basis. Mr. Swisher had no further questions.

Mr. Swisher motioned to authorize the payment of all outstanding bills and invoices. Mr. Seiler seconded; all in favor; motion carried.

Planning & Codes – Mr. Vietmeier stated that the property owner is working on securing an unstable sidewalk rail on Willow Avenue.

Mr. Vietmeier reported he has also spoken with residents on Poplar Avenue regarding a raccoon issue. Mr. Vietmeier has taken photos and plans to notify the property owner. Ms. Kovach noted that the borough has responded to this concern which was discussed at the November 13th meeting.

Min 2

Library – Ms. Randazzo announced that the Castle Shannon Library Vendor & Craft Fair held November 18th was very successful and provided a \$1,265 profit. Ms. O’Malley added that a friend participated in the event and raved about the advertising and promotion the library provided. Ms. Randazzo thanked everyone involved.

The Dormont, Mt. Lebanon, and Castle Shannon Rotary will sponsor a poinsettia sale fundraiser for the library. Delivery will be either December 4th or December 11th. Multiple colors and sizes are available. More information is available on the library’s website.

Ms. Randazzo was proud to announce that the library has once again earned gold star status for literacy programming. The library has maintained a gold star status since 2019.

The Board of Trustees will be meeting on December 7th.

MRTSA – Mr. Swisher reported that the board met and approved the 2024 budget. Fees will increase slightly.

SHACOG – Mr. Oates attended the Board of Directors meeting on November 16th in Bethel Park. A special presentation was provided by the SHACOG CIRT (Critical Incident Response Team) Commander Giles Wright.

ACBA/ALOM – Ms. Kovach and Mr. Foote will be attending the general membership meeting on December 14th. Mayor Baumgarten received a communication from ALOM for the 2024 Community Banner Program. Ms. Miller has submitted the banner application.

Manager’s Report: Mr. Foote presented a listing of budget challenges for each fund for the 2024 budget. Mr. Foote stated that the 2023 budget contained some overly optimistic projected fund balances. The two largest factors that impact the general fund budget for 2024 are a 16% increase in healthcare costs and a trash collection increase of 103%. LED street light replacements expenditure was removed from the street lighting fund. ALCOSAN rates will increase by 7% over the next few years in the sewer fund. The capital fund has a projected \$1.5 million in highway maintenance projects. The new budget would include funding \$300,000 to a capital reserve account from the sewer fund and general fund. In reviewing all funds with the current tax millage, both the general fund and library fund would experience an operating deficit.

Mr. Foote reviewed the five-year contract with Waste Management which will be an automated cart collection program. Projected trash collection costs for 2024 is slightly over \$1 million. Waste Management will provide and manage the cart program. At the end of five years the borough will own the carts.

In terms of paying for the operating deficit, the projected budget includes an increase of the mill levy by 2.5 mills to be distributed with 2.425 mills dedicated to the general fund and .0750 to the library fund. Mr. Swisher stated that the garbage contract cost is beyond what was originally projected in the budget, and the health care cost increase adds another financial burden to the budget. Ms. O’Malley expressed her concerns about senior citizens who already have budget trouble in paying their real estate taxes. Ms. Kovach commented that unfortunately costs have increased, and the expenses have to be funded.

Min 3

Ms. Miller asked what the 2.5 mill increase would be on an average home in Castle Shannon in terms of dollars. Mayor Baumgarten answered that for a home assessed at \$100,000, the increase would be \$250.00. Mayor Baumgarten added that council's choice was to have residents pay a monthly fee for trash collection, which would have been approximately \$300.00 annually; or to increase millage by 2.5 mills. Mr. Swisher stated that senior citizens would have an even greater cost if the trash collection was billed to residents.

Mr. Swisher motioned to authorize the borough manager to advertise the proposed 2024 budget. Mr. Oates seconded; all in favor; motion carried.

Mr. Seiler motioned to authorize the borough manager to advertise Ordinance 936 identifying the tax levy for 2024. Mr. Swisher seconded; all in favor; motion carried. Mr. Brannon noted that this will be first increase since 2020. Ms. O'Malley questioned if the parks projects could be stopped to save money. Mayor Baumgarten answered that the parks are being funded by grants and bond funds.

Mayor's Report: Mayor Baumgarten congratulated the library staff and board on their gold status achievement and added that they do a great job.

Public Comment – Non-agenda Items: Jerry Coombs, Belleville Street – asked if Waste Management was going to provide and maintain the carts for trash collection. Ms. Kovach answered yes, and the borough will own the carts after the 5-year contract. Mr. Coombs questioned if a logo would be on the carts. Mr. Foote answered that the carts will have the borough's castle logo displayed. Residents must use the 96-gallon carts for two months, and then they have a one-time option to trade the cart in for a 64-gallon cart. Ms. Kovach noted that the borough's public works foreman and Waste Management personnel visited all problematic sites for the cart usage, and the company has assured us that those areas will be serviced.

Mr. Coombs was not happy to see the banners on Castle Shannon Boulevard displaying the Celtic knot. Mr. Coombs believes the Celtic knot is a religious symbol and should not be displayed in the borough.

The public comment section was closed.

New Business: Ms. Kovach reported that Small Business Saturday was very successful and well attended.

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

Approved as presented this 11th day of December 2023.

C. Michael Foote
Borough Manager

Nancy Kovach
Council President

min 4



CASTLE SHANNON BOROUGH

December 11, 2023

Ms. Nuria Fernandez, Administrator
Federal Transit Administration
1200 New Jersey Avenue, S.E.
Washington, DC 20590

Dear Ms. Fernandez:

On behalf of Castle Shannon Borough, I am writing to support the Pittsburgh Regional Transit (PRT) application to the Federal Transit Administration's Rail Vehicle Replacement Program. PRT is requesting \$100 million which will contribute to the purchase of new Light Rail Vehicles (LRVs) intended to replace 53 older LRVs. This project also includes acquiring parts and tools for maintenance, investing in complimentary infrastructure improvements, and workforce development activities.

This project represents the first phase of an overall program to eventually replace PRT's entire LRV fleet with new railcars.

PRT's current fleet of LRVs is aging, with many of these railcars having been purchased and placed into service in the 1980s. Although these LRVs underwent mid-life overhauls during the mid-2000s, they have now been in service for over a decade beyond their expected 25-year lifespan and are in poor condition. Due to their age, it is difficult for PRT to find replacement parts, which increases agency operating costs and reduces the reliability of service for riders. PRT seeks to replace these older railcars to improve the fleet's overall state of good repair. The new LRVs will improve ride quality, decrease maintenance costs, and increase system efficiency.

Additionally, the new LRVs' increased energy efficiency will reduce PRT's electricity costs and decrease greenhouse gas emissions from electricity generation, thus mitigating climate change impacts associated with passenger transportation.

PRT's LRT system is a key transportation facility which supports the economic vitality of Allegheny County's southern suburbs, including Castle Shannon. The new LRVs are essential for ensuring mobility in one of the region's most important transportation corridors.

For these reasons, we at the Borough of Castle Shannon heartily support PRT's request for funding for this extremely critical project.

Admin 1

Sincerely,

A handwritten signature in black ink, appearing to read "C. Michael Foote". The signature is fluid and cursive, with a large initial "C" and a long, sweeping underline.

C. Michael Foote
Borough Manager

Admin 2

Castle Shannon Civil Service Commission

Memorandum

TO: Mayor Baumgarten
Borough Council
Borough Manager
Police Chief Truver
CSCSC Members
CSCSC File

DATE: December 5, 2023

Attached for your review, please find the Meeting Minutes and actions of the Civil Service Commission from our meeting held on December 4, 2023.

Thank you,



Laurie Miller
Castle Shannon Civil Service Commission
Recording Secretary

CSC 1

**Castle Shannon Borough
Civil Service Commission
Meeting Minutes – December 4, 2023**

Meeting called to order at 1800 hours by Chairman Paul Coffey.

I. Roll Call

Present: Paul Coffey, Robert Myers, Laurie Miller, Kevin Brannon (Alternate), Police Chief Truver, Borough Manager C. Michael Foote, Mayor Baumgarten

II. Approval of the minutes from the previous CSCSC meeting of May 17, 2023.

III. Unfinished Business - None

IV. Hearing of New Cases -- None

V. New Business

Swearing in of appointed CSCSC Alternate Kevin Brannon by Mayor Baumgarten.

A Motion was made by Robert Myers to approve the proposal to amend CS Rules 305(a) and 307(a) with regard to education requirement for new hires/entry level and for promotion to first line supervisor/sergeant. Motion was seconded by Laurie Miller and the vote was unanimous.

A Motion was made by Robert Myers to approve the proposal to amend CS Rule 309(b) with regard to acting appointments. Motion was seconded by Laurie Miller and the vote was unanimous.

A Motion was made by Robert Myers to approve the proposal to amend CS Rule 407 with regard to fitness testing. Motion was seconded by Laurie Miller and the vote was unanimous.

VI. Communications and Reports

The next Castle Shannon Civil Service Commission meeting date for reorganization 2024 and summary of 2023 will be held on Tuesday, January 2, 2024 at 5:45 p.m.

VII. Adjournment

Motion to adjourn at 1815 hours by Robert Myers, seconded by Laurie Miller.

Submitted by,



Laurie Miller
Castle Shannon Civil Service Commission
Recording Secretary

cc: Mayor Baumgarten
Council
Borough Manager
Police Chief
Commission File

CSC 2




OATH OF OFFICE

**Borough of Castle Shannon
CIVIL SERVICE COMMISSIONER**

I, Kevin Brannon do solemnly swear that I will support, obey, and defend the Constitution of the United States, and the Constitution of the Commonwealth of Pennsylvania, and that I will discharge the duties of my office with fidelity.


Civil Service Commissioner
Borough of Castle Shannon

Sworn to and subscribed before me this 4th day of December, 2023


Donald J. Baumgarten, Mayor
Borough of Castle Shannon

CSC 3



RULES AND REGULATIONS
FOR THE
CIVIL SERVICE COMMISSION
OF THE
BOROUGH OF CASTLE SHANNON

Adopted by CSCSC: 12-04-23
(date)

Approved by CS Borough Council: 12-11-23
(date)

**RULES AND REGULATIONS FOR
THE CIVIL SERVICE COMMISSION OF
THE BOROUGH OF CASTLE SHANNON**

The following rules and regulations are adopted and approved pursuant to the Act of February 1, 1966, P.L. (1965) No. 581, §1171, 53 P.S. §46171. The rules and regulations represent a re-codification of rules and regulation approved on February 13, 1951. This is an amendment of the Rules and Regulations adopted by the Civil Service Commission December 4, 2023 and approved by Borough Council December 11, 2023.

ARTICLE I - DEFINITION OF TERMS

101. Definitions. Unless otherwise expressly stated, the following words and phrases, wherever used in these rules and regulations, shall be construed to have the meaning indicated herein:

- A. **Council, Borough Council or Members of Borough Council** - The Council of the Borough of Castle Shannon, Pennsylvania.
- B. **Chairperson** - The Chairperson of the Civil Service Commission of the Borough of Castle Shannon, Pennsylvania.
- C. **Commission** - The Civil Service Commission of the Borough of Castle Shannon, Pennsylvania.
- D. **Eligible** - A person whose name is recorded on a current eligible list or furlough list.
- E. **Furlough List** - The list of names of persons who were laid off from positions in the Police Department because of a reduction in the number of officers in the Police Department.
- F. **Probationer** - An officer in the Police Department who has been appointed from an eligible list, but who has not yet completed his/her work test period.
- G. **Reduction in Rank** - A change to a different position or rank which results in a decrease in salary where the employee fulfilled all of the requirements of these Rules and Regulations for both the prior and current position or rank. However, a decrease in salary without a change to a different position or rank shall not necessarily constitute a reduction in rank.
- H. **Removal** - The permanent non-voluntary separation of a police officer from the Police Department.
- I. **Suspension** - The temporary separation without pay of a member of the Police Department from his/her position for disciplinary reasons.
- J. **Secretary** - The secretary of the Civil Service Commission of the Borough of Castle Shannon.
- K. **Borough Manager** - The Manager of the Borough of Castle Shannon.
- L. **Applicant** - any individual who applies in writing to the Commission in response to a legally advertised notice of vacancy and/or examination for any position in the Police Department.
- M. **Certification** - The submission to the Borough pursuant to its request of three names taken from the eligible list developed by the Civil Service Commission.
- N. **Eligible List** - The list of names of persons who have passed all examinations for a particular position in the Police Department.
- O. **Examination** - The series of test given to candidates to determine their qualifications for a position in the Police Department.
- P. **Police Officer** - For purposes of these Rules and Regulations, an entry-level sworn position in the Police Department.

ARTICLE II - THE COMMISSION

201. Civil Service Commission - The Commission shall consist of three Commissioners who shall be qualified electors of the borough and shall be appointed by the Borough initially to serve for the terms of two, four and six years, and as terms thereafter expire shall be appointed for terms of six years. Any vacancy occurring in the Commission for any reason whatsoever shall be filled by the Borough Council for the unexpired term within the period of thirty (30) days after such vacancy occurs.

Each member of the Commission, before entering upon the discharge of the duties of his/her office, shall take an oath or affirmation to support the Constitution of the United States and of the Commonwealth of Pennsylvania and to perform his/her official duties with fidelity. No Civil Service Commissioner shall receive compensation.

202. Offices Incompatible with Civil Service Commissioner. No Commissioner shall at the same time hold an elective or appointed office under the United States government, the Commonwealth of Pennsylvania or any political subdivision of the Commonwealth, except that one member of the Commission may be a member of the Borough Council, and one Commissioner may be a member of the teaching profession.

203. Organization of Commission. The Commission first appointed shall organize within then (10) days of its appointment and shall elect one of its members as its Chairperson, one as Vice Chairperson and one as Secretary. The commission shall meet and reorganize on the first Monday of each even-numbered year or at the first meeting of the Commission held as soon thereafter as practical.

204. Duties of Chairperson. The Chairperson, or in his/her absence, the Vice Chairperson, shall preside at all meetings and hearings of the Commission, decide all points of order or procedure and perform any duties required by law or these rules.

205. Duties of Secretary. The Secretary shall do or cause to be done the following:

- (a) carry on at the direction of the Commission all official correspondence of the Commission
- (b) transmit all notices required by law and these rules of procedure
- (c) keep a record of each examination or other official action of the Commission.
- (d) Perform all other duties required by law, these Rules and the Commission.

206. Meetings. Except for the annual organization meeting, all meetings shall be held either at the call of the Chairperson or at the call of two members of the Commission. Unless all members shall waive the requirement, a minimum of twenty-four (24) hours written notice of each meeting shall be given each member. Except when otherwise provided in these rules or as required by law, the Commission shall have the discretion to determine whether meetings shall be open to the public. Nevertheless, no rule or regulation of the Commission shall be adopted at other than a public meeting.

207. Quorum. Three members of the commission shall constitute a quorum. If, by reason of absence or disqualification of a member, a quorum is not reached, the chair shall designate as many alternate members of the commission as may be needed to provide a quorum, and no action of the Commission shall be valid unless it shall have the concurrence of at least two members.

208. Order of Business. The order of business of all meetings of the Commission shall be as follows:

- (a) Roll call
- (b) Approval of minutes of previous meeting
- (c) Unfinished business
- (d) Hearing of cases
- (e) New business
- (f) Communications and reports

209. Minutes and Records. The Commission shall keep minutes of its proceedings and records of examinations and other official action for a period of at least ten (10) years. All recommendations of applicants for employment to any position within the Police Department received by the Commission shall be kept and preserved for a period of ten (10) years.

All recommendations and written causes of removal filed with the Commission shall be open to public inspection subject to reasonable regulation. The Secretary shall keep minutes of its proceedings showing the vote of each member upon each question. If the member is absent or fails to vote, the Secretary shall indicate that fact in the minutes.

210. Investigations. The Commission shall have the power to make investigations concerning all matters relating to the administration and enforcement of these Rules and Regulations. The Chairperson of the Commission is authorized to administer oaths and affirmations in connection with such investigations.

211. Subpoenas. The Commission shall have the power to issue subpoenas over the signature of the Chairperson, or his/her designee, to require the attendance of witnesses and the production of records and papers pertaining to any investigation or inquiry. The fees of such witnesses for attendance and travel shall be the same as for witnesses appearing in the courts and shall be paid from appropriations for the incidental expense of the Commission.

All Officers in public service and employees of the Borough shall attend and testify when required to do so by the Commission.

If any person shall refuse or neglect to obey any subpoena issued by the Commission, upon conviction of such refusal or neglect in a summary proceeding, that person shall be sentenced to pay a fine not to exceed One Hundred Dollars (\$100.00), and in default of the payment of such fines and costs shall be imprisoned not to exceed thirty (30) days.

If any person shall refuse or neglect to obey the subpoena, the Commission may apply by petition to the Court of Common Pleas of Allegheny County for its subpoena, requiring the attendance of such persons before the Commission or the Court to testify, to produce any records and papers necessary, and in default thereof shall be held in contempt of court.

212. Annual Report. The Commission shall make an annual report to the Borough Council containing a brief summary of its work during the year and a full accounting for any expenditures of public monies. The annual report shall be available for public inspection.

213. Clerks and Supplies. The Borough Council shall furnish the Commission with such supplies and clerical assistance as may be necessary for the Commission to fulfill its duties. In addition, the Commission may retain counsel, and any other consultants or experts, including physicians and psychiatrists, as are necessary. The elected and appointed officials of the Borough shall assist the Commission with all reasonable and appropriate efforts, including compensation for any counsel or experts retained by the commission.

214. Amendment of Rules and Regulations. The Commission may amend, revise, void or replace these Rules and Regulations for any reason by action of a majority of the Commission at any properly convened meeting of the Commission. Before any changes to these rules and regulations become effective, those changes must be approved by the Borough Council. These Rules and Regulations, and any amendments thereto, shall be made available to the public for distribution or inspection.

215. These Rules and Regulations shall not be applicable to the appointment of persons to positions as Auxiliary Police, Special Police or Special Fire Police.

ARTICLE III - APPLICATIONS

301. Eligibility for Examination. In order to be eligible for participation in any examination for any position with the Police Department, each applicant must submit a completed application form to the Commission before the deadline stated by the Commission for that specific examination. The application form is attached as Appendix A-1 and incorporated into these Rules and Regulations. The applicant must make an oath or affirmation that the application is completed truthfully, and the applicant is subject to the penalties of 18 Pa. Cons. Stat. Ann §4904 relating to unsworn falsification to authorities.

302. Discrimination. The Borough is an equal opportunity employer. It is the Borough's and the Commission's policy to grant equal employment opportunities to qualified persons without regard to race, religion, color, national origin, gender, age, marital status, or non-job-related physical or mental handicap or disability. The Borough and the Commission will provide equal opportunities in employment and promotion.

303. Availability. Application forms shall be available to all interested persons at the Borough Municipal Center and from such other offices and officers as the Commission from time to time may designate. Application forms may be mailed upon written or telephone requests. However, the Commission assumes no responsibility for missed filing deadlines due to a delay in the mail.

304. Age Qualifications. At the time of application, no applicant for any position in the Police Department shall be less than twenty-one (21) years of age.

305. General Qualifications-All Applicants.

- (a) Each applicant for the position of police officer in the Castle Shannon Borough shall be a citizen of the United States, shall have graduated from an accredited high school and shall have, at a minimum, an associate degree from an accredited college or university **or at least 5 years of full-time police service/experience.**
- (b) Each applicant shall include with their application copies of their high school or equivalent and college or university diplomas.
- (c) Each applicant shall be mentally and physically fit for the performance of the duties of a Police Officer, of good moral character, and licensed to operate a motor vehicle in the Commonwealth of Pennsylvania.
- (d) Upon application each applicant shall have successfully completed his/her basic mandatory police training requirements under Act 120 [Pennsylvania Municipal Police Officer's Education and Training Commission (MPOETC), or shall be enrolled in an MPOETC Act 120 Basic Training Program. Those enrolled in a basic Act 120 Training Program at the time of application must have successfully completed their Basic Act 120 Training (MPOETC) and successfully passed all testing requirements required for Act 120 Certification prior to being hired.] All records of training and his/her certificate of graduation or enrollment in an Act 120 Basic Training Program, as described above, shall be submitted upon the Commission's request. Failure to submit the proper documentation to indicate that the applicant has satisfied the above requirements, in a time frame solely determined by the Borough, for police officer in Pennsylvania within the most current State guidelines shall cause the applicant to be rejected.
- (e) No applicant for entry level position of police officer in Castle Shannon shall be eligible for hire if the applicant has any tattoo where the tattoo cannot be covered so that it is not visible while the officer is in uniform.
- (f) Failure to submit any documents by the date requested by the Commission shall disqualify the applicant for further consideration.

306. General Qualifications-Applications for Police Officer. Police Officers are required to reside within twenty-five (25) air miles of the Castle Shannon Municipal Center. Applicants, who live outside this distance when hired, must move into this circle within one (1) year of successful completion of their probationary period. Failure to do so will be grounds for dismissal or removal from the police department.

307. General Qualifications-Applications for Police Sergeant, Police Lieutenant and Police Captain.

- (a) In addition to satisfying the qualifications fixed for all positions in the Police Department as set forth in section 305 above, applicants for the position of Police Sergeant shall have been continuously employed in the Castle Shannon Police Department for at least five (5) years prior to the date of the application and hold at minimum an associate degree from an accredited college or university **or at least 20 years of police service experience**
- (b) In addition to satisfying the qualifications fixed for all positions in the Police Department as set forth in section 305 above, applicants for the position of Police Lieutenant shall meet the following minimum requirements:
- i. Each applicant shall have satisfactorily maintained mandatory training certification or have graduated from an approved police academy or school; and
 - ii. Each applicant shall demonstrate a working knowledge of police science and administration; and
 - iii. Each applicant shall have been continuously employed in the Castle Shannon Police Department for at least three (3) years in the position of Sergeant.
 - iv. An Associate Degree from an accredited college or university.

(c) In addition to satisfying the qualifications fixed for all positions in the Police Department as set forth in section 305 above, applicants for the position of Police Captain shall meet the following minimum requirements:

- i. Each applicant shall have satisfactorily maintained mandatory training certification or have graduated from an approved police academy or school; and
- ii. Each applicant shall demonstrate a working knowledge of police science and administration; and
- iii. Each applicant shall demonstrate an ability to direct and supervise the work of subordinates; and
- iv. Each applicant shall have been continuously employed in the Castle Shannon Police Department for at least five (5) years in the position of Sergeant or Lieutenant.
- v. Each applicant shall have attained at least a bachelor's degree from an accredited college or university, or an Associate Degree and at least 20 years of service.

308. General Qualifications-Applicants for Chief of Police. In the case of a vacancy in the office of Chief of Police, the Council may nominate a person to the Civil Service Commission. It shall thereupon become the duty of the Commission to subject such person to a non-competitive examination, and if such person shall be certified by the Commission as qualified, he/she may then be appointed to such position.

309. Acting Positions. When a current promotional list exists for the rank that is vacated (through retirement, sick leave, injury leave, military leave or other extended absence) the officer at the top of that list shall be offered the Acting position, if the Mayor deems it in the best interest of the Borough to fill said position through this process. If that officer refuses the position, the next officer on the list shall be offered the position and so on throughout the list.

In the event that no Police Officer on a promotional list accepts an Acting position or no current list exists, the following guidelines shall be followed.

The Chief of Police may appoint a police officer of the next lower rank to serve in an Acting capacity as Police Sergeant, Police Lieutenant and/or Police Captain.

- a. Individuals may be passed over for Acting positions when:
1. The individual refuses the appointment.

2. The individual is on probation for a poor performance evaluation or misconduct at the time an Acting appointment is to be made.
 3. The individual fails to meet the qualifications of the position pursuant to Section 307.
- b. Acting appointment(s) shall not exceed a **six month one year** time period. If unusual circumstances require an Acting appointment for a successive period of ~~six months or less~~ longer than twelve months, the appointment will be offered to the senior officer of the next lower rank who meets qualifications for the position and who has not held the Acting appointment during the current position vacancy, nor is on probation for poor performance or misconduct.
 - c. If all personnel in an eligible rank refuse an Acting position, or there are no personnel staffing the eligible rank, an appointment shall be made from the next lower rank.

In the event no officer accepts an Acting position, the Chief shall determine what course of action is necessary to satisfy the needs of the Department.

See listed ranks below for eligible Acting positions:

<u>Positions:</u>	<u>Eligible Rank:</u>
a. Police Captain	Police Lieutenant or Police Sergeant
b. Police Lieutenant	Police Sergeant
c. Police Sergeant	Police Officer after 5 years of service

310. Recording and Filing applications. Applications for any position in the Police Department shall be received, during normal business hours, at the office of the Borough Manager, and/or at such other offices and by such other Officers as the Commission may choose to designate only after an examination has been properly advertised. The receipt of such application shall be subject to the following conditions:

- (a) No applications received after 5:00 P.M. on the day that is fourteen (14) calendar days prior to the date fixed for the written examination in the public announcement shall be considered for such examination
- (b) The Commission or its designee shall review each application, upon receipt, for the purpose of determining that such application contains no errors or omissions. The Commission or its designee shall record the receipt of all applications and provide each applicant with notice of the time and place for the first portion of the testing procedure, the written examination. Any application containing material errors or omissions may, at the discretion of the Commission, be returned to the applicant for correction prior to the deadline for filing applications after which no new applications or amended applications will be accepted.

311. Rejection of Applicant. The Commission may refuse to examine, or, if examined, may refuse to certify as eligible after examination, any applicant who is found to lack any of the minimum qualifications for examination prescribed in these Rules and Regulations for the particular position for which the applicant has applied. In addition the Commission may refuse to examine, or, if examined, may refuse to certify any applicant who is physically or mentally unfit to perform the full duties of the position to which he/she seeks employment, or is or has been engaged in the illegal use of drugs, who has been guilty of any crime involving moral turpitude, or of infamous or notoriously disgraceful conduct, or who has been dismissed from public service for delinquency or misconduct in office, or who is affiliated with any group whose policies or activities are subversive to the forms of government set forth in the Constitution and law of the United States and the Commonwealth of Pennsylvania.

312. Hearing for Disqualified Applicants. Any applicant or other person who believes that he/she is aggrieved by the actions of the Commission, in refusing to examine or to certify him/her as eligible after examination, may request a hearing before the Commission. Within ten (10) days of such request, the

Commission shall designate a time and place for the hearing which shall be conducted pursuant to the procedures set forth in the Local Agency Law, 2 Pa. Cons. Stat. Ann. §101, et seq. The applicant or aggrieved party must make his/her request for a hearing in writing within ten (10) calendar days of the date when the party knew or should have known of the Commission's action which is being challenged and in no event later than thirty (30) days after the date of the Commission's action.

313. Penalty for False Statement. The statements made by the applicant in the official application shall contain no falsification, omission or concealment of material fact. Should investigation disclose any willful misstatement, falsification or concealment with respect to an application:

- (a) The application shall be invalid, and the applicant shall be disqualified from examination, or
- (b) If the applicant shall have been examined, the name of such applicant shall be removed from the eligible list, or
- (c) If the applicant shall have been appointed, such willful misstatement, falsification or concealment shall constitute grounds for dismissal from the Police Department.

No person who shall make any willfully false application shall be permitted to make any further application for any position in the Police Department.

314. Public Notice. The Commission shall conspicuously post in the Municipal Center notice of the time and place of every examination, together with the information as to the type of position to be filled, the requirements for that position, where applications may be obtained for the examination, and the deadline for filing those applications. In addition, at least two (2) weeks prior to each examination, publication of the notice shall occur in at least one (1) newspaper of general circulation or a newspaper circulated generally in the borough.

ARTICLE IV - EXAMINATION AND GRADING PROCEDURE

401. General Examination Requirements for the Position of Police Officer. The examination for Police Officer will consist of a written examination which will be graded on a one hundred (100) point scale with the written examination representing forty percent (40%) of the final score and the oral examination representing sixty percent (60%) of the final score. In addition, each applicant will also undergo a fitness agility test which will be graded on a pass/fail basis. After an applicant has been extended an offer of employment, final appointment shall be contingent upon the applicant passing a medical and a psychological examination.

402 Examinations for Police Sergeant, Police Lieutenant and Police Captain

The examination for the position of Police Sergeant, Police Lieutenant, and Police Captain shall include one (1) written examination, one (1) oral examination, and one (1) appraisal of promotion potential by the Chief of Police. The written examination will be graded on a one hundred (100) point scale and shall represent thirty (30) percent of the final score. The oral examination will be conducted by a panel of police chiefs and will be graded on a one hundred (100) point scale and shall represent fifty (50) percent of the final score. The Police Chief's appraisal of promotional potential shall be graded on a one hundred (100) point scale and shall represent (20) twenty percent of the final score. After an applicant has been extended an offer of promotion, the final appointment to the promotional position shall be contingent upon the applicant passing a medical and a psychological examination.

403 Administering Examination

The commission or their designee shall appoint a written administrator, an oral examination administrator, a fitness agility examiner, a medical examiner and a psychological examiner to conduct the appropriate examinations required by these Rules and Regulations.

404. Written Examinations. All written examinations (entry level and promotions) shall be graded on a 100 point scale, and an applicant must score seventy-five percent (75%) in order to continue in the application process. Applicants scoring less than seventy-five percent (75%) shall be rejected. Within thirty (30) days after the administration of the written examination, all applicants shall be given written

notice of their test results and passing applicants shall be scheduled for an oral examination appointment, provided they meet the requirements in Section 405.

405. Oral Examination. For entry level positions, the top sixty percent (60%) of applicants who score seventy-five percent (75%) or higher in the written examination shall be granted one or more oral examinations, as set forth above. (In the event the top 60% of applicants who score 75% or higher in the written exam exceeds 15 applicants, only those 15 applicants shall be granted an oral interview.) All oral exams will be graded on a one hundred (100) point scale with a score of eighty percent (80%) on each examination necessary for passing. Applicants scoring less than eighty percent (80%) on one or more oral examinations shall be rejected. If after the first round of oral examinations, a significant number of applicants have not been obtained, a second series of oral examinations may be held. The oral examination(s) shall involve questioning the applicant on how he/she would handle situations relevant to police work. Within thirty (30) days after the applicant's oral examination(s), he/she shall be informed of his/her score(s) in his/her oral examination(s) and total overall score.

406. Veteran's Preference Points. Pursuant to the Veteran's Preference Act, any applicant for the position of Police Officer who qualifies as a "soldier" under the Act shall receive an additional ten (10) points on top of his/her total score if that applicant has received passing scores under Sections 401, 404, and 405.

- (a) Such additional veterans' preference points shall be awarded only to "soldiers," i.e., individuals who have completed their military service at the time they take the civil service appointment examination. *Sicuro v. City of Pittsburgh, 684 A.2d 232 (Pa. Cmwlth. 1996).*
- (b) Each applicant shall submit his/her military form DD-214 and a copy of his/her military discharge diploma at the time of application. Failure to submit the documents required by the Commission shall cause the applicant's request for veterans' preference points to be denied.

407. Fitness Agility Testing. The physical agility examination shall be administered for the purpose of determining that all applicants possess the basic physical agility necessary to perform the functions associated with the position(s) sought to be filled. The examination shall consist of not less than five (5) ~~four (4)~~ job-related physical activities which shall be divided into segments. Each applicant must complete each segment in accordance with instructions.

At the time of admission to the physical agility examination, each applicant shall be required to sign and submit a physical agility acknowledgement and release form acknowledging, among other things, that the applicant has been provided with a description of the physical agility examination, and advised to consult with his own physician concerning his participation in the examination, and that the applicant releases the Borough and its agents from any claims arising from his/her participation in the examination.

Applicants failing to achieve a passing score on the physical agility examination shall not be eligible to continue in the selection process.

408. Conduct of Written Examinations. The Commission shall prepare a statement of instructions and rules for the conduct of written examinations. The regularly appointed examiner shall carry out such examination in accordance with the instructions of the Commission, and be responsible for enforcing the rules of conduct for written examination. (If a third party is contracted to conduct the exam, they shall be required to provide instructions and rules for the conduct of the written exam according to their criteria.)

409. Penalty for Improper Conduct. Should any applicant be found guilty of any act tending to defeat the proper conduct or the result of any examination, his/her name shall be removed from any eligible list resulting from the examination, and the applicant shall not be permitted to make future application for any position in the Police Department.

410. Appraisal of Promotional Potential

Appraisal by Chief of Police. Every applicant for promotion who has satisfied all the written and oral examination requirements as provided in Sections 404 and 405 shall be evaluated for promotion by the Chief of Police. The Chief of Police shall complete an Appraisal of Promotional Potential form, which shall be based on eight (8) merit-based factors which include: i) Adaptability; ii) Quality and Timeliness of Work; iii) Safety Awareness; iv) Quantity and Quality of Work – Traffic Enforcement, Criminal, and Patrol; v) Cooperation with Others; vi) Self-Motivation/Initiative; vii) Knowledge of the Job; and viii) Dependability/Punctuality. Each of these factors shall be evaluated on a scale of one (1) to five (5) with five (5) being the highest score, for a total possible score of forty (40) points.

The Chief of Police shall forward to the Civil Service Commission a copy of the completed Appraisal of Promotional Potential form with the results of the written and oral examination scores. Following receipt by the Commission of the Appraisal of Promotional Potential form, the Commission shall calculate the percentage attained on the Appraisal of Promotional Potential by dividing the number of points scored by the total possible score of forty (40) (e.g. $35 / 40 = 88\%$). The applicants' scores should then be weighted pursuant to Section 402 above to calculate the applicants' final, overall score. All applicants shall be given written notice of their Appraisal of Promotional Potential scores.

ARTICLE V - CERTIFICATION OF THE LIST OF ELIGIBLES AND APPOINTMENT

501. Creation of Eligible Lists. At the completion of the examination requirements set forth in Article IV, written examination, oral examination, and fitness agility testing, the Commission shall rank all passing applicants on a list with the applicant receiving the highest score at the top of the list and the applicant receiving the lowest passing score at the bottom of the list. Applicants who qualify for Veteran's Preference points shall have those points added to their passing score prior to being ranked on the eligibility list. For promotional positions, fulfilling the performance requirement set forth in Section 307 is also required.

502. Breaking Tie Scores. When two (2) or more qualifying applicants shall receive the same final weighted score, the order in which the names of such persons shall appear on the eligible lists shall be determined according to their comparative scores on the written portion of the examination. In the event that two (2) or more qualifying applicants also receive identical scores on the written portions of the examination, the order listing shall be determined by the order in which the applications were numbered for recording purposes.

503. Life of Eligible Lists. The Commission, in its discretion, may void an eligible list at any time, but in no case shall any eligible list remain in effect for a period of more than one (1) year from the date of certification unless the Commission shall act to extend the period of time beyond one (1) year.

504. Furlough Lists. Whenever the Council causes a reduction in the number of police officers, the Commission shall prepare and maintain a list of names of all such furloughed officers, together with the position held by each such officer at the time of furlough. The names on the furlough list shall be arranged, in order of the length of service, from the longest to the shortest, of each furloughed officer in the Police Department of the Borough.

ARTICLE VI - CERTIFICATION OF APPOINTMENTS

601. Filling Vacancies. The Borough Council may fill any vacancy in an existing position in the Police Department which occurs as the result of the expansion of the police force, retirement, resignation, disability or death, by the reappointment or reinstatement of a former employee of the Police Department who had been furloughed. Except for physical and psychological examinations, no other testing shall be required for a furloughed employee.

602. Furlough List to Fill Appointments. Upon receipt of a request from the Council, the Commission shall first certify the names of those eligible who were furloughed because of a reduction in force. In

filling a vacancy from the furlough list, the Commission shall certify the top name only. If more than one (1) vacancy is to be filled, the Commission shall certify from the top of the list that number of names equal to the number of vacancies to be filled.

603. Certification from Eligible Lists. If no furlough list exists or if positions remain to be filled after all the Officers on the furlough list are offered reemployment, each position, except that of Chief of Police, shall be filled only in the following manner:

1. The Borough shall notify the Commission, in writing, of any vacancy which is to be filled and shall request certification of three (3) names from the list of eligible candidates. In the case of more than one (1) vacancy to be filled, the Commission shall certify from the eligible list a number of the highest ranked candidates equal to the number of vacancies to be filled, plus the next two (2). This will provide that the last appointment will always be made from the remaining three (3) names certified. In making the request, the Borough Council shall state the title of the position to be filled and the compensation to be paid.

2. If three (3) names are not available, then the Commission shall certify the name(s) remaining on the list.

3. The Borough Council shall make an appointment from one (1) of the three (3) names certified with reference to the merits and fitness of the candidates. However, for initial appointment to the position of Police Officer, when any of the three (3) applicants on the certified list is a veteran entitled to veteran's preference, the applicant(s) selected shall be such a veteran.

604. Background Investigation. The Commission shall request the Chief of Police or his/her designee to conduct a background investigation. The background investigation shall include interviews with the applicant's family, acquaintances, current and former employers, current and former neighbors, references and current and former teachers and school officials. In addition, the applicant's credit history and record of criminal convictions shall be investigated. The applicant may be interviewed directly when the information collected during the background investigation requires clarification or explanation.

After the background investigation is completed, the Chief, or his/her designee, shall make a written recommendation to the Borough Council on whether the applicant is appropriate for consideration for appointment as a Police Officer. Appropriateness of the applicant shall be based on the criteria set forth in Section 311 of these Rules and Regulations. This recommendation shall be in writing, and if the recommendation is to disqualify, then a detailed written explanation of the reasons for disqualification must be included.

605. Removal of Names from Furloughed and Eligible Lists. The Borough Council may object to one or more of the persons certified for the reasons set forth in Section 310 of these Rules and Regulations. Any candidate to whom the Borough Council objects shall have the right to appeal as set forth in Section 311. If the candidate to whom the Borough Council objects fails to timely exercise his/her rights of appeal under Section 311 or if the Commission declines to uphold his/her appeal, the Commission shall strike the name of the candidate from the eligibility list and certify the next highest name for inclusion on the list of three (3) candidates for each name stricken off. In addition to the reasons stated above for removal, the name of any person appearing on a furlough list or an eligible list shall be removed by the Commission if such person:

- (a) Is appointed to a position in the Police Department of the Borough.
- (b) Declines an appointment to a permanent position in the Police Department of the Borough.
- (c) Fails to make written reply to the Commission within seven (7) calendar days from the date of mailing of notice of certification as required in Section 608.
- (d) Indicates availability for employment and is appointed to fill a vacancy but fails to report for duty at the time prescribed by Borough Council, unless, in the opinion of the Borough Council, such person can show good and sufficient reasons for failing to report.

606. Appointment of Chief of Police. In the case of vacancy in the office of Chief of Police, the Borough Council has full discretion in selecting the individual to fill the position of Chief of Police. If, during the

selection process, or at any point after hiring, the appointing authority requests the Commission to subject that person to a non-competitive examination, and if that person successfully passes the non-competitive examination, then the Commission shall notify the appointing authority of the results of the examination and that person may only be removed from the position of Chief of Police for the reasons set forth in Section 701.

607. Medical and Psychological Examinations. After the Borough Council selects a candidate from the certified list of three (3) for appointment to the vacant position, that candidate shall submit to a medical examination and a psychological examination by the appropriate medical experts. If the candidate successfully passes the medical and psychological examinations, then that candidate shall be appointed to the vacant position in the Police Department for which he/she has applied. The appointment shall be contingent upon successfully passing both the medical and psychological examinations. Failure to pass either examination shall result in the candidate being rejected from consideration. The rejected candidate may appeal this decision under Section 311. The Commission shall then certify another name to be included with the two (2) previously certified names for consideration by the Borough council pursuant to Section 603.

608. Appointment Procedures. Whenever the name of any person is certified to the Council from either the furlough list or the eligible list, the person shall be immediately notified of his/her certification by either certified or registered mail. The notice shall include the title of the position and the compensation to be paid, and shall also state that the person certified must make a written reply within seven (7) calendar days from the date of mailing such notice indicating receipt of the notice and whether or not he/she wishes to be considered for the vacant position.

609. Probationary Period. Every successful applicant to the position of Patrol Officer or a new promotional position with the Police Department shall serve a one (1) year probationary period. For newly hired Police Officers the one (1) year probationary period shall not commence until after the Officer has completed training under Act 120. The Chief of Police shall investigate the adjustment, performance and general acceptability of each probationer under his/her supervision to determine whether such probationer is fully qualified for permanent appointment. The Chief of Police shall make a report on the performance and conduct of each probationer at the end of the ninth (9th) month of the probationary period, and finally, not less than forty-five (45) calendar days nor more than sixty (60) calendar days before the end of the probationary period. A promoted Officer, during the probationary period, may be returned to his/her prior rank only for cause for the reasons set forth in Section 310. Each final probationary report shall include the recommendation of the Chief of Police either to retain or reject the probationer. Each report of the Chief of Police shall be submitted in writing to the Borough Council.

The Borough Council shall review the reports of the Chief of Police and within thirty (30) calendar days from the date of receipt of the final report shall notify the Commission, in writing, of its decision to retain or reject the probationer. If the conduct of the probationer has not been satisfactory to the Borough Council, the probationer shall be notified in writing by the Commission, on or before the date of the close of his/her probationary period that he/she will not receive a permanent appointment. At that time, a newly hired Officer's employment shall end, and a promoted Officer shall return to his/her previous rank. Any Officer who is not informed in writing that his/her performance has been unsatisfactory, shall receive a permanent appointment to his/her position. Any probationer who is notified in writing that he/she will not receive a permanent appointment has no rights of appeal under these Rules and Regulations.

610. Provisional Appointments. Whenever there are urgent reasons for the filling of a vacancy in any position in the Police Department and there are no names on the eligible lists for such appointment, the Borough Council may nominate a person to the Commission for non-competitive examination, and if such nominee shall be certified by the Commission as qualified after such non-competitive examination, he/she may be appointed to fill such a vacancy. It shall thereupon become the duty of the Commission within three (3) weeks to hold a competitive examination and certify a list of eligible candidates and then a regular appointment shall be made from the name or names submitted by the Commission; provided, that nothing within this section shall prevent the appointment, without examination, of persons temporarily as Police

Officers in cases of riot or other emergency or as otherwise permitted under applicable law. A provisional appointment shall be only for such period until a regular appointment can be made as set forth above. An officer appointed provisionally shall have no right to continued employment or to appeal the termination of his/her provisional appointment under these Rules and Regulations.

ARTICLE VII - SUSPENSIONS, REMOVAL AND REDUCTIONS IN RANK

701. Grounds for Disciplinary Action. No person appointed to a position in the Police Department pursuant to these Rules and Regulations may be suspended without pay or removed and no person promoted in rank pursuant to these Rules and Regulations may be reduced in rank except for the following reasons:

1. Physical or mental disability affecting the Officer's ability to continue in service, in which case the Officer shall receive an honorable discharge from service
2. Neglect or violation of any official duty
3. Violation of any law of this Commonwealth which provides that such violation constitutes a misdemeanor or felony
4. Inefficiency, neglect, intemperance, disobedience of orders or conduct unbecoming an Officer
5. Intoxication while on duty
6. Engaging or participating in the conducting of any political or election campaign other than the Officer's exercise of his/her own right of suffrage.

702. Suspension Pending Determination of Charges. Borough Council, directly or through delegation to the Police Chief, or the Borough Mayor may suspend, without pay, any Officer against whom charges have been made pending the determination of such charges, but in the event the Commission fails to uphold the charges, then the person sought to be suspended, removed or demoted shall be reinstated with full pay for the period during which he/she was suspended, removed or demoted, and no charges shall be officially recorded against his/her record.

703. Notice of Suspension, Removal or Reduction in Force. Whenever a Police Officer is suspended by the Mayor, the specific charges warranting such action will be stated in writing by the Mayor. Whenever a Police Officer is suspended, removed or reduced in rank by the Borough Council, the specific charges warranting such action will be stated in writing by the Borough Council acting through the Borough Manager. The charges will be stated clearly and in sufficient detail to enable the Officer to understand the charges against him/her and to allow the Officer an opportunity to respond to those charges. The charges shall specify the subsection of Section 701 which provides the basis for the disciplinary action as well as an explanation of the factual circumstances upon which the Borough Council or Mayor relied in finding a violation of Section 701.

Within five (5) business days after the Borough Council has voted to impose the disciplinary action, a written statement of the charges shall be delivered to the Officer, either by personal service or by certified mail or registered mail. In addition the charges shall notify the Officer of his/her appeal rights under Section 704 of these Rules and Regulations. A copy of the statement of charges shall also be served upon the members of the Civil Service Commission.

704. Demand for Hearing. Any Officer who has been suspended, removed or reduced in rank, may appeal the decision of the Mayor or Borough Council by written notice to the Commission at the borough Municipal Center, 3310 McRoberts Road, Castle Shannon, Pennsylvania 15234 requesting a hearing. This request must be received by the Commission within seven (7) calendar days after the Officer received notice of the discipline or shall be considered untimely and subject to dismissal. The Officer may make written answers to any charges filed against him/her not later than the date fixed for the hearing. Failure of the Officer to provide written answers to any of the charges shall not be deemed an admission by the Officer. The Commission shall schedule a hearing within ten (10) days from the Officer's written request for a hearing unless continued by the Commission for cause at the request of the Commission, the Borough Council or the Officer. At any such hearing, the Officer against whom the charges have been made may be present and represented by counsel, may call witnesses and present testimony and documentation on his/her

behalf. The Borough may also be represented by counsel, call witnesses and present evidence as is necessary to support the charges. The stenographic records of all testimony shall be taken at every hearing and preserved by the Commission. In the event the charges are dismissed, the record shall be sealed and not be available for public inspection.

705. Notice of Hearing. Notice of the date, time and place for each hearing shall be given in the following manner:

- (a) By either personal service or by certified or registered mail to each person making charges and to the person accused, and
- (b) By mailing a notice to all other parties who have stated an interest in the hearing; provided, however, that any failure to give notice required by this subsection shall not invalidate any action taken by the Commission.

706. Oaths. All testimony shall be taken under oath. The Chairperson, or in his/her absence, the Vice Chairperson, shall administer all oaths.

707. Subpoenas. The Chairperson, or in his/her absence, the Vice Chairperson, may compel the attendance of witnesses and the production of records and papers pertaining to any hearing. Further, upon the written request of the person accused or of any person making charges, the Chairperson shall order the attendance of any witness or the production of any pertinent document; provided, however, that any such request shall be made in writing and shall be filed with the Secretary of the Commission within five (5) calendar days after service of the Notice of Hearing.

708. Hearing Procedure. In conducting the hearing, the Commission's standard of review shall be to determine whether sufficient evidence has been presented to support the statutory reason for the disciplinary action. If the Commission finds that such evidence has been introduced to support the charge, the Commission shall not modify the penalty imposed by the Borough Council unless it finds that the penalty imposed was arbitrary, discriminatory or an abuse of the Council's discretion. In considering the appropriateness of the discipline, the Commission shall not substitute its judgment for that of the Borough Council. The Commission may request post-hearing briefs and shall issue a written decision containing specific findings of fact and conclusions of law within sixty (60) days of receipt of the hearing transcript.

709. Appeals from Commission Decision. If the commission sustains the charges, the Officer who was suspended, removed or reduced in rank may file an appeal with the Court of Common Pleas within thirty (30) days from the date of entry by the Commission of its final order. No order of suspension shall be made by the Commission for a period longer than one (1) year.

ARTICLE VIII - INSPECTION OF RECORDS

801. Inspection in General. Except as otherwise provided in this Article, all of the records of the Commission shall be opened to the public and available for inspection during normal business hours. A member of the Commission, or any person who may from time to time be designated by the Commission, shall be present at all times during any inspection of any record of the Commission.

802. Character and Reputation Reports. All reports of investigations and inquiries into the character and reputation of applicants shall be kept in the strictest confidence, and shall not be open to inspection.

803. Records. All reports and records of the Commission shall be kept in locked files provided by the Borough in a designated area at the Borough's municipal offices.

804. Inspection of Examination Materials. All examination materials shall be confidential and shall not be opened to general public inspection. Any examined applicant may inspect his/her examination papers, provided that:

- (a) He/she makes a written request to the Commission within seven (7) calendar days from the date of mailing of the written notice of his/her grade, and
- (b) He/she makes his/her inspection within five (5) calendar days from the date of the mailing of the consent of the Commission.

The Commission shall not consent to the request of any examined applicant to inspect any written examination paper which may be used in any subsequent written examination that may be scheduled within ninety (90) calendar days following the date of receipt of the written request. If the Commission consents to an inspection of any written examination papers by any examined applicant, it shall state in its letter of consent the specific examination papers that may be inspected. Before any member of the Commission, or any person designated by the Commission, permits any inspection of examination papers, he/she shall require the examined applicant to produce the letter indicating consent of the commission, and he/she shall limit the inspection by the examined applicant to only those examination papers indicated in the letter of consent. No examined applicant shall be permitted to inspect any examination papers other than his/her own, nor shall he/she be permitted to make any written notes while he/she is inspecting any examination papers.

ARTICLE IX - AMENDMENTS

901. Amendments. The Commission, with the approval of Council, may from time to time amend any part of these Rules and Regulations.

ARTICLE X - RESOLUTION FOR ADOPTION

1001. Resolution for Adoption. The foregoing Rules and Regulations, which are in accordance with power granted by the Civil Service Section of the Borough Code, Sections 1171-1195 enacted by the General Assembly of the Commonwealth of Pennsylvania and in accordance with the authority granted by the municipal governing body of the Borough of Castle Shannon, Pennsylvania, are hereby adopted by the Civil Service Commission of the Borough of Castle Shannon on the 4th day of December 2023.

Chairperson

Vice-Chairperson

Secretary

APPROVED by the Borough Council of the Borough of Castle Shannon, Pennsylvania on the 11th day of December 2023.

ATTEST

BOROUGH OF CASTLE SHANNON

Borough Manager

Nancy Kovach
President of Borough Council

CSC 18



RULES AND REGULATIONS
FOR THE
CIVIL SERVICE COMMISSION
OF THE
BOROUGH OF CASTLE SHANNON

Adopted by CSCSC: 12-04-23
(date)

Approved by CS Borough Council: 12-11-23
(date)

**RULES AND REGULATIONS FOR
THE CIVIL SERVICE COMMISSION OF
THE BOROUGH OF CASTLE SHANNON**

The following rules and regulations are adopted and approved pursuant to the Act of February 1, 1966, P.L. (1965) No. 581, §1171, 53 P.S. §46171. The rules and regulations represent a re-codification of rules and regulation approved on February 13, 1951. This is an amendment of the Rules and Regulations adopted by the Civil Service Commission December 4, 2023 and approved by Borough Council December 11, 2023.

ARTICLE I - DEFINITION OF TERMS

101. **Definitions.** Unless otherwise expressly stated, the following words and phrases, wherever used in these rules and regulations, shall be construed to have the meaning indicated herein:

- A. **Council, Borough Council or Members of Borough Council** - The Council of the Borough of Castle Shannon, Pennsylvania.
- B. **Chairperson** - The Chairperson of the Civil Service Commission of the Borough of Castle Shannon, Pennsylvania.
- C. **Commission** - The Civil Service Commission of the Borough of Castle Shannon, Pennsylvania.
- D. **Eligible** - A person whose name is recorded on a current eligible list or furlough list.
- E. **Furlough List** - The list of names of persons who were laid off from positions in the Police Department because of a reduction in the number of officers in the Police Department.
- F. **Probationer** - An officer in the Police Department who has been appointed from an eligible list, but who has not yet completed his/her work test period.
- G. **Reduction in Rank** - A change to a different position or rank which results in a decrease in salary where the employee fulfilled all of the requirements of these Rules and Regulations for both the prior and current position or rank. However, a decrease in salary without a change to a different position or rank shall not necessarily constitute a reduction in rank.
- H. **Removal** - The permanent non-voluntary separation of a police officer from the Police Department.
- I. **Suspension** - The temporary separation without pay of a member of the Police Department from his/her position for disciplinary reasons.
- J. **Secretary** - The secretary of the Civil Service Commission of the Borough of Castle Shannon.
- K. **Borough Manager** - The Manager of the Borough of Castle Shannon.
- L. **Applicant** - any individual who applies in writing to the Commission in response to a legally advertised notice of vacancy and/or examination for any position in the Police Department.
- M. **Certification** - The submission to the Borough pursuant to its request of three names taken from the eligible list developed by the Civil Service Commission.
- N. **Eligible List** - The list of names of persons who have passed all examinations for a particular position in the Police Department.
- O. **Examination** - The series of test given to candidates to determine their qualifications for a position in the Police Department.
- P. **Police Officer** - For purposes of these Rules and Regulations, an entry-level sworn position in the Police Department.

ARTICLE II - THE COMMISSION

201. Civil Service Commission - The Commission shall consist of three Commissioners who shall be qualified electors of the borough and shall be appointed by the Borough initially to serve for the terms of two, four and six years, and as terms thereafter expire shall be appointed for terms of six years. Any vacancy occurring in the Commission for any reason whatsoever shall be filled by the Borough Council for the unexpired term within the period of thirty (30) days after such vacancy occurs.

Each member of the Commission, before entering upon the discharge of the duties of his/her office, shall take an oath or affirmation to support the Constitution of the United States and of the Commonwealth of Pennsylvania and to perform his/her official duties with fidelity. No Civil Service Commissioner shall receive compensation.

202. Offices Incompatible with Civil Service Commissioner. No Commissioner shall at the same time hold an elective or appointed office under the United States government, the Commonwealth of Pennsylvania or any political subdivision of the Commonwealth, except that one member of the Commission may be a member of the Borough Council, and one Commissioner may be a member of the teaching profession.

203. Organization of Commission. The Commission first appointed shall organize within then (10) days of its appointment and shall elect one of its members as its Chairperson, one as Vice Chairperson and one as Secretary. The commission shall meet and reorganize on the first Monday of each even-numbered year or at the first meeting of the Commission held as soon thereafter as practical.

204. Duties of Chairperson. The Chairperson, or in his/her absence, the Vice Chairperson, shall preside at all meetings and hearings of the Commission, decide all points of order or procedure and perform any duties required by law or these rules.

205. Duties of Secretary. The Secretary shall do or cause to be done the following:

- (a) carry on at the direction of the Commission all official correspondence of the Commission
- (b) transmit all notices required by law and these rules of procedure
- (c) keep a record of each examination or other official action of the Commission.
- (d) Perform all other duties required by law, these Rules and the Commission.

206. Meetings. Except for the annual organization meeting, all meetings shall be held either at the call of the Chairperson or at the call of two members of the Commission. Unless all members shall waive the requirement, a minimum of twenty-four (24) hours written notice of each meeting shall be given each member. Except when otherwise provided in these rules or as required by law, the Commission shall have the discretion to determine whether meetings shall be open to the public. Nevertheless, no rule or regulation of the Commission shall be adopted at other than a public meeting.

207. Quorum. Three members of the commission shall constitute a quorum. If, by reason of absence or disqualification of a member, a quorum is not reached, the chair shall designate as many alternate members of the commission as may be needed to provide a quorum, and no action of the Commission shall be valid unless it shall have the concurrence of at least two members.

208. Order of Business. The order of business of all meetings of the Commission shall be as follows:

- (a) Roll call
- (b) Approval of minutes of previous meeting
- (c) Unfinished business
- (d) Hearing of cases
- (e) New business
- (f) Communications and reports

209. Minutes and Records. The Commission shall keep minutes of its proceedings and records of examinations and other official action for a period of at least ten (10) years. All recommendations of applicants for employment to any position within the Police Department received by the Commission shall be kept and preserved for a period of ten (10) years.

All recommendations and written causes of removal filed with the Commission shall be open to public inspection subject to reasonable regulation. The Secretary shall keep minutes of its proceedings showing the vote of each member upon each question. If the member is absent or fails to vote, the Secretary shall indicate that fact in the minutes.

210. Investigations. The Commission shall have the power to make investigations concerning all matters relating to the administration and enforcement of these Rules and Regulations. The Chairperson of the Commission is authorized to administer oaths and affirmations in connection with such investigations.

211. Subpoenas. The Commission shall have the power to issue subpoenas over the signature of the Chairperson, or his/her designee, to require the attendance of witnesses and the production of records and papers pertaining to any investigation or inquiry. The fees of such witnesses for attendance and travel shall be the same as for witnesses appearing in the courts and shall be paid from appropriations for the incidental expense of the Commission.

All Officers in public service and employees of the Borough shall attend and testify when required to do so by the Commission.

If any person shall refuse or neglect to obey any subpoena issued by the Commission, upon conviction of such refusal or neglect in a summary proceeding, that person shall be sentenced to pay a fine not to exceed One Hundred Dollars (\$100.00), and in default of the payment of such fines and costs shall be imprisoned not to exceed thirty (30) days.

If any person shall refuse or neglect to obey the subpoena, the Commission may apply by petition to the Court of Common Pleas of Allegheny County for its subpoena, requiring the attendance of such persons before the Commission or the Court to testify, to produce any records and papers necessary, and in default thereof shall be held in contempt of court.

212. Annual Report. The Commission shall make an annual report to the Borough Council containing a brief summary of its work during the year and a full accounting for any expenditures of public monies. The annual report shall be available for public inspection.

213. Clerks and Supplies. The Borough Council shall furnish the Commission with such supplies and clerical assistance as may be necessary for the Commission to fulfill its duties. In addition, the Commission may retain counsel, and any other consultants or experts, including physicians and psychiatrists, as are necessary. The elected and appointed officials of the Borough shall assist the Commission with all reasonable and appropriate efforts, including compensation for any counsel or experts retained by the commission.

214. Amendment of Rules and Regulations. The Commission may amend, revise, void or replace these Rules and Regulations for any reason by action of a majority of the Commission at any properly convened meeting of the Commission. Before any changes to these rules and regulations become effective, those changes must be approved by the Borough Council. These Rules and Regulations, and any amendments thereto, shall be made available to the public for distribution or inspection.

215. These Rules and Regulations shall not be applicable to the appointment of persons to positions as Auxiliary Police, Special Police or Special Fire Police.

ARTICLE III - APPLICATIONS

301. Eligibility for Examination. In order to be eligible for participation in any examination for any position with the Police Department, each applicant must submit a completed application form to the Commission before the deadline stated by the Commission for that specific examination. The application form is attached as Appendix A-1 and incorporated into these Rules and Regulations. The applicant must make an oath or affirmation that the application is completed truthfully, and the applicant is subject to the penalties of 18 Pa. Cons. Stat. Ann §4904 relating to unsworn falsification to authorities.

302. Discrimination. The Borough is an equal opportunity employer. It is the Borough's and the Commission's policy to grant equal employment opportunities to qualified persons without regard to race, religion, color, national origin, gender, age, marital status, or non-job-related physical or mental handicap or disability. The Borough and the Commission will provide equal opportunities in employment and promotion.

303. Availability. Application forms shall be available to all interested persons at the Borough Municipal Center and from such other offices and officers as the Commission from time to time may designate. Application forms may be mailed upon written or telephone requests. However, the Commission assumes no responsibility for missed filing deadlines due to a delay in the mail.

304. Age Qualifications. At the time of application, no applicant for any position in the Police Department shall be less than twenty-one (21) years of age.

305. General Qualifications-All Applicants.

- (a) Each applicant for the position of police officer in the Castle Shannon Borough shall be a citizen of the United States, shall have graduated from an accredited high school and shall have, at a minimum, an associate degree from an accredited college or university or at least 5 years of full-time police service/experience.
- (b) Each applicant shall include with their application copies of their high school or equivalent and college or university diplomas.
- (c) Each applicant shall be mentally and physically fit for the performance of the duties of a Police Officer, of good moral character, and licensed to operate a motor vehicle in the Commonwealth of Pennsylvania.
- (d) Upon application each applicant shall have successfully completed his/her basic mandatory police training requirements under Act 120 [Pennsylvania Municipal Police Officer's Education and Training Commission (MPOETC), or shall be enrolled in an MPOETC Act 120 Basic Training Program. Those enrolled in a basic Act 120 Training Program at the time of application must have successfully completed their Basic Act 120 Training (MPOETC) and successfully passed all testing requirements required for Act 120 Certification prior to being hired.] All records of training and his/her certificate of graduation or enrollment in an Act 120 Basic Training Program, as described above, shall be submitted upon the Commission's request. Failure to submit the proper documentation to indicate that the applicant has satisfied the above requirements, in a time frame solely determined by the Borough, for police officer in Pennsylvania within the most current State guidelines shall cause the applicant to be rejected.
- (e) No applicant for entry level position of police officer in Castle Shannon shall be eligible for hire if the applicant has any tattoo where the tattoo cannot be covered so that it is not visible while the officer is in uniform.
- (f) Failure to submit any documents by the date requested by the Commission shall disqualify the applicant for further consideration.

306. General Qualifications-Applications for Police Officer. Police Officers are required to reside within twenty-five (25) air miles of the Castle Shannon Municipal Center. Applicants, who live outside this distance when hired, must move into this circle within one (1) year of successful completion of their probationary period. Failure to do so will be grounds for dismissal or removal from the police department.

307. General Qualifications-Applications for Police Sergeant, Police Lieutenant and Police Captain.

(a) In addition to satisfying the qualifications fixed for all positions in the Police Department as set forth in section 305 above, applicants for the position of Police Sergeant shall have been continuously employed in the Castle Shannon Police Department for at least five (5) years prior to the date of the application and hold at minimum an associate degree from an accredited college or university or at least 20 years of police service/experience.

(b) In addition to satisfying the qualifications fixed for all positions in the Police Department as set forth in section 305 above, applicants for the position of Police Lieutenant shall meet the following minimum requirements:

- i. Each applicant shall have satisfactorily maintained mandatory training certification or have graduated from an approved police academy or school; and
- ii. Each applicant shall demonstrate a working knowledge of police science and administration; and
- iii. Each applicant shall have been continuously employed in the Castle Shannon Police Department for at least three (3) years in the position of Sergeant.
- iv. An Associate Degree from an accredited college or university.

(c) In addition to satisfying the qualifications fixed for all positions in the Police Department as set forth in section 305 above, applicants for the position of Police Captain shall meet the following minimum requirements:

- i. Each applicant shall have satisfactorily maintained mandatory training certification or have graduated from an approved police academy or school; and
- ii. Each applicant shall demonstrate a working knowledge of police science and administration; and
- iii. Each applicant shall demonstrate an ability to direct and supervise the work of subordinates; and
- iv. Each applicant shall have been continuously employed in the Castle Shannon Police Department for at least five (5) years in the position of Sergeant or Lieutenant.
- v. Each applicant shall have attained at least a bachelor's degree from an accredited college or university, or an Associate Degree and at least 20 years of service.

308. General Qualifications-Applicants for Chief of Police. In the case of a vacancy in the office of Chief of Police, the Council may nominate a person to the Civil Service Commission. It shall thereupon become the duty of the Commission to subject such person to a non-competitive examination, and if such person shall be certified by the Commission as qualified, he/she may then be appointed to such position.

309. Acting Positions. When a current promotional list exists for the rank that is vacated (through retirement, sick leave, injury leave, military leave or other extended absence) the officer at the top of that list shall be offered the Acting position, if the Mayor deems it in the best interest of the Borough to fill said position through this process. If that officer refuses the position, the next officer on the list shall be offered the position and so on throughout the list.

In the event that no Police Officer on a promotional list accepts an Acting position or no current list exists, the following guidelines shall be followed.

The Chief of Police may appoint a police officer of the next lower rank to serve in an Acting capacity as Police Sergeant, Police Lieutenant and/or Police Captain.

- a. Individuals may be passed over for Acting positions when:
 1. The individual refuses the appointment.

2. The individual is on probation for a poor performance evaluation or misconduct at the time an Acting appointment is to be made.
 3. The individual fails to meet the qualifications of the position pursuant to Section 307.
- b. Acting appointment(s) shall not exceed a one-year time period. If unusual circumstances require an Acting appointment for a successive period of longer than twelve months, the appointment will be offered to the senior officer of the next lower rank who meets qualifications for the position and who has not held the Acting appointment during the current position vacancy, nor is on probation for poor performance or misconduct.
 - c. If all personnel in an eligible rank refuse an Acting position, or there are no personnel staffing the eligible rank, an appointment shall be made from the next lower rank.

In the event no officer accepts an Acting position, the Chief shall determine what course of action is necessary to satisfy the needs of the Department.

See listed ranks below for eligible Acting positions:

<u>Positions:</u>	<u>Eligible Rank:</u>
a. Police Captain	Police Lieutenant or Police Sergeant
b. Police Lieutenant	Police Sergeant
c. Police Sergeant	Police Officer after 5 years of service

310. Recording and Filing applications. Applications for any position in the Police Department shall be received, during normal business hours, at the office of the Borough Manager, and/or at such other offices and by such other Officers as the Commission may choose to designate only after an examination has been properly advertised. The receipt of such application shall be subject to the following conditions:

- (a) No applications received after 5:00 P.M. on the day that is fourteen (14) calendar days prior to the date fixed for the written examination in the public announcement shall be considered for such examination
- (b) The Commission or its designee shall review each application, upon receipt, for the purpose of determining that such application contains no errors or omissions. The Commission or its designee shall record the receipt of all applications and provide each applicant with notice of the time and place for the first portion of the testing procedure, the written examination. Any application containing material errors or omissions may, at the discretion of the Commission, be returned to the applicant for correction prior to the deadline for filing applications after which no new applications or amended applications will be accepted.

311. Rejection of Applicant. The Commission may refuse to examine, or, if examined, may refuse to certify as eligible after examination, any applicant who is found to lack any of the minimum qualifications for examination prescribed in these Rules and Regulations for the particular position for which the applicant has applied. In addition the Commission may refuse to examine, or, if examined, may refuse to certify any applicant who is physically or mentally unfit to perform the full duties of the position to which he/she seeks employment, or is or has been engaged in the illegal use of drugs, who has been guilty of any crime involving moral turpitude, or of infamous or notoriously disgraceful conduct, or who has been dismissed from public service for delinquency or misconduct in office, or who is affiliated with any group whose policies or activities are subversive to the forms of government set forth in the Constitution and law of the United States and the Commonwealth of Pennsylvania.

312. Hearing for Disqualified Applicants. Any applicant or other person who believes that he/she is aggrieved by the actions of the Commission, in refusing to examine or to certify him/her as eligible after examination, may request a hearing before the Commission. Within ten (10) days of such request, the Commission shall designate a time and place for the hearing which shall be conducted pursuant to the

procedures set forth in the Local Agency Law, 2 Pa. Cons. Stat. Ann. §101, et seq. The applicant or aggrieved party must make his/her request for a hearing in writing within ten (10) calendar days of the date when the party knew or should have known of the Commission's action which is being challenged and in no event later than thirty (30) days after the date of the Commission's action.

313. Penalty for False Statement. The statements made by the applicant in the official application shall contain no falsification, omission or concealment of material fact. Should investigation disclose any willful misstatement, falsification or concealment with respect to an application:

- (a) The application shall be invalid, and the applicant shall be disqualified from examination, or
- (b) If the applicant shall have been examined, the name of such applicant shall be removed from the eligible list, or
- (c) If the applicant shall have been appointed, such willful misstatement, falsification or concealment shall constitute grounds for dismissal from the Police Department.

No person who shall make any willfully false application shall be permitted to make any further application for any position in the Police Department.

314. Public Notice. The Commission shall conspicuously post in the Municipal Center notice of the time and place of every examination, together with the information as to the type of position to be filled, the requirements for that position, where applications may be obtained for the examination, and the deadline for filing those applications. In addition, at least two (2) weeks prior to each examination, publication of the notice shall occur in at least one (1) newspaper of general circulation or a newspaper circulated generally in the borough.

ARTICLE IV - EXAMINATION AND GRADING PROCEDURE

401. General Examination Requirements for the Position of Police Officer. The examination for Police Officer will consist of a written examination which will be graded on a one hundred (100) point scale with the written examination representing forty percent (40%) of the final score and the oral examination representing sixty percent (60%) of the final score. In addition, each applicant will also undergo a fitness agility test which will be graded on a pass/fail basis. After an applicant has been extended an offer of employment, final appointment shall be contingent upon the applicant passing a medical and a psychological examination.

402 Examinations for Police Sergeant, Police Lieutenant and Police Captain

The examination for the position of Police Sergeant, Police Lieutenant, and Police Captain shall include one (1) written examination, one (1) oral examination, and one (1) appraisal of promotion potential by the Chief of Police. The written examination will be graded on a one hundred (100) point scale and shall represent thirty (30) percent of the final score. The oral examination will be conducted by a panel of police chiefs and will be graded on a one hundred (100) point scale and shall represent fifty (50) percent of the final score. The Police Chief's appraisal of promotional potential shall be graded on a one hundred (100) point scale and shall represent (20) twenty percent of the final score. After an applicant has been extended an offer of promotion, the final appointment to the promotional position shall be contingent upon the applicant passing a medical and a psychological examination.

403 Administering Examination

The commission or their designee shall appoint a written administrator, an oral examination administrator, a fitness agility examiner, a medical examiner and a psychological examiner to conduct the appropriate examinations required by these Rules and Regulations.

404. Written Examinations. All written examinations (entry level and promotions) shall be graded on a 100 point scale, and an applicant must score seventy-five percent (75%) in order to continue in the application process. Applicants scoring less than seventy-five percent (75%) shall be rejected. Within thirty (30) days after the administration of the written examination, all applicants shall be given written notice of their test results and passing applicants shall be scheduled for an oral examination appointment, provided they meet the requirements in Section 405.

405. Oral Examination. For entry level positions, the top sixty percent (60%) of applicants who score seventy-five percent (75%) or higher in the written examination shall be granted one or more oral examinations, as set forth above. (In the event the top 60% of applicants who score 75% or higher in the written exam exceeds 15 applicants, only those 15 applicants shall be granted an oral interview.) All oral exams will be graded on a one hundred (100) point scale with a score of eighty percent (80%) on each examination necessary for passing. Applicants scoring less than eighty percent (80%) on one or more oral examinations shall be rejected. If after the first round of oral examinations, a significant number of applicants have not been obtained, a second series of oral examinations may be held. The oral examination(s) shall involve questioning the applicant on how he/she would handle situations relevant to police work. Within thirty (30) days after the applicant's oral examination(s), he/she shall be informed of his/her score(s) in his/her oral examination(s) and total overall score.

406. Veteran's Preference Points. Pursuant to the Veteran's Preference Act, any applicant for the position of Police Officer who qualifies as a "soldier" under the Act shall receive an additional ten (10) points on top of his/her total score if that applicant has received passing scores under Sections 401, 404, and 405.

- (a) Such additional veterans' preference points shall be awarded only to "soldiers," i.e., individuals who have completed their military service at the time they take the civil service appointment examination. *Sicuro v. City of Pittsburgh, 684 A.2d 232 (Pa. Cmwlth. 1996).*
- (b) Each applicant shall submit his/her military form DD-214 and a copy of his/her military discharge diploma at the time of application. Failure to submit the documents required by the Commission shall cause the applicant's request for veterans' preference points to be denied.

407. Fitness Agility Testing. The physical agility examination shall be administered for the purpose of determining that all applicants possess the basic physical agility necessary to perform the functions associated with the position(s) sought to be filled. The examination shall consist of not less than four (4) job-related physical activities which shall be divided into segments. Each applicant must complete each segment in accordance with instructions.

At the time of admission to the physical agility examination, each applicant shall be required to sign and submit a physical agility acknowledgement and release form acknowledging, among other things, that the applicant has been provided with a description of the physical agility examination, and advised to consult with his own physician concerning his participation in the examination, and that the applicant releases the Borough and its agents from any claims arising from his/her participation in the examination.

Applicants failing to achieve a passing score on the physical agility examination shall not be eligible to continue in the selection process.

408. Conduct of Written Examinations. The Commission shall prepare a statement of instructions and rules for the conduct of written examinations. The regularly appointed examiner shall carry out such examination in accordance with the instructions of the Commission, and be responsible for enforcing the rules of conduct for written examination. (If a third party is contracted to conduct the exam, they shall be required to provide instructions and rules for the conduct of the written exam according to their criteria.)

409. Penalty for Improper Conduct. Should any applicant be found guilty of any act tending to defeat the proper conduct or the result of any examination, his/her name shall be removed from any eligible list resulting from the examination, and the applicant shall not be permitted to make future application for any position in the Police Department.

410. Appraisal of Promotional Potential

Appraisal by Chief of Police. Every applicant for promotion who has satisfied all the written and oral examination requirements as provided in Sections 404 and 405 shall be evaluated for promotion by the Chief of Police. The Chief of Police shall complete an Appraisal of Promotional Potential form, which

shall be based on eight (8) merit-based factors which include: i) Adaptability; ii) Quality and Timeliness of Work; iii) Safety Awareness; iv) Quantity and Quality of Work – Traffic Enforcement, Criminal, and Patrol; v) Cooperation with Others; vi) Self-Motivation/Initiative; vii) Knowledge of the Job; and viii) Dependability/Punctuality. Each of these factors shall be evaluated on a scale of one (1) to five (5) with five (5) being the highest score, for a total possible score of forty (40) points.

The Chief of Police shall forward to the Civil Service Commission a copy of the completed Appraisal of Promotional Potential form with the results of the written and oral examination scores. Following receipt by the Commission of the Appraisal of Promotional Potential form, the Commission shall calculate the percentage attained on the Appraisal of Promotional Potential by dividing the number of points scored by the total possible score of forty (40) (e.g. $35 / 40 = 88\%$). The applicants' scores should then be weighted pursuant to Section 402 above to calculate the applicants' final, overall score. All applicants shall be given written notice of their Appraisal of Promotional Potential scores.

ARTICLE V - CERTIFICATION OF THE LIST OF ELIGIBLES AND APPOINTMENT

501. Creation of Eligible Lists. At the completion of the examination requirements set forth in Article IV, written examination, oral examination, and fitness agility testing, the Commission shall rank all passing applicants on a list with the applicant receiving the highest score at the top of the list and the applicant receiving the lowest passing score at the bottom of the list. Applicants who qualify for Veteran's Preference points shall have those points added to their passing score prior to being ranked on the eligibility list. For promotional positions, fulfilling the performance requirement set forth in Section 307 is also required.

502. Breaking Tie Scores. When two (2) or more qualifying applicants shall receive the same final weighted score, the order in which the names of such persons shall appear on the eligible lists shall be determined according to their comparative scores on the written portion of the examination. In the event that two (2) or more qualifying applicants also receive identical scores on the written portions of the examination, the order listing shall be determined by the order in which the applications were numbered for recording purposes.

503. Life of Eligible Lists. The Commission, in its discretion, may void an eligible list at any time, but in no case shall any eligible list remain in effect for a period of more than one (1) year from the date of certification unless the Commission shall act to extend the period of time beyond one (1) year.

504. Furlough Lists. Whenever the Council causes a reduction in the number of police officers, the Commission shall prepare and maintain a list of names of all such furloughed officers, together with the position held by each such officer at the time of furlough. The names on the furlough list shall be arranged, in order of the length of service, from the longest to the shortest, of each furloughed officer in the Police Department of the Borough.

ARTICLE VI - CERTIFICATION OF APPOINTMENTS

601. Filling Vacancies. The Borough Council may fill any vacancy in an existing position in the Police Department which occurs as the result of the expansion of the police force, retirement, resignation, disability or death, by the reappointment or reinstatement of a former employee of the Police Department who had been furloughed. Except for physical and psychological examinations, no other testing shall be required for a furloughed employee.

602. Furlough List to Fill Appointments. Upon receipt of a request from the Council, the Commission shall first certify the names of those eligible who were furloughed because of a reduction in force. In filling a vacancy from the furlough list, the Commission shall certify the top name only. If more than one (1) vacancy is to be filled, the Commission shall certify from the top of the list that number of names equal to the number of vacancies to be filled.

603. Certification from Eligible Lists. If no furlough list exists or if positions remain to be filled after all the Officers on the furlough list are offered reemployment, each position, except that of Chief of Police, shall be filled only in the following manner:

1. The Borough shall notify the Commission, in writing, of any vacancy which is to be filled and shall request certification of three (3) names from the list of eligible candidates. In the case of more than one (1) vacancy to be filled, the Commission shall certify from the eligible list a number of the highest ranked candidates equal to the number of vacancies to be filled, plus the next two (2). This will provide that the last appointment will always be made from the remaining three (3) names certified. In making the request, the Borough Council shall state the title of the position to be filled and the compensation to be paid.

2. If three (3) names are not available, then the Commission shall certify the name(s) remaining on the list.

3. The Borough Council shall make an appointment from one (1) of the three (3) names certified with reference to the merits and fitness of the candidates. However, for initial appointment to the position of Police Officer, when any of the three (3) applicants on the certified list is a veteran entitled to veteran's preference, the applicant(s) selected shall be such a veteran.

604. Background Investigation. The Commission shall request the Chief of Police or his/her designee to conduct a background investigation. The background investigation shall include interviews with the applicant's family, acquaintances, current and former employers, current and former neighbors, references and current and former teachers and school officials. In addition, the applicant's credit history and record of criminal convictions shall be investigated. The applicant may be interviewed directly when the information collected during the background investigation requires clarification or explanation.

After the background investigation is completed, the Chief, or his/her designee, shall make a written recommendation to the Borough Council on whether the applicant is appropriate for consideration for appointment as a Police Officer. Appropriateness of the applicant shall be based on the criteria set forth in Section 311 of these Rules and Regulations. This recommendation shall be in writing, and if the recommendation is to disqualify, then a detailed written explanation of the reasons for disqualification must be included.

605. Removal of Names from Furloughed and Eligible Lists. The Borough Council may object to one or more of the persons certified for the reasons set forth in Section 310 of these Rules and Regulations. Any candidate to whom the Borough Council objects shall have the right to appeal as set forth in Section 311. If the candidate to whom the Borough Council objects fails to timely exercise his/her rights of appeal under Section 311 or if the Commission declines to uphold his/her appeal, the Commission shall strike the name of the candidate from the eligibility list and certify the next highest name for inclusion on the list of three (3) candidates for each name stricken off. In addition to the reasons stated above for removal, the name of any person appearing on a furlough list or an eligible list shall be removed by the Commission if such person:

- (a) Is appointed to a position in the Police Department of the Borough.
- (b) Declines an appointment to a permanent position in the Police Department of the Borough.
- (c) Fails to make written reply to the Commission within seven (7) calendar days from the date of mailing of notice of certification as required in Section 608.
- (d) Indicates availability for employment and is appointed to fill a vacancy but fails to report for duty at the time prescribed by Borough Council, unless, in the opinion of the Borough Council, such person can show good and sufficient reasons for failing to report.

606. Appointment of Chief of Police. In the case of vacancy in the office of Chief of Police, the Borough Council has full discretion in selecting the individual to fill the position of Chief of Police. If, during the selection process, or at any point after hiring, the appointing authority requests the Commission to subject that person to a non-competitive examination, and if that person successfully passes the non-competitive examination, then the Commission shall notify the appointing authority of the results of the examination

and that person may only be removed from the position of Chief of Police for the reasons set forth in Section 701.

607. Medical and Psychological Examinations. After the Borough Council selects a candidate from the certified list of three (3) for appointment to the vacant position, that candidate shall submit to a medical examination and a psychological examination by the appropriate medical experts. If the candidate successfully passes the medical and psychological examinations, then that candidate shall be appointed to the vacant position in the Police Department for which he/she has applied. The appointment shall be contingent upon successfully passing both the medical and psychological examinations. Failure to pass either examination shall result in the candidate being rejected from consideration. The rejected candidate may appeal this decision under Section 311. The Commission shall then certify another name to be included with the two (2) previously certified names for consideration by the Borough council pursuant to Section 603.

608. Appointment Procedures. Whenever the name of any person is certified to the Council from either the furlough list or the eligible list, the person shall be immediately notified of his/her certification by either certified or registered mail. The notice shall include the title of the position and the compensation to be paid, and shall also state that the person certified must make a written reply within seven (7) calendar days from the date of mailing such notice indicating receipt of the notice and whether or not he/she wishes to be considered for the vacant position.

609. Probationary Period. Every successful applicant to the position of Patrol Officer or a new promotional position with the Police Department shall serve a one (1) year probationary period. For newly hired Police Officers the one (1) year probationary period shall not commence until after the Officer has completed training under Act 120. The Chief of Police shall investigate the adjustment, performance and general acceptability of each probationer under his/her supervision to determine whether such probationer is fully qualified for permanent appointment. The Chief of Police shall make a report on the performance and conduct of each probationer at the end of the ninth (9th) month of the probationary period, and finally, not less than forty-five (45) calendar days nor more than sixty (60) calendar days before the end of the probationary period. A promoted Officer, during the probationary period, may be returned to his/her prior rank only for cause for the reasons set forth in Section 310. Each final probationary report shall include the recommendation of the Chief of Police either to retain or reject the probationer. Each report of the Chief of Police shall be submitted in writing to the Borough Council.

The Borough Council shall review the reports of the Chief of Police and within thirty (30) calendar days from the date of receipt of the final report shall notify the Commission, in writing, of its decision to retain or reject the probationer. If the conduct of the probationer has not been satisfactory to the Borough Council, the probationer shall be notified in writing by the Commission, on or before the date of the close of his/her probationary period that he/she will not receive a permanent appointment. At that time, a newly hired Officer's employment shall end, and a promoted Officer shall return to his/her previous rank. Any Officer who is not informed in writing that his/her performance has been unsatisfactory, shall receive a permanent appointment to his/her position. Any probationer who is notified in writing that he/she will not receive a permanent appointment has no rights of appeal under these Rules and Regulations.

610. Provisional Appointments. Whenever there are urgent reasons for the filling of a vacancy in any position in the Police Department and there are no names on the eligible lists for such appointment, the Borough Council may nominate a person to the Commission for non-competitive examination, and if such nominee shall be certified by the Commission as qualified after such non-competitive examination, he/she may be appointed to fill such a vacancy. It shall thereupon become the duty of the Commission within three (3) weeks to hold a competitive examination and certify a list of eligible candidates and then a regular appointment shall be made from the name or names submitted by the Commission; provided, that nothing within this section shall prevent the appointment, without examination, of persons temporarily as Police Officers in cases of riot or other emergency or as otherwise permitted under applicable law. A provisional appointment shall be only for such period until a regular appointment can be made as set forth above. An

officer appointed provisionally shall have no right to continued employment or to appeal the termination of his/her provisional appointment under these Rules and Regulations.

ARTICLE VII - SUSPENSIONS, REMOVAL AND REDUCTIONS IN RANK

701. Grounds for Disciplinary Action. No person appointed to a position in the Police Department pursuant to these Rules and Regulations may be suspended without pay or removed and no person promoted in rank pursuant to these Rules and Regulations may be reduced in rank except for the following reasons:

1. Physical or mental disability affecting the Officer's ability to continue in service, in which case the Officer shall receive an honorable discharge from service
2. Neglect or violation of any official duty
3. Violation of any law of this Commonwealth which provides that such violation constitutes a misdemeanor or felony
4. Inefficiency, neglect, intemperance, disobedience of orders or conduct unbecoming an Officer
5. Intoxication while on duty
6. Engaging or participating in the conducting of any political or election campaign other than the Officer's exercise of his/her own right of suffrage.

702. Suspension Pending Determination of Charges. Borough Council, directly or through delegation to the Police Chief, or the Borough Mayor may suspend, without pay, any Officer against whom charges have been made pending the determination of such charges, but in the event the Commission fails to uphold the charges, then the person sought to be suspended, removed or demoted shall be reinstated with full pay for the period during which he/she was suspended, removed or demoted, and no charges shall be officially recorded against his/her record.

703. Notice of Suspension, Removal or Reduction in Force. Whenever a Police Officer is suspended by the Mayor, the specific charges warranting such action will be stated in writing by the Mayor. Whenever a Police Officer is suspended, removed or reduced in rank by the Borough Council, the specific charges warranting such action will be stated in writing by the Borough Council acting through the Borough Manager. The charges will be stated clearly and in sufficient detail to enable the Officer to understand the charges against him/her and to allow the Officer an opportunity to respond to those charges. The charges shall specify the subsection of Section 701 which provides the basis for the disciplinary action as well as an explanation of the factual circumstances upon which the Borough Council or Mayor relied in finding a violation of Section 701.

Within five (5) business days after the Borough Council has voted to impose the disciplinary action, a written statement of the charges shall be delivered to the Officer, either by personal service or by certified mail or registered mail. In addition the charges shall notify the Officer of his/her appeal rights under Section 704 of these Rules and Regulations. A copy of the statement of charges shall also be served upon the members of the Civil Service Commission.

704. Demand for Hearing. Any Officer who has been suspended, removed or reduced in rank, may appeal the decision of the Mayor or Borough Council by written notice to the Commission at the borough Municipal Center, 3310 McRoberts Road, Castle Shannon, Pennsylvania 15234 requesting a hearing. This request must be received by the Commission within seven (7) calendar days after the Officer received notice of the discipline or shall be considered untimely and subject to dismissal. The Officer may make written answers to any charges filed against him/her not later than the date fixed for the hearing. Failure of the Officer to provide written answers to any of the charges shall not be deemed an admission by the Officer. The Commission shall schedule a hearing within ten (10) days from the Officer's written request for a hearing unless continued by the Commission for cause at the request of the Commission, the Borough Council or the Officer. At any such hearing, the Officer against whom the charges have been made may be present and represented by counsel, may call witnesses and present testimony and documentation on his/her behalf. The Borough may also be represented by counsel, call witnesses and present evidence as is necessary to support the charges. The stenographic records of all testimony shall be taken at every hearing

and preserved by the Commission. In the event the charges are dismissed, the record shall be sealed and not be available for public inspection.

705. Notice of Hearing. Notice of the date, time and place for each hearing shall be given in the following manner:

- (a) By either personal service or by certified or registered mail to each person making charges and to the person accused, and
- (b) By mailing a notice to all other parties who have stated an interest in the hearing; provided, however, that any failure to give notice required by this subsection shall not invalidate any action taken by the Commission.

706. Oaths. All testimony shall be taken under oath. The Chairperson, or in his/her absence, the Vice Chairperson, shall administer all oaths.

707. Subpoenas. The Chairperson, or in his/her absence, the Vice Chairperson, may compel the attendance of witnesses and the production of records and papers pertaining to any hearing. Further, upon the written request of the person accused or of any person making charges, the Chairperson shall order the attendance of any witness or the production of any pertinent document; provided, however, that any such request shall be made in writing and shall be filed with the Secretary of the Commission within five (5) calendar days after service of the Notice of Hearing.

708. Hearing Procedure. In conducting the hearing, the Commission's standard of review shall be to determine whether sufficient evidence has been presented to support the statutory reason for the disciplinary action. If the Commission finds that such evidence has been introduced to support the charge, the Commission shall not modify the penalty imposed by the Borough Council unless it finds that the penalty imposed was arbitrary, discriminatory or an abuse of the Council's discretion. In considering the appropriateness of the discipline, the Commission shall not substitute its judgment for that of the Borough Council. The Commission may request post-hearing briefs and shall issue a written decision containing specific findings of fact and conclusions of law within sixty (60) days of receipt of the hearing transcript.

709. Appeals from Commission Decision. If the commission sustains the charges, the Officer who was suspended, removed or reduced in rank may file an appeal with the Court of Common Pleas within thirty (30) days from the date of entry by the Commission of its final order. No order of suspension shall be made by the Commission for a period longer than one (1) year.

ARTICLE VIII - INSPECTION OF RECORDS

801. Inspection in General. Except as otherwise provided in this Article, all of the records of the Commission shall be opened to the public and available for inspection during normal business hours. A member of the Commission, or any person who may from time to time be designated by the Commission, shall be present at all times during any inspection of any record of the Commission.

802. Character and Reputation Reports. All reports of investigations and inquiries into the character and reputation of applicants shall be kept in the strictest confidence, and shall not be open to inspection.

803. Records. All reports and records of the Commission shall be kept in locked files provided by the Borough in a designated area at the Borough's municipal offices.

804. Inspection of Examination Materials. All examination materials shall be confidential and shall not be opened to general public inspection. Any examined applicant may inspect his/her examination papers, provided that:

- (a) He/she makes a written request to the Commission within seven (7) calendar days from the date of mailing of the written notice of his/her grade, and

(b) He/she makes his/her inspection within five (5) calendar days from the date of the mailing of the consent of the Commission.

The Commission shall not consent to the request of any examined applicant to inspect any written examination paper which may be used in any subsequent written examination that may be scheduled within ninety (90) calendar days following the date of receipt of the written request. If the Commission consents to an inspection of any written examination papers by any examined applicant, it shall state in its letter of consent the specific examination papers that may be inspected. Before any member of the Commission, or any person designated by the Commission, permits any inspection of examination papers, he/she shall require the examined applicant to produce the letter indicating consent of the commission, and he/she shall limit the inspection by the examined applicant to only those examination papers indicated in the letter of consent. No examined applicant shall be permitted to inspect any examination papers other than his/her own, nor shall he/she be permitted to make any written notes while he/she is inspecting any examination papers.

ARTICLE IX - AMENDMENTS

901. Amendments. The Commission, with the approval of Council, may from time to time amend any part of these Rules and Regulations.

ARTICLE X - RESOLUTION FOR ADOPTION

1001. Resolution for Adoption. The foregoing Rules and Regulations, which are in accordance with power granted by the Civil Service Section of the Borough Code, Sections 1171-1195 enacted by the General Assembly of the Commonwealth of Pennsylvania and in accordance with the authority granted by the municipal governing body of the Borough of Castle Shannon, Pennsylvania, are hereby adopted by the Civil Service Commission of the Borough of Castle Shannon on the 4th day of December 2023.


Chairperson


Vice-Chairperson


Secretary

APPROVED by the Borough Council of the Borough of Castle Shannon, Pennsylvania on the 11th day of December 2023.

ATTEST

BOROUGH OF CASTLE SHANNON

Borough Manager

Nancy Kovach
President of Borough Council

TAXING DISTRICT: CASTLE SHANNON BOROUGH
TAX COLLECTOR'S REPORT TO TAXING DISTRICTS
PREPARED ON: 12/06/2023 FOR TAX YEAR 2023
FOR THE PERIOD: 01/01/2023 TO 11/30/2023

	<u>REAL ESTATE</u>	<u>INTERIM/OTHER</u>	<u>PER CAPITA</u>
1. <u>COLLECTIONS</u>			
Balance Collectable	4,067,108.18	.00	.00
Additions: During the Period	10,921.27	.00	.00
Deductions: Credits during the Period	2,883.87	.00	.00
Adjust for Refunds during the Period	906.05	.00	.00
Total Collectable	4,076,051.63	.00	.00
LESS: Face Collected for the Period	3,866,772.65	622.79	.00
LESS: Deletions from the List	.00	.00	.00
LESS: Exonerations	.00	.00	.00
LESS: Liens/Non-Lienable Installments	.00	.00	.00
<u>BALANCE COLLECTABLE - END OF PERIOD</u>	209,278.98	622.79	.00

3. <u>RECONCILIATION OF CASH COLLECTED</u>			
Face Amount of Collections	3,866,772.65	622.79	.00
Plus: Penalties	7,215.88	.00	.00
Less: Discounts	71,330.65	.00	.00
Total Cash Collected per Column	3,802,657.88	622.79	.00
			3,803,280.67
<u>TOTAL CASH COLLECTED</u>			

2. <u>PAYMENT OF TAXES</u>			
Amount Remitted During the Period (SEE ATTACHED SCHEDULE)			3,803,280.67
Amount Paid with this Report Applicable to this Reporting Period			.00
<u>TOTAL REMITTED THIS PERIOD</u>			3,803,280.67

List Other Credit Adjustments (SEE ATTACHED SCHEDULE) 2,883.87

Interest Earnings (if applicable) .00

TAXING DISTRICT USE (OPTIONAL)	
Carryover from Previous Period	\$ _____
Amount Collected this Period	\$ _____
Less Amount Paid this Period	\$ _____
Ending Balance	\$ _____

12-6-23
Tax Collector
Date

I verify this is a complete and accurate reporting of the balance collectable, taxes collected and remitted for the period.

Received by (taxing district): _____
 Title: _____ Date: _____

I acknowledge the receipt of this report.

TC 1

TAXING DISTRICT: CASTLE SHANNON BOROUGH
TAX COLLECTOR'S REPORT TO TAXING DISTRICTS
PREPARED ON: 12/06/2023 FOR TAX YEAR 2023
FOR THE PERIOD: 01/01/2023 TO 11/30/2023

SUPPORTING SCHEDULE FOR PAYMENT OF TAXES

DEPOSIT DATE	REAL ESTATE COLLECTED	PER CAPITA COLLECTED	TOTAL COLLECTED
02/22/2023	37,027.39	.00	37,027.39
02/24/2023	45,173.55	.00	45,173.55
02/24/2023	72,975.11	.00	72,975.11
02/24/2023	69,217.67	.00	69,217.67
02/28/2023	27,599.72	.00	27,599.72
03/01/2023	21,914.78	.00	21,914.78
03/01/2023	144,981.59	.00	144,981.59
03/01/2023	116,508.90	.00	116,508.90
03/03/2023	40,135.91	.00	40,135.91
03/04/2023	45,080.08	.00	45,080.08
03/07/2023	48,527.88	.00	48,527.88
03/08/2023	52,417.28	.00	52,417.28
03/11/2023	110,972.76	.00	110,972.76
03/16/2023	56,195.10	.00	56,195.10
03/16/2023	38,242.61	.00	38,242.61
03/20/2023	77,438.49	.00	77,438.49
03/22/2023	34,190.15	.00	34,190.15
03/22/2023	38,685.88	.00	38,685.88
03/24/2023	79,667.08	.00	79,667.08
03/29/2023	22,762.96	.00	22,762.96
03/31/2023	55,437.23	.00	55,437.23
03/31/2023	228,470.07	.00	228,470.07
03/31/2023	53,335.40	.00	53,335.40
04/05/2023	50,177.67	.00	50,177.67
04/05/2023	42,245.20	.00	42,245.20
04/05/2023	39,337.80	.00	39,337.80
04/08/2023	35,027.03	.00	35,027.03
04/08/2023	95,842.89	.00	95,842.89
04/10/2023	50,807.85	.00	50,807.85
04/10/2023	94,007.51	.00	94,007.51
04/12/2023	64,763.93	.00	64,763.93
04/12/2023	169,975.52	.00	169,975.52
04/12/2023	47,323.26	.00	47,323.26
04/14/2023	66,800.29	.00	66,800.29
04/14/2023	70,049.85	.00	70,049.85
04/14/2023	49,071.38	.00	49,071.38
04/14/2023	86,772.76	.00	86,772.76
04/15/2023	88,579.30	.00	88,579.30
04/15/2023	262,566.63	.00	262,566.63
04/15/2023	72,137.73	.00	72,137.73
04/15/2023	72,129.07	.00	72,129.07
04/15/2023	56,403.45	.00	56,403.45
04/15/2023	65,020.59	.00	65,020.59
04/15/2023	52,223.24	.00	52,223.24

TC 2

TAXING DISTRICT: CASTLE SHANNON BOROUGH
TAX COLLECTOR'S REPORT TO TAXING DISTRICTS
PREPARED ON: 12/06/2023 FOR TAX YEAR 2023
FOR THE PERIOD: 01/01/2023 TO 11/30/2023

SUPPORTING SCHEDULE FOR PAYMENT OF TAXES

DEPOSIT DATE	REAL ESTATE COLLECTED	PER CAPITA COLLECTED	TOTAL COLLECTED
04/15/2023	61,424.00	.00	61,424.00
04/15/2023	91,728.50	.00	91,728.50
04/15/2023	93,146.05	.00	93,146.05
04/28/2023	45,585.06	.00	45,585.06
04/30/2023	51,823.90	.00	51,823.90
04/30/2023	622.79	.00	622.79
05/13/2023	25,719.78	.00	25,719.78
05/31/2023	25,738.42	.00	25,738.42
05/31/2023	13,885.48	.00	13,885.48
06/10/2023	63,193.73	.00	63,193.73
06/15/2023	66,783.64	.00	66,783.64
06/30/2023	26,870.42	.00	26,870.42
07/25/2023	27,026.23	.00	27,026.23
08/18/2023	10,359.29	.00	10,359.29
08/31/2023	12,619.38	.00	12,619.38
08/31/2023	4,417.93	.00	4,417.93
09/15/2023	775.18	.00	775.18
09/29/2023	15,457.83	.00	15,457.83
09/30/2023	863.72	.00	863.72
10/29/2023	6,873.07	.00	6,873.07
10/31/2023	1,618.00	.00	1,618.00
10/31/2023	2,653.06	.00	2,653.06
11/30/2023	4,645.31	.00	4,645.31
11/30/2023	820.69	.00	820.69
** TOTAL:	3,802,872.00	.00	3,802,872.00

TC 3

TAXING DISTRICT: CASTLE SHANNON BOROUGH
TAX COLLECTOR'S REPORT TO TAXING DISTRICTS
PREPARED ON: 12/06/2023 FOR TAX YEAR 2023
FOR THE PERIOD: 01/01/2023 TO 11/30/2023

SUPPORTING SCHEDULE FOR ASSESSMENT ADJUSTMENTS

PARCEL NO.	OWNER NAME	DATE	NET CHANGE VALUATION	NET TAX CHANGE
0190-H-00256-0000-00	SENTERRA BUILDING & DEVEL	07/12/2023	26,900-	259.80-
0250-K-00060-0000-00	BOBAK MICHAEL G & LISA R	08/31/2023	8,400	81.13
0190-L-00002-0000-00	MARTCH LORIE	09/01/2023	43,900-	423.99-
0190-H-00342-0000-00	KEYWAY HOMES SOUTH ONE LL	09/14/2023	30,300-	292.64-
0191-J-00274-0000-00	KEYWAY HOMES SOUTH LLC	09/14/2023	21,200-	204.75-
0191-P-00220-0000-02	H & P PARTNERS LLC	09/28/2023	229,600	2,217.48
0191-S-00164-0000-00	FIP MASTER FUNDING II LLC	09/28/2023	776,300	7,497.51
0250-G-00176-0000-00	COGLEY JAMES	09/28/2023	13,100	126.52
* TOTAL ADDITIONS:			1,027,400	9,922.64
* TOTAL DELETIONS:			122,300-	1,181.18-
* TOTAL EXONERATIONS*:			0	.00
** TOTAL CREDITS:				1,181.18-

TC 4

TAXING DISTRICT: CASTLE SHANNON BOROUGH
TAX COLLECTOR'S REPORT TO TAXING DISTRICTS
PREPARED ON: 12/06/2023 FOR TAX YEAR 2023
FOR THE PERIOD: 01/01/2023 TO 11/30/2023

SUPPORTING SCHEDULE FOR EXEMPTION ADJUSTMENTS

PARCEL NO.	OWNER NAME	DATE	EXEMPTION	NET TAX CHANGE
0139-J-00062-0000-00	WEIR SCOTT E	01/01/2023	ACT 77	199.44-
0190-A-00270-0000-00	STOCK DAVID B & MARYANNE	01/01/2023	ACT 77	275.49
0190-C-00206-0000-00	TEYSSIER VIRGINIA R	01/01/2023	ACT 77	233.24
0190-R-00187-0000-00	PETERS JOHANNA M	01/01/2023	ACT 77	247.73
0191-N-00198-0000-00	MITCHELL MARGARET A & PHI	01/01/2023	ACT 77	288.53-
0192-S-00045-0308-00	COOK FRANCES C & STANLEY	01/01/2023	ACT 77	105.75-
0249-A-00232-0000-00	MAJERNIK METTA A	01/01/2023	ACT 77	203.30-
0249-B-00052-0000-00	LUCAS JOSEPH M	01/01/2023	ACT 77	274.04-
0250-G-00286-0000-00	KATRY AUGUST J & KATHLEEN	01/01/2023	ACT 77	215.86-
0250-L-00170-0000-00	BENDER WAYNE T & LINDA C	01/01/2023	ACT 77	207.40-
0250-M-00072-0000-00	LACKEY GLENN A	01/01/2023	ACT 77	208.37-
0250-N-00156-0000-00	STRAITIFF DOROTHY JOAN	01/01/2023	ACT 77	242.17

**** TOTAL EXEMPTION ADJUSTMENTS:**

704.06-

TC 5

TAXING DISTRICT: CASTLE SHANNON BOROUGH
TAX COLLECTOR'S REPORT TO TAXING DISTRICTS
PREPARED ON: 12/06/2023 FOR TAX YEAR 2023
FOR THE PERIOD: 11/01/2023 TO 11/30/2023

	<u>REAL ESTATE</u>	<u>INTERIM/OTHER</u>	<u>PER CAPITA</u>
A. <u>COLLECTIONS</u>			
Balance Collectable	214,316.25	.00	.00
Additions: During the Period	.00	.00	.00
Deductions: Credits during the Period	.00	.00	.00
Total Collectable	214,316.25	.00	.00
LESS: Face Collected for the Period	5,037.27	.00	.00
LESS: Deletions from the List	.00	.00	.00
LESS: Exonerations	.00	.00	.00
LESS: Liens/Non-Lienable Installments	.00	.00	.00
<u>BALANCE COLLECTABLE - END OF PERIOD</u>	209,278.98	.00	.00

B. <u>RECONCILIATION OF CASH COLLECTED</u>			
Face Amount of Collections	5,037.27	.00	.00
Plus: Penalties	428.73	.00	.00
Less: Discounts	.00	.00	.00
Total Cash Collected per Column	5,466.00	.00	.00
<u>TOTAL CASH COLLECTED</u>			5,466.00

C. <u>PAYMENT OF TAXES</u>			
Amount Remitted During the Period (SEE ATTACHED SCHEDULE)			5,466.00
Amount Paid with this Report Applicable to this Reporting Period			.00
<u>TOTAL REMITTED THIS PERIOD</u>			5,466.00

List Other Credit Adjustments (SEE ATTACHED SCHEDULE) .00

Interest Earnings (if applicable) .00

<u>TAXING DISTRICT USE (OPTIONAL)</u>	
Carryover from Previous Period	\$ _____
Amount Collected this Period	\$ _____
Less Amount Paid this Period	\$ _____
Ending Balance	\$ _____


12-6-23

 Tax Collector Date

I verify this is a complete and accurate reporting of the balance collectable, taxes collected and remitted for the period.

Received by (taxing district): _____
 Title: _____ Date: _____

I acknowledge the receipt of this report.

TCL

TAXING DISTRICT: CASTLE SHANNON BOROUGH
TAX COLLECTOR'S REPORT TO TAXING DISTRICTS
PREPARED ON: 12/06/2023 FOR TAX YEAR 2023
FOR THE PERIOD: 11/01/2023 TO 11/30/2023

SUPPORTING SCHEDULE FOR PAYMENT OF TAXES

DEPOSIT DATE	REAL ESTATE COLLECTED	PER CAPITA COLLECTED	TOTAL COLLECTED
11/30/2023	4,645.31	.00	4,645.31
11/30/2023	820.69	.00	820.69
** TOTAL:	5,466.00	.00	5,466.00

TC 7

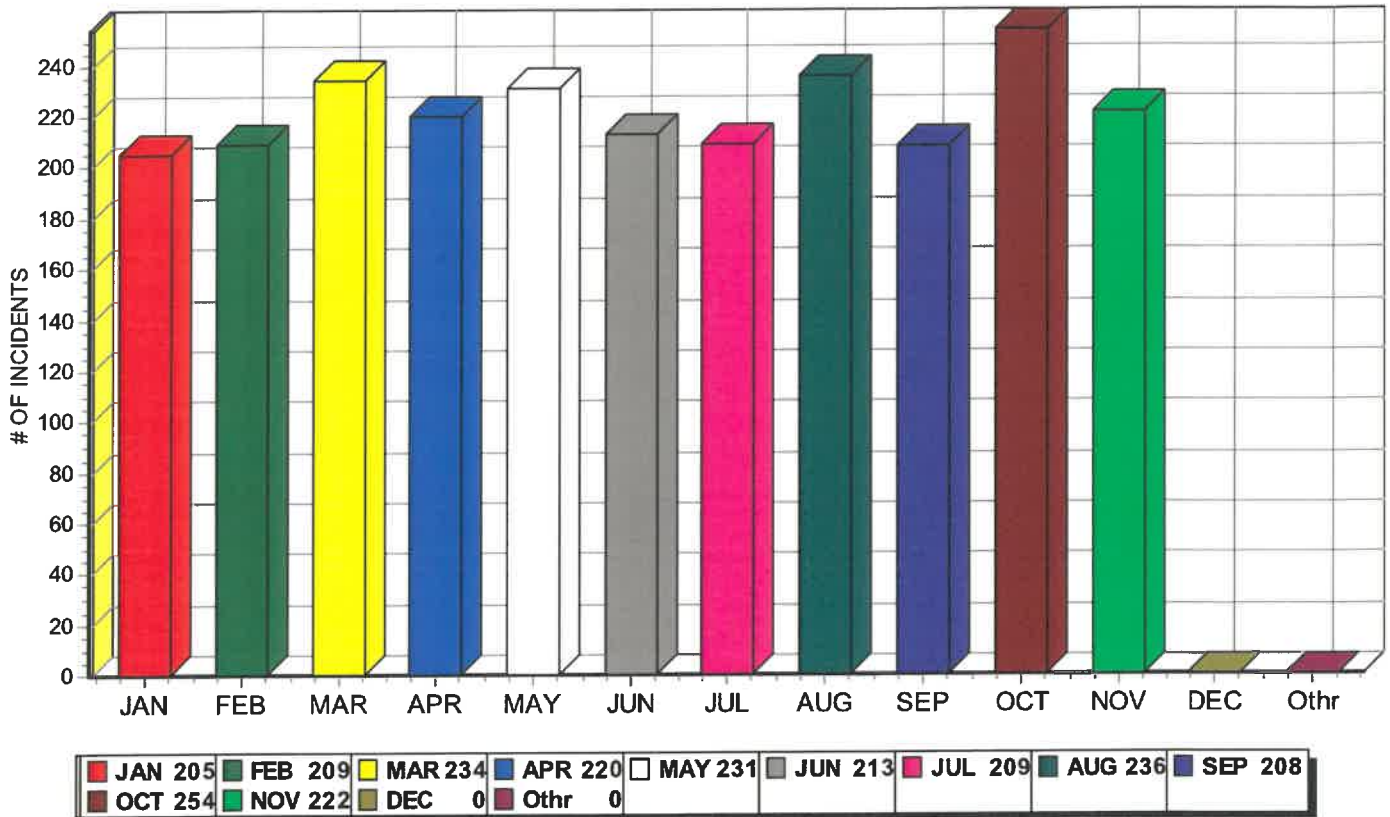
TAXING DISTRICT: CASTLE SHANNON BOROUGH
TAX COLLECTOR'S REPORT TO TAXING DISTRICTS
PREPARED ON: 12/06/2023 FOR TAX YEAR 2023
FOR THE PERIOD: 11/01/2023 TO 11/30/2023

SUPPORTING SCHEDULE FOR ASSESSMENT ADJUSTMENTS

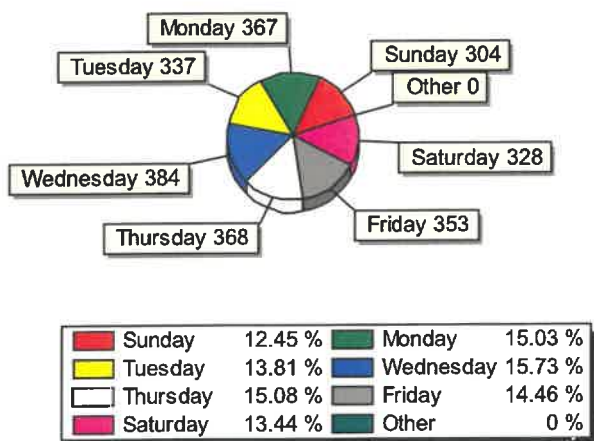
PARCEL NO.	OWNER NAME	DATE	NET CHANGE VALUATION	NET TAX CHANGE
* TOTAL ADDITIONS:	0		0	.00
* TOTAL DELETIONS:	0		0	.00
* TOTAL EXONERATIONS*:	0		0	.00
** TOTAL CREDITS:				.00
** TOTAL EXEMPTION ADJUSTMENTS:				.00

TC 8

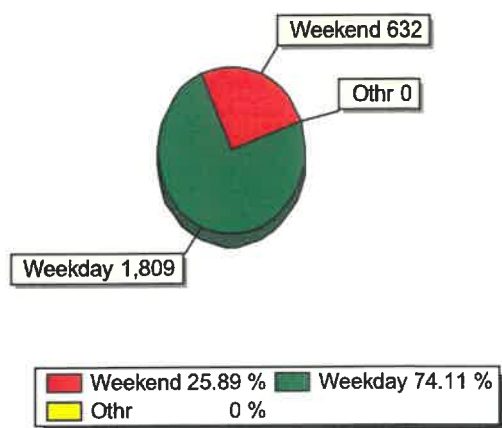
Incident Frequency by Month (Using DATE RECD)



By Day of Week



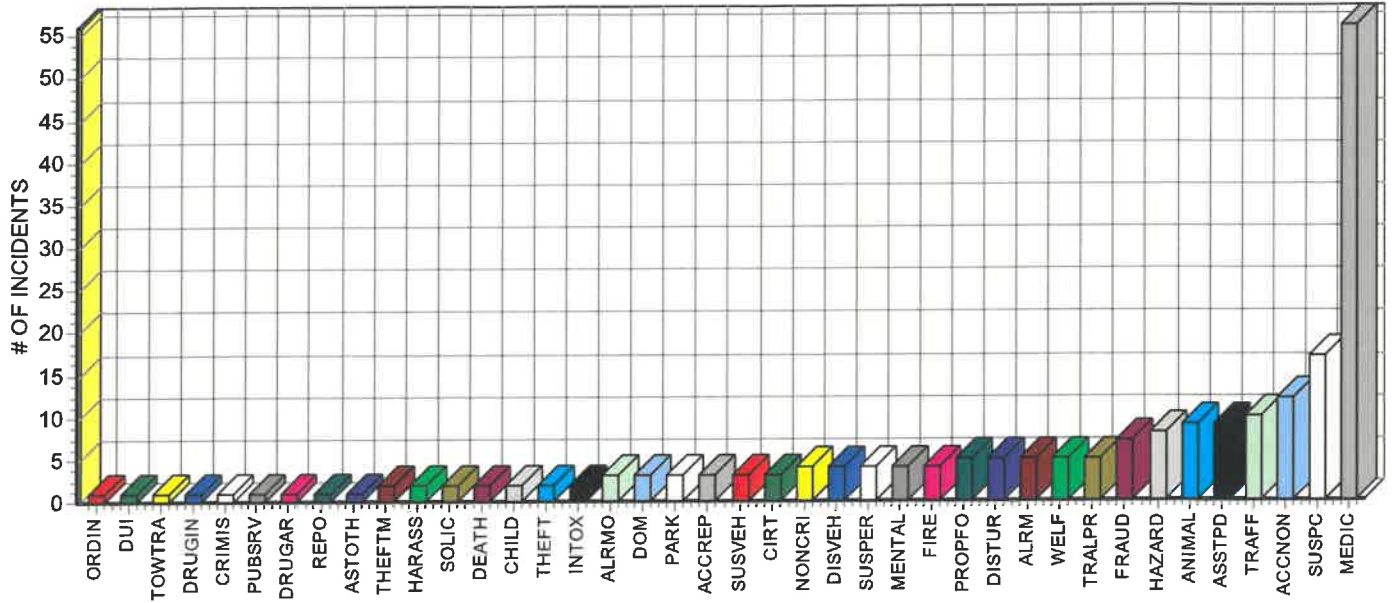
Weekday vs Weekend



Search Criteria: (DATE_RECD >= TO_DATE('1/1/2023','MM/DD/YYYY'))
 (DATE_RECD <= TO_DATE('11/30/2023','MM/DD/YYYY'))

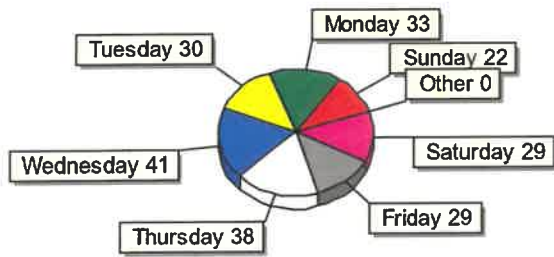
PSF 1

Incident Frequency by TYPE (Top 40 of 48 Shown) (Using DATE RECD)



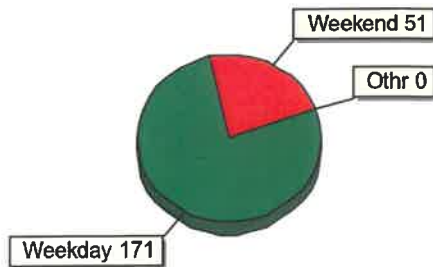
ORDIN 1	DUI 1	TOWTRA 1	DRUGIN 1	CRIMIS 1	PUBSRV 1	DRUGAR 1
REPO 1	ASTOTH 1	THEFTM 2	HARASS 2	SOLIC 2	DEATH 2	CHILD 2
THEFT 2	INTOX 2	ALRMO 3	DOM 3	PARK 3	ACCREP 3	SUSVEH 3
CIRT 3	NONCRI 4	DISVEH 4	SUSPER 4	MENTAL 4	FIRE 4	PROPFO 5
DISTUR 5	ALRM 5	WELF 5	TRALPR 5	FRAUD 7	HAZARD 8	ANIMAL 9
ASSTPD 9	TRAFF 10	ACCNON 12	SUSPC 17	MEDIC 56		

By Day of Week



Sunday 9.91 %	Monday 14.86 %
Tuesday 13.51 %	Wednesday 18.47 %
Thursday 17.12 %	Friday 13.06 %
Saturday 13.06 %	Other 0 %

Weekday vs Weekend



Weekend 22.97 %	Weekday 77.03 %
Oth 0 %	

Search Criteria: (DATE_RECD >= TO_DATE('11/1/2023','MM/DD/YYYY'))
 (DATE_RECD <= TO_DATE('11/30/2023','MM/DD/YYYY'))

PSF 2

BOROUGH OF CASTLE SHANNON
ALLEGHENY COUNTY, PENNSYLVANIA

Ordinance No. 936

AN ORDINANCE OF THE BOROUGH OF CASTLE SHANNON, ALLEGHENY COUNTY, PENNSYLVANIA, FIXING AND LEVYING THE TAX RATE ON REAL ESTATE IN THE BOROUGH FOR THE CALENDAR YEAR 2024 FOR GENERAL BOROUGH PURPOSES, THE LIBRARY, SPECIAL FUNDS, AND PROVIDING FOR SEVERANCE AND REPEAL.

BE IT ORDAINED AND ENACTED BY the Council of the Borough of Castle Shannon, Allegheny County, Pennsylvania, and it is hereby ordained and enacted by and with authority of the same pursuant to the act of April 18, 2014 (Act 2014-37), 8 Pa. C.S.A. §101 et seq.

- SECTION 1:
- (a) That a tax of 9.7070 mills is hereby levied and assessed for the calendar year of 2024 on each dollar of the assessed valuation of taxable real property within the Borough of Castle Shannon, Allegheny County, Pennsylvania, for General Borough purposes pursuant to the Borough Code, 8 Pa. C.S.A. §1302(a).
 - (b) That a tax of 1.3329 mills is hereby levied and assessed for the calendar year of 2024 on each dollar of the assessed valuation of taxable real property within the Borough of Castle Shannon, Allegheny County, Pennsylvania, for debt purposes pursuant to the Borough Code, 8 Pa. C.S.A. §1302(a)(1).
 - (c) That a tax of 0.2550 mills is hereby levied and assessed for the calendar year of 2024 on each dollar of the assessed valuation of taxable real property within the Borough of Castle Shannon, Allegheny County, Pennsylvania, for the purpose of street lighting pursuant to the Borough Code, 8 Pa. C.S.A. §1302(a)(4).
 - (d) That a tax of 0.3019 mills is hereby levied and assessed for the calendar year of 2024 on each dollar of the assessed valuation of taxable real property within the Borough of Castle Shannon, Allegheny County, Pennsylvania, for Library purposes pursuant to the Borough Code, 8 Pa. C.S.A. §1302(a)(8).
 - (e) That a tax of 0.5612 mills is hereby levied and assessed for the calendar year of 2024 on each dollar of the assessed valuation of taxable real property within the Borough of Castle Shannon, Allegheny County, Pennsylvania, for the purpose of capital expenditures pursuant to the Borough Code, 8 Pa. C.S.A. §1302(a).

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- SECTION 2: These taxes on real estate (property) are in addition to all other taxes without limitation by specification of any kind or nature heretofore or now levied by the Borough of Castle Shannon, and shall be in addition to the per capita tax, earned income tax, local services tax, and the real estate transfer tax as are levied by prior Ordinances of Castle Shannon Borough, and are effective from year to year.
- SECTION 3: Any ordinance or parts of ordinances inconsistent with this Ordinance are hereby repealed.
- SECTION 4: Should any sentence, section, clause, part, or provision of this Ordinance amendment be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of the Ordinance as a whole, or any part thereof, other than the part declared to be invalid.
- SECTION 5: This Ordinance shall become effective January 1, 2024 for the calendar and fiscal year of 2024.

Duly presented and adopted at a regular meeting of the Borough of Castle Shannon Council, Allegheny County, Pennsylvania, held on the 11th day of December 2024.

ATTEST:

BOROUGH OF CASTLE SHANNON

C. Michael Foote
Borough Manager/Secretary

Nancy Kovach
Council President

This Ordinance is ordained this 11th day of December, 2024

Donald J. Baumgarten
Mayor, Castle Shannon Borough

I hereby certify that the foregoing ordinance was fully enacted and approved as set forth at the meeting of Council held on December 11, 2024 and before approval, was advertised in the Pittsburgh Post Gazette, a newspaper of general circulation in the municipality of the Borough of Castle Shannon on _____.

C. Michael Foote
Borough Manager/Secretary

Castle Shannon Borough
NOVEMBER 2023

Revenue Account Range: 01-00-000-000 to 36-99-999-999

Include Non-Anticipated: Yes

Year To Date As Of: 11/30/23

Expend Account Range: 01-00-000-000 to 36-99-999-999

Include Non-Budget: Yes

Current Period: 11/01/23 to 11/30/23

Print Zero YTD Activity: No

Prior Year: 11/01/22 to 11/30/22

Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Cancel	Excess/Deficit	% Real
01-00-301-100	Real Estate Taxes-Current Year	2,932,932.55	3,107,199.14	6,142.77	2,782,142.66	0.00	325,056.48 -	90
01-00-301-500	Real Estate Taxes-Liened	121,624.87	120,000.00	0.00	75,036.07	0.00	44,963.93 -	63
	301 REAL ESTATE TAXES	3,054,557.42	3,227,199.14	6,142.77	2,857,178.73	0.00	370,020.41 -	89
01-00-310-100	Real Estate Transfer Taxes	146,303.23	120,000.00	6,022.10	100,525.31	0.00	19,474.69 -	84
01-00-310-210	Earned Income Taxes-Current	888,726.78	1,200,000.00	190,806.25	933,784.60	0.00	266,215.40 -	78
01-00-310-230	Earned Income Taxes-Delinquent	30,430.05	15,000.00	3,698.43	18,879.48	0.00	3,879.48	126
01-00-310-510	Local Services Tax	58,749.26	85,000.00	34,739.33	94,158.59	0.00	9,158.59	111
01-00-310-520	Local Services Tax - Prior Year	0.00	8,000.00	0.00	0.00	0.00	8,000.00 -	0
01-00-310-530	Local Services Tax - Delinquent	596.03	500.00	0.00	295.16	0.00	204.84 -	59
01-00-310-700	Mechanical Device Tax	22,425.00	14,000.00	0.00	16,900.00	0.00	2,900.00	121
	310 ACT 511 TAXES	1,147,230.35	1,442,500.00	235,266.11	1,164,543.14	0.00	277,956.86 -	81
01-00-321-800	Cable Television Franchise	78,271.52	160,000.00	75,835.48	146,833.37	0.00	13,166.63 -	92
01-00-322-820	STREET ENCROACHMENTS	7,127.50	6,000.00	60.00	10,800.00	0.00	4,800.00	180
01-00-331-100	District Attorney Fines	11,392.65	25,000.00	1,387.34	11,361.14	0.00	13,638.86 -	45
01-00-331-110	District Justice Fines	34,511.22	40,000.00	3,331.14	38,830.83	0.00	1,169.17 -	97
01-00-331-120	PennDot Fines	1,446.59	4,000.00	0.00	1,391.80	0.00	2,608.20 -	35
	331 FINES	47,350.46	69,000.00	4,718.48	51,583.77	0.00	17,416.23 -	75
01-00-332-000	ASSET FORFEITURE	11,000.00	0.00	0.00	21,781.06	0.00	21,781.06	0
01-00-341-000	INTEREST EARNINGS CHECKING	872.64	600.00	99.01	1,539.92	0.00	939.92	257
01-00-341-100	INTEREST EARNINGS PLGIT	86.98	50.00	93.13	171.63	0.00	121.63	343
	341 INTEREST EARNINGS CHECKING	959.62	650.00	192.14	1,711.55	0.00	1,061.55	263

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Castle Shannon Borough
NOVEMBER 2023

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<u>Revenue Account</u>	<u>Description</u>	<u>Prior Yr Rev</u>	<u>Anticipated</u>	<u>Curr Rev</u>	<u>YTD Rev</u>	<u>Cancel</u>	<u>Excess/Deficit</u>	<u>% Real</u>
01-00-342-200	BUILDING RENTALS	0.00	0.00	0.00	150.00	0.00	150.00	0
01-00-355-010	Public Utility Realty Tax	4,872.43	4,600.00	0.00	4,692.50	0.00	92.50	102
01-00-355-011	Act 13	1,575.31	1,500.00	0.00	1,934.78	0.00	434.78	129
01-00-355-044	County Sales & Use Tax	346,379.68	355,000.00	37,775.74	384,967.72	0.00	29,967.72	108
01-00-355-080	Beverage Licenses	2,650.00	2,650.00	2,450.00	2,450.00	0.00	200.00 -	92
01-00-355-120	Foreign Casualty Ins Premium	191,676.71	195,000.00	0.00	227,287.64	0.00	32,287.64	117
01-00-355-130	Foreign Fire Ins Premium	43,973.74	45,000.00	0.00	44,005.99	0.00	994.01 -	98
	355 STATE SHARED REVENUE	591,127.87	603,750.00	40,225.74	665,338.63	0.00	61,588.63	110
01-00-361-310	Planning Commission Fees	250.00	500.00	0.00	250.00	0.00	250.00 -	50
01-00-361-340	Zoning Hearing Board Fees	2,000.00	2,000.00	0.00	273.85	0.00	1,726.15 -	14
01-00-361-500	Sale of Publications	2,203.75	2,500.00	210.00	1,946.25	0.00	553.75 -	78
	361 GENERAL GOVERNMENT	4,453.75	5,000.00	210.00	2,470.10	0.00	2,529.90 -	49
01-00-362-011	Federally Forfeited Property	0.00	60,000.00	0.00	0.00	0.00	60,000.00 -	0
01-00-362-100	Police Services	67,449.95	60,000.00	1,110.45	202,723.58	0.00	142,723.58	338
01-00-362-101	Keystone Oaks School Guards	31,496.78	43,755.00	4,041.44	26,403.78	0.00	17,351.22 -	60
01-00-362-410	Building Permits	69,836.40	75,000.00	4,215.50	60,478.58	0.00	14,521.42 -	81
01-00-362-500	Police/Fire False Alarms	650.00	1,000.00	0.00	1,420.00	0.00	420.00	142
	362 PUBLIC SAFETY	169,433.13	239,755.00	9,367.39	291,025.94	0.00	51,270.94	121
01-00-363-210	Parking Fines	4,525.00	6,000.00	640.00	3,790.00	0.00	2,210.00 -	63
01-00-363-510	Penndot Snow Contract	15,742.36	15,000.00	0.00	0.00	0.00	15,000.00 -	0
	363 HIGHWAY AND STREETS	20,267.36	21,000.00	640.00	3,790.00	0.00	17,210.00 -	18
01-00-365-500	ANIMAL CONTROL	15.00	100.00	0.00	20.25	0.00	79.75 -	20
01-00-367-000	CULTURE-RECREATION	2,390.00	2,000.00	0.00	2,390.00	0.00	390.00	120
01-00-367-300	Park Fees	16,000.00	8,000.00	0.00	5,215.00	0.00	2,785.00 -	65

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Castle Shannon Borough
NOVEMBER 2023

<u>Revenue Account</u>	<u>Description</u>	<u>Prior Yr Rev</u>	<u>Anticipated</u>	<u>Curr Rev</u>	<u>YTD Rev</u>	<u>Cancel</u>	<u>Excess/Deficit</u>	<u>% Real</u>
	367 CULTURE-RECREATION	18,390.00	10,000.00	0.00	7,605.00	0.00	2,395.00 -	76
01-00-380-000	MISCELLANEOUS REVENUES	42,280.49	3,500.00	0.00	19,740.45	0.00	16,240.45	564
01-00-380-100	Surplus Vehicle Sale	58,700.00	40,000.00	0.00	46,701.00	0.00	6,701.00	117
01-00-380-101	Tax Certifications/Duplicates	13,563.25	15,000.00	332.00	12,337.00	0.00	2,663.00 -	82
01-00-380-300	Memorial/Community Day Donations	10,527.00	13,000.00	0.00	0.00	0.00	13,000.00 -	0
01-00-380-351	Baldwin Twp/Workers Comp	5,979.00	4,500.00	0.00	0.00	0.00	4,500.00 -	0
01-00-380-400	Health Insurance Contribution	15,043.56	13,000.00	1,325.06	15,824.24	0.00	2,824.24	122
01-00-380-500	Flexible Spending Account	1,166.61	7,000.00	2,064.54 -	119.43 -	0.00	7,119.43 -	2 -
	380 MISCELLANEOUS REVENUES	147,259.91	96,000.00	407.48 -	94,483.26	0.00	1,516.74 -	98
01-00-383-160	Fire Insurance/Demolition Escrow	24,562.57	0.00	0.00	18,908.76	0.00	18,908.76	0
01-00-383-500	ICE CASTLE-ANNUAL ASSESSMENT	20,000.00	20,000.00	0.00	20,000.00	0.00	0.00	100
	383 Total	44,562.57	20,000.00	0.00	38,908.76	0.00	18,908.76	100
01-00-392-362	Transfer from Sanitary Sewer Fund	0.00	150,000.00	0.00	150,000.00	0.00	0.00	100
01-00-399-000	FUND BALANCE FORWARD	1,008,601.52	1,039,170.13	0.00	800,101.90	0.00	239,068.23 -	77
	00 Total	6,350,607.98	7,090,124.27	372,250.63	6,308,325.46	0.00	781,798.81 -	88
01-99-999-999	Cancel Revenue Account	2,662.41	0.00	0.00	0.00	0.00	0.00	0
	GENERAL FUND EXPENDITURES Reven	6,353,270.39	7,090,124.27	372,250.63	6,308,325.46	0.00	781,798.81 -	88

<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Cancel</u>	<u>Balance</u>	<u>% Expd</u>
01-00-000-000	GENERAL FUND EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00	0
01-00-400-000	LEGISLATIVE BODY	0.00	0.00	0.00	0.00	0.00	0.00	0
01-00-400-111	Council Salary	14,583.10	17,500.00	1,041.65	13,958.11	0.00	3,541.89	80
01-00-400-112	Mayor Salary	2,083.30	2,500.00	208.33	2,083.30	0.00	416.70	83
01-00-400-158	Life Insurance	345.60	480.00	28.80	393.60	0.00	86.40	82

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Castle Shannon Borough
NOVEMBER 2023

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<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Cancel</u>	<u>Balance</u>	<u>% Expd</u>
01-00-400-210	Office Supplies	43.54	100.00	0.00	116.32	0.00	16.32 -	116
01-00-400-320	Communication	18,997.71	1,000.00	5,654.90	13,222.53	0.00	12,222.53 -	***
01-00-400-324	Telephone	642.46	720.00	58.52	644.10	0.00	75.90	89
01-00-400-420	Dues & Memberships	2,325.95	2,000.00	0.00	2,148.00	0.00	148.00 -	107
01-00-400-460	Meetings & Conferences	4,573.63	6,000.00	50.00	6,289.87	0.00	289.87 -	105
	400 LEGISLATIVE BODY	43,595.29	30,300.00	7,042.20	38,855.83	0.00	8,555.83 -	128
01-00-401-000	EXECUTIVE	0.00	0.00	0.00	0.00	0.00	0.00	0
01-00-401-121	Salary	85,207.79	96,900.00	7,692.30	93,773.59	0.00	3,126.41	97
01-00-401-122	Pension Contribution	5,846.20	7,650.00	615.40	5,069.26	0.00	2,580.74	66
01-00-401-152	Dental Insurance	447.60	480.00	31.71	396.29	0.00	83.71	83
01-00-401-155	Optical Insurance	107.40	140.00	8.14	72.45	0.00	67.55	52
01-00-401-156	Health/Hospital Insurance	3,803.84	4,453.00	1,015.86	5,557.38	0.00	1,104.38 -	125
01-00-401-158	Life Insurance	827.55	1,100.00	91.95	643.65	0.00	456.35	59
01-00-401-210	Office Supplies	48.05	0.00	0.00	81.96	0.00	81.96 -	0
01-00-401-420	Dues & Memberships	1,582.00	1,500.00	0.00	520.85	0.00	979.15	35
01-00-401-460	Meetings & Conferences	1,258.68	3,000.00	279.00	2,059.72	0.00	940.28	69
	401 EXECUTIVE	99,129.11	115,223.00	9,734.36	108,175.15	0.00	7,047.85	94
01-00-402-000	FINANCIAL ADMINISTRATION	0.00	0.00	0.00	0.00	0.00	0.00	0
01-00-402-311	Auditor Services	18,002.25	21,000.00	0.00	2,800.00	0.00	18,200.00	13
01-00-403-000	TAX COLLECTION	0.00	0.00	0.00	0.00	0.00	0.00	0
01-00-403-114	Real Estate-Current Fees	7,216.81	8,140.00	625.76	7,196.24	0.00	943.76	88
01-00-403-115	Real Estate-Delinquent Fees	5,139.34	5,000.00	0.00	4,104.47	0.00	895.53	82
01-00-403-116	Tax Certification/Duplicate Fees	14,102.00	15,000.00	540.00	12,553.00	0.00	2,447.00	84
01-00-403-158	Life Insurance	43.20	60.00	4.80	52.80	0.00	7.20	88
01-00-403-210	Office Supplies	1,615.38	2,000.00	0.00	1,318.55	0.00	681.45	66
01-00-403-212	Tax Duplicates	2,095.65	2,200.00	0.00	2,073.55	0.00	126.45	94

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Castle Shannon Borough
NOVEMBER 2023

<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Cancel</u>	<u>Balance</u>	<u>% Expd</u>
01-00-403-316	Software Services	1,295.00	1,500.00	0.00	1,295.00	0.00	205.00	86
01-00-403-317	Wage Tax Collection	349.73	500.00	0.00	0.00	0.00	500.00	0
01-00-403-353	Bonds	0.00	5,000.00	0.00	0.00	0.00	5,000.00	0
01-00-403-400	Real Estate-Lien Collection	44,453.12	24,000.00	625.31	23,577.34	0.00	422.66	98
01-00-403-460	Meetings & Conferences	60.00	100.00	0.00	60.00	0.00	40.00	60
01-00-403-500	Tax Refunds	2,111.68	1,500.00	0.00	1,294.72	0.00	205.28	86
01-00-403-501	Act 77 Refunds	1,464.90	1,000.00	0.00	1,672.63	0.00	672.63 -	167
	403 TAX COLLECTION	79,946.81	66,000.00	1,795.87	55,198.30	0.00	10,801.70	84
01-00-404-000	LAW	0.00	0.00	0.00	0.00	0.00	0.00	0
01-00-404-314	Labor Counsel Services	26,847.83	35,000.00	5,764.13	28,959.48	0.00	6,040.52	83
01-00-404-316	Solicitor Retainer	3,750.00	4,500.00	375.00	4,125.00	0.00	375.00	92
01-00-404-317	Solicitor Services	12,124.34	15,000.00	3,689.42	14,518.42	0.00	481.58	97
	404 LAW	42,722.17	54,500.00	9,828.55	47,602.90	0.00	6,897.10	87
01-00-405-000	CLERK/SECRETARY	0.00	0.00	0.00	0.00	0.00	0.00	0
01-00-405-141	Assistant Manager	59,500.00	66,300.00	5,100.00	58,650.00	0.00	7,650.00	88
01-00-405-142	Accounts Payable Clerk	40,538.48	45,000.00	3,461.54	39,807.71	0.00	5,192.29	88
01-00-405-143	Secretary/Part-time Wages	12,645.36	16,640.00	0.00	11,235.68	0.00	5,404.32	68
01-00-405-144	Keystone Community Coordinator	42,335.87	0.00	0.00	1,877.85	0.00	1,877.85 -	0
01-00-405-156	Health/Hospital Insurance	40,800.29	25,500.00	2,567.80	25,328.10	0.00	171.90	99
01-00-405-158	Life Insurance	1,424.24	1,600.00	108.91	1,198.01	0.00	401.99	75
01-00-405-210	Office Supplies	1,357.35	1,000.00	0.00	1,473.13	0.00	473.13 -	147
01-00-405-212	Forms	1,558.86	1,500.00	115.56	2,233.78	0.00	733.78 -	149
01-00-405-325	Postage	2,662.84	2,000.00	1,778.99 -	4,204.70	0.00	2,204.70 -	210
01-00-405-341	Advertising	1,379.15	2,000.00	0.00	5,948.40	0.00	3,948.40 -	297
01-00-405-420	Meetings & Conferences	425.99	500.00	195.00	731.85	0.00	231.85 -	146
	405 CLERK/SECRETARY	204,628.43	162,040.00	9,769.82	152,689.21	0.00	9,350.79	94

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Castle Shannon Borough
NOVEMBER 2023

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<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Cancel</u>	<u>Balance</u>	<u>% Expd</u>
01-00-406-000	PERSONNEL ADMINISTRATION	0.00	0.00	0.00	0.00	0.00	0.00	0
01-00-406-100	Employee Hiring Costs	423.70	500.00	1,014.26	1,458.26	0.00	958.26 -	292
01-00-406-159	Asst Mgmt-ICMA	0.00	2,000.00	0.00	2,000.00	0.00	0.00	100
01-00-406-160	Pension/Retirement	151,612.13	207,238.00	351.96	204,690.68	0.00	2,547.32	99
01-00-406-161	F I C A	91,008.78	105,000.00	8,662.60	96,828.11	0.00	8,171.89	92
01-00-406-163	Ambulance Subscriptions	80.00	150.00	0.00	0.00	0.00	150.00	0
01-00-406-164	Employer FSA Contributions	4,329.23	5,000.00	0.00	4,274.13	0.00	725.87	85
01-00-406-316	Payroll Service	12,751.38	14,500.00	946.24	13,304.39	0.00	1,195.61	92
01-00-406-350	Insurance & Bonding	70,795.85	100,683.00	5,952.11	78,354.04	0.00	22,328.96	78
01-00-406-354	Workers Compensation	143,208.34	125,000.00	10,968.00	120,413.61	0.00	4,586.39	96
	406 PERSONNEL ADMINISTRATION	474,209.41	560,071.00	27,895.17	521,323.22	0.00	38,747.78	93
01-00-407-000	DATA PROCESSING	0.00	0.00	0.00	0.00	0.00	0.00	0
01-00-407-201	Computer Supplies	119.99	100.00	0.00	229.98	0.00	129.98 -	230
01-00-407-202	Copier Supplies	348.46	500.00	0.00	87.74	0.00	412.26	18
01-00-407-203	Website Maintenance	221.34	500.00	37.17	208.34	0.00	291.66	42
01-00-407-316	Software Services	5,142.92	4,000.00	0.00	4,061.32	0.00	61.32 -	102
01-00-407-374	Computer Maintenance Agreement	15,308.49	18,000.00	1,627.50	16,745.30	0.00	1,254.70	93
01-00-407-375	Copier Maintenance Agreement	4,223.50	4,000.00	41.58	2,973.59	0.00	1,026.41	74
01-00-407-377	Printer Maintenance	182.62	250.00	0.00	193.44	0.00	56.56	77
01-00-407-452	Contracted Services	432.90	648.00	0.00	265.95	0.00	382.05	41
01-00-407-700	Computer/Fax	2,316.09	350.00	101.88	574.19	0.00	224.19 -	164
	407 DATA PROCESSING	28,296.31	28,348.00	1,808.13	25,339.85	0.00	3,008.15	89
01-00-408-000	ENGINEER	0.00	0.00	0.00	0.00	0.00	0.00	0
01-00-408-316	Engineer Service Fees	22,856.88	25,000.00	2,318.52	32,706.34	0.00	7,706.34 -	131
01-00-409-000	GENERAL GOVERNMENT BUILDINGS	0.00	0.00	0.00	0.00	0.00	0.00	0
01-00-409-141	Custodian Wages	5,928.66	8,000.00	526.89	6,009.25	0.00	1,990.75	75

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Castle Shannon Borough
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<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Cancel</u>	<u>Balance</u>	<u>% Expd</u>
01-00-409-220	Operating Supplies	3,053.01	4,000.00	181.70	7,120.42	0.00	3,120.42 -	178
01-00-409-260	Small Tools & Minor Equipment	507.70	800.00	137.58	1,001.36	0.00	201.36 -	125
01-00-409-321	Telephone	6,590.58	8,000.00	596.90	8,503.32	0.00	503.32 -	106
01-00-409-325	Internet Fees	0.00	650.00	121.85	670.97	0.00	20.97 -	103
01-00-409-361	Electricity	26,407.96	28,000.00	2,022.33	30,779.75	0.00	2,779.75 -	110
01-00-409-362	Gas	11,202.73	13,500.00	529.14	6,799.21	0.00	6,700.79	50
01-00-409-364	Sewage	1,236.86	1,200.00	149.57	1,607.14	0.00	407.14 -	134
01-00-409-366	Water	2,010.71	2,100.00	271.73	2,745.77	0.00	645.77 -	131
01-00-409-373	Repairs to Building	24,686.39	25,750.00	0.00	29,909.53	0.00	4,159.53 -	116
01-00-409-376	Landscaping Materials	0.00	1,000.00	101.43	1,055.73	0.00	55.73 -	106
01-00-409-377	Heating System Maintenance	2,655.00	2,100.00	0.00	0.00	0.00	2,100.00	0
01-00-409-452	Contracted Services	21,179.28	22,000.00	1,553.03	28,116.21	0.00	6,116.21 -	128
01-00-409-453	Furniture & Equipment	602.09	10,000.00	0.00	3,676.53	0.00	6,323.47	37
	409 GENERAL GOVERNMENT BUILDING	106,060.97	127,100.00	6,192.15	127,995.19	0.00	895.19 -	101
01-00-410-000	POLICE	0.00	0.00	0.00	0.00	0.00	0.00	0
01-00-410-122	Chief's Salary	127,545.14	145,173.00	11,167.04	129,258.49	0.00	15,914.51	89
01-00-410-123	Lieutenant's Wages	200,616.24	231,067.00	19,941.92	206,688.72	0.00	24,378.28	89
01-00-410-131	Sargeant's Wages	366,196.46	436,164.00	31,035.96	375,593.52	0.00	60,570.48	86
01-00-410-132	Patrolman's Wages	602,072.82	637,985.00	50,716.40	594,289.53	0.00	43,695.47	93
01-00-410-140	Parking Enforcement Officer	11,933.60	14,661.00	1,112.64	12,057.56	0.00	2,603.44	82
01-00-410-141	Clerk's Wages	39,837.60	46,670.00	3,587.20	41,472.40	0.00	5,197.60	89
01-00-410-142	School Guard Wages	54,209.25	86,776.00	6,138.72	54,226.45	0.00	32,549.55	62
01-00-410-152	Dental Insurance	15,176.06	18,000.00	1,193.40	13,183.31	0.00	4,816.69	73
01-00-410-155	Optical Insurance	3,050.18	3,600.00	256.41	2,810.01	0.00	789.99	78
01-00-410-156	Health/Hospital Insurance	173,993.63	216,000.00	19,592.47	190,741.83	0.00	25,258.17	88
01-00-410-158	Life Insurance	5,861.39	15,600.00	781.66	8,239.51	0.00	7,360.49	53
01-00-410-160	Pension/Retirement	313,093.00	353,613.00	4,716.90 -	348,896.10	0.00	4,716.90	99

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Castle Shannon Borough
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<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Cancel</u>	<u>Balance</u>	<u>% Expd</u>
01-00-410-161	Chief's Pension	16,893.31	21,800.00	1,675.06	18,425.66	0.00	3,374.34	85
01-00-410-163	Ambulance Subscriptions	0.00	80.00	0.00	0.00	0.00	80.00	0
01-00-410-179	Court Time	10,888.86	30,000.00	1,339.20	11,678.46	0.00	18,321.54	39
01-00-410-182	Longevity	45,728.06	63,800.00	5,043.21	48,053.34	0.00	15,746.66	75
01-00-410-183	Overtime	62,862.08	85,000.00	9,345.72	76,124.52	0.00	8,875.48	90
01-00-410-187	Special Detail	54,425.33	70,000.00	2,391.09	151,625.95	0.00	81,625.95 -	217
01-00-410-188	Holiday Pay	36,437.32	52,000.00	34,631.44	34,631.44	0.00	17,368.56	67
01-00-410-189	Vacation Buy Back	185.00	12,000.00	0.00	0.00	0.00	12,000.00	0
01-00-410-190	Sick Days Buy Back	450.00	42,000.00	0.00	6,675.00	0.00	35,325.00	16
01-00-410-191	Uniform Allowance/Police	19,816.91	19,000.00	0.00	19,998.59	0.00	998.59 -	105
01-00-410-192	Uniform Allowance/School Guard	804.32	2,800.00	90.99	1,309.94	0.00	1,490.06	47
01-00-410-210	Office Supplies	3,918.28	5,000.00	200.47	2,692.05	0.00	2,307.95	54
01-00-410-212	Forms	561.28	400.00	84.70	84.70	0.00	315.30	21
01-00-410-213	Minor Equipment	5,843.00	8,000.00	122.89	8,122.89	0.00	122.89 -	102
01-00-410-220	Operating Supplies	9,268.88	7,000.00	0.00	7,192.26	0.00	192.26 -	103
01-00-410-231	Vehicle Fuel	34,611.47	35,000.00	3,242.90	29,001.06	0.00	5,998.94	83
01-00-410-239	Tires	4,607.84	3,000.00	0.00	3,801.20	0.00	801.20 -	127
01-00-410-240	Other Operating Supplies/D.A.R	2,260.04	3,000.00	0.00	2,999.90	0.00	0.10	100
01-00-410-316	Software Services	76,127.41	94,712.70	9,476.53	88,280.34	0.00	6,432.36	93
01-00-410-321	Telephone	3,817.25	7,000.00	187.48	5,433.58	0.00	1,566.42	78
01-00-410-322	MDT Air Cards	3,201.23	4,000.00	280.07	3,259.79	0.00	740.21	81
01-00-410-324	Mobile Phone	1,667.62	2,030.85	141.31	1,536.47	0.00	494.38	76
01-00-410-325	Postage	425.41	700.00	0.00	257.73	0.00	442.27	37
01-00-410-326	Court Parking	177.00	150.00	0.00	133.00	0.00	17.00	89
01-00-410-327	Police Radio Maintenance	792.46	2,000.00	202.99	1,292.33	0.00	707.67	65
01-00-410-328	Police Radio Installation	1,201.04	4,000.00	0.00	4,000.00	0.00	0.00	100
01-00-410-374	Vehicle Repair/Parts	20,364.19	30,000.00	8,755.55	27,226.74	0.00	2,773.26	91
01-00-410-375	Speed Control Equipment	993.73	2,500.00	0.00	1,762.14	0.00	737.86	70

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Castle Shannon Borough
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<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Cancel</u>	<u>Balance</u>	<u>% Expd</u>
01-00-410-377	Copier Maintenance	2,911.35	3,500.00	36.32	971.44	0.00	2,528.56	28
01-00-410-420	Dues	1,575.00	3,000.00	50.00	795.00	0.00	2,205.00	26
01-00-410-451	Contract Vehicle Service	0.00	0.00	128.40	263.40	0.00	263.40 -	0
01-00-410-452	Animal Control Service	16,867.70	35,000.00	0.00	17,178.00	0.00	17,822.00	49
01-00-410-453	Contracted Services	2,710.00	3,000.00	420.00	1,583.40	0.00	1,416.60	53
01-00-410-460	Meetings and Conferences	3,366.07	4,500.00	5,030.96	7,506.34	0.00	3,006.34 -	167
01-00-410-461	Officer Training	12,498.22	14,000.00	809.19	14,432.25	0.00	432.25 -	103
01-00-410-462	Education Reimbursement	0.00	5,000.00	0.00	0.00	0.00	5,000.00	0
01-00-410-542	Community Programs	909.27	2,000.00	718.06	1,889.60	0.00	110.40	94
01-00-410-741	Police Vehicle Purchase	0.00	0.00	0.00	10,390.00	0.00	10,390.00 -	0
01-00-410-742	Computer	11,078.72	16,000.00	23.82 -	8,064.31	0.00	7,935.69	50
01-00-410-743	Computer Maintenance	12,341.08	18,000.00	1,200.00	16,632.00	0.00	1,368.00	92
01-00-410-744	MDT-Lap Tops	13,290.91	14,000.00	0.00	10,368.26	0.00	3,631.74	74
01-00-410-745	Speed Monitor Trailors	4,500.00	0.00	0.00	0.00	0.00	0.00	0
01-00-410-747	Speed Monitor Maintenance	4,986.68	4,500.00	0.00	5,547.50	0.00	1,047.50 -	123
01-00-410-748	K-9 Expense	2,731.87	5,000.00	88.99	5,421.94	0.00	421.94 -	108
01-00-410-749	K-9 Handler	2,695.00	3,500.00	245.00	2,450.00	0.00	1,050.00	70
01-00-410-752	Truck Inspection	950.00	1,000.00	0.00	1,004.07	0.00	4.07 -	100
01-00-410-753	AED Maintenance	725.00	3,000.00	0.00	1,807.59	0.00	1,192.41	60
01-00-410-754	Asset Forfeiture Purchases	52,100.44	60,000.00	0.00	0.00	0.00	60,000.00	0
	410 POLICE	2,478,152.00	3,007,282.55	226,721.62	2,639,361.61	0.00	367,920.94	88
01-00-411-000	FIRE	0.00	0.00	0.00	0.00	0.00	0.00	0
01-00-411-163	VFD Relief Assoc.	43,973.74	44,000.00	0.00	44,005.99	0.00	5.99 -	100
01-00-411-363	Hydrant Service	23,272.28	28,000.00	2,415.70	23,959.02	0.00	4,040.98	86
01-00-411-383	Fire Department Warehouse Lease	0.00	40,000.00	3,333.33	21,112.41	0.00	18,887.59	53
01-00-411-550	Fire Department Donation	87,184.31	75,000.00	0.00	75,000.00	0.00	0.00	100
	411 FIRE	154,430.33	187,000.00	5,749.03	164,077.42	0.00	22,922.58	88

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Castle Shannon Borough
NOVEMBER 2023

<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Cancel</u>	<u>Balance</u>	<u>% Expd</u>
01-00-412-530	Ambulance/Rescue Assessment	132,428.00	128,000.00	0.00	124,761.48	0.00	3,238.52	97
01-00-412-531	EM Equipment/Training	3,504.65	3,500.00	0.00	400.00	0.00	3,100.00	11
	412 Total	135,932.65	131,500.00	0.00	125,161.48	0.00	6,338.52	95
01-00-413-000	PROTECTIVE INSPECTION	0.00	0.00	0.00	0.00	0.00	0.00	0
01-00-413-130	Building Official Wages	51,652.02	61,405.00	5,067.26	59,105.82	0.00	2,299.18	96
01-00-413-131	Building Official	4,857.43	0.00	0.00	0.00	0.00	0.00	0
01-00-413-133	Code Enforcement Officer	19,384.68	0.00	0.00	0.00	0.00	0.00	0
01-00-413-134	Building & Codes Assistant	0.00	48,000.00	2,550.00	29,660.64	0.00	18,339.36	62
01-00-413-143	Secretary Wages	34,007.20	45,000.00	3,462.40	39,788.98	0.00	5,211.02	88
01-00-413-152	Dental Insurance	1,254.77	2,760.00	96.96	1,357.44	0.00	1,402.56	49
01-00-413-155	Optical Insurance	245.96	552.00	20.35	161.64	0.00	713.64	29
01-00-413-156	Hospital Insurance	20,475.09	32,400.00	1,468.59	17,463.49	0.00	14,936.51	54
01-00-413-158	Life Insurance	664.86	800.00	44.34	594.06	0.00	205.94	74
01-00-413-163	Ambulance Subscriptions	0.00	80.00	0.00	0.00	0.00	80.00	0
01-00-413-210	Office Supplies	509.94	300.00	75.70	296.26	0.00	3.74	99
01-00-413-212	Forms	162.00	150.00	0.00	117.00	0.00	33.00	78
01-00-413-220	Operating Supplies	1,088.26	2,400.00	354.37	1,550.24	0.00	849.76	65
01-00-413-324	Mobile Phone	1,431.06	1,600.00	124.45	1,242.46	0.00	357.54	78
01-00-413-325	Postage	873.51	1,000.00	43.28	616.25	0.00	383.75	62
01-00-413-374	Vehicle Repairs	761.17	1,000.00	0.00	605.98	0.00	394.02	61
01-00-413-375	Fuel	1,582.27	1,500.00	97.81	1,476.10	0.00	23.90	98
01-00-413-420	Dues	1,215.49	1,200.00	150.00	1,052.00	0.00	148.00	88
01-00-413-452	Contracted Outside Services	27,562.04	50,000.00	3,250.00	22,288.27	0.00	27,711.73	45
01-00-413-460	Meetings & Conferences	3,146.66	3,000.00	0.00	3,766.18	0.00	766.18	126
	413 PROTECTIVE INSPECTION	170,874.41	253,147.00	16,805.51	180,819.53	0.00	72,327.47	71
01-00-414-000	PLANNING & ZONING	0.00	0.00	0.00	0.00	0.00	0.00	0

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Castle Shannon Borough
NOVEMBER 2023

<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Cancel</u>	<u>Balance</u>	<u>% Expd</u>
01-00-414-212	Forms	112.86	500.00	0.00	0.00	0.00	500.00	0
01-00-414-314	Special Legal Services	0.00	2,000.00	0.00	157.00	0.00	1,843.00	8
01-00-414-341	Advertising	1,207.95	1,500.00	0.00	301.20	0.00	1,198.80	20
01-00-414-420	Dues	919.00	800.00	0.00	852.00	0.00	52.00 -	106
01-00-414-500	Refunds	0.00	1,500.00	0.00	0.00	0.00	1,500.00	0
	414 PLANNING & ZONING	2,239.81	6,300.00	0.00	1,310.20	0.00	4,989.80	21
01-00-427-000	SOLID WASTE COLLECTION	0.00	0.00	0.00	0.00	0.00	0.00	0
01-00-427-450	Garbage Hauling	393,671.37	500,000.00	46,914.49	393,513.88	0.00	106,486.12	79
01-00-427-451	Recycling Collection	47,947.60	50,000.00	4,200.02	47,773.06	0.00	2,226.94	96
01-00-427-452	Leaf Collection	3,192.42	13,000.00	0.00	0.00	0.00	13,000.00	0
01-00-427-453	Fire Dept. Site Glass Pickup	4,227.60	5,000.00	400.00	4,400.00	0.00	600.00	88
	427 SOLID WASTE COLLECTION	449,038.99	568,000.00	51,514.51	445,686.94	0.00	122,313.06	78
01-00-430-000	HIGHWAY MAINTENANCE-GENERAL	0.00	0.00	0.00	0.00	0.00	0.00	0
01-00-430-142	Driver's Wages	328,010.66	460,000.00	35,318.80	404,657.60	0.00	55,342.40	88
01-00-430-143	Part-time Seasonal Workers	11,332.50	12,000.00	0.00	12,908.13	0.00	908.13 -	108
01-00-430-152	Dental Insurance	8,098.97	9,000.00	678.72	7,465.92	0.00	1,534.08	83
01-00-430-155	Optical Insurance	1,587.56	1,700.00	142.45	1,566.95	0.00	133.05	92
01-00-430-156	Health/Hospital Insurance	75,158.87	82,000.00	9,027.57	86,112.51	0.00	4,112.51 -	105
01-00-430-158	Life Insurance	2,527.97	4,000.00	313.60	3,449.60	0.00	550.40	86
01-00-430-163	Ambulance Subscription	0.00	300.00	0.00	80.00	0.00	220.00	27
01-00-430-182	Longevity	3,950.00	5,000.00	410.00	4,085.00	0.00	915.00	82
01-00-430-183	Overtime	38,171.70	5,000.00	840.12	20,584.84	0.00	15,584.84 -	412
01-00-430-190	Sick Time Bonus	0.00	2,800.00	0.00	1,500.00 -	0.00	4,300.00	54 -
01-00-430-210	Office Supplies	0.00	100.00	0.00	13.00	0.00	87.00	13
01-00-430-220	Operating Supplies	5,871.44	7,013.38	230.93	9,241.73	0.00	2,228.35 -	132
01-00-430-231	Gasoline	4,672.26	6,756.02	388.39	2,959.75	0.00	3,796.27	44

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Castle Shannon Borough
NOVEMBER 2023

<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Cancel</u>	<u>Balance</u>	<u>% Expd</u>
01-00-430-232	Diesel Fuel	14,098.53	12,000.00	968.74	10,546.36	0.00	1,453.64	88
01-00-430-238	Clothing & Uniforms	9,722.06	7,500.00	982.27	9,409.90	0.00	1,909.90 -	125
01-00-430-239	Tires	46.00	6,500.00	306.00	4,161.07	0.00	2,338.93	64
01-00-430-251	Vehicle Repair/Maintenace	15,606.94	15,000.00	3,670.28	21,466.61	0.00	6,466.61 -	143
01-00-430-260	Small Tools & Equipment	7,283.50	7,092.00	1,169.98	11,092.11	0.00	4,000.11 -	156
01-00-430-321	Telephone	4,194.37	4,500.00	260.57	2,775.25	0.00	1,724.75	62
01-00-430-324	Mobile Phone	422.14	550.00	42.22	457.12	0.00	92.88	83
01-00-430-327	Radio Equipment Maintenance	885.01	1,000.00	0.00	1,936.20	0.00	936.20 -	194
01-00-430-361	Electricity	1,665.15	2,414.63	175.75	2,009.99	0.00	404.64	83
01-00-430-362	Gas	4,128.32	5,848.70	0.00	2,785.31	0.00	3,063.39	48
01-00-430-364	Sewage Charges	484.32	600.00	0.00	532.70	0.00	67.30	89
01-00-430-366	Water	530.36	720.00	0.00	0.00	0.00	720.00	0
01-00-430-373	Building Repair	3,407.00	3,500.00	0.00	2,237.37	0.00	1,262.63	64
01-00-430-374	Equipment Repair	18,981.27	20,000.00	168.20	5,990.31	0.00	14,009.69	30
01-00-430-453	Contracted Tree Removal	0.00	5,000.00	0.00	2,000.00	0.00	3,000.00	40
01-00-430-454	PA One Call Service	495.35	600.00	44.06	294.32	0.00	305.68	49
01-00-430-460	Meetings & Conferences	1,211.00	1,500.00	0.00	1,318.00	0.00	182.00	88
	430 HIGHWAY MAINTENANCE-GENERA	562,543.25	689,994.73	55,138.85	630,637.65	0.00	59,357.08	91
01-00-432-000	HIGHWAY MAINTENANCE-SNOW & ICE	0.00	0.00	0.00	0.00	0.00	0.00	0
01-00-432-221	Calcium Chloride	980.00	1,000.00	0.00	2,049.55	0.00	1,049.55 -	205
01-00-433-000	HIGHWAY MAINTENANCE-SIDEWALKS	0.00	0.00	0.00	0.00	0.00	0.00	0
01-00-433-220	Signs	7,159.74	20,203.87	2,369.70	6,902.59	0.00	13,301.28	34
01-00-433-361	Electricity	2,844.43	3,800.00	251.97	2,718.17	0.00	1,081.83	72
01-00-433-374	Equipment Repair	1,749.05	2,000.00	0.00	2,390.00	0.00	390.00 -	120
01-00-433-376	Crosswalk Paint	0.00	20,000.00	0.00	0.00	0.00	20,000.00	0
	433 HIGHWAY MAINTENANCE-SIDEWAL	11,753.22	46,003.87	2,621.67	12,010.76	0.00	33,993.11	26

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<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Cancel</u>	<u>Balance</u>	<u>% Expd</u>
01-00-435-000	HWY MAINTENANCE-STREETSCAPE	0.00	0.00	0.00	0.00	0.00	0.00	0
01-00-435-220	Crosswalk Paint	5,108.95	0.00	0.00	1,750.63	0.00	1,750.63 -	0
01-00-435-251	Decorative St. Light Repair	0.00	5,000.00	1,865.00	5,145.00	0.00	145.00 -	103
01-00-435-253	Brick Repair and Replacement	0.00	5,000.00	0.00	994.04	0.00	4,005.96	20
01-00-435-255	Banner/Flag Repair and Replacement	0.00	8,000.00	0.00	3,172.80	0.00	4,827.20	40
01-00-435-258	Landscaping/Planting	0.00	5,000.00	0.00	2,247.98	0.00	2,752.02	45
01-00-435-259	Street Furniture Maintenance	0.00	5,000.00	354.00	354.00	0.00	4,646.00	7
01-00-435-260	Curb and Line Painting	0.00	5,000.00	0.00	0.00	0.00	5,000.00	0
	435 HWY MAINTENANCE-STREETSCAPE	5,108.95	33,000.00	2,219.00	13,864.45	0.00	19,335.55	41
01-00-436-000	HWY MAINTENANCE-STORM SEWERS	0.00	0.00	0.00	0.00	0.00	0.00	0
01-00-436-374	Storm Sewer Repair	19,512.50	35,000.00	0.00	38,982.13	0.00	3,982.13 -	111
01-00-438-000	HWY MAINTENANCE-HWYS & BRIDGES	0.00	0.00	0.00	0.00	0.00	0.00	0
01-00-438-220	Operating Supplies	1,840.00	2,000.00	0.00	343.36	0.00	1,656.64	17
01-00-438-221	Cold Patch	2,592.24	4,000.00	264.64	1,822.04	0.00	2,177.96	46
	438 HWY MAINTENANCE-HWYS & BRIDGES	4,432.24	6,000.00	264.64	2,165.40	0.00	3,834.60	36
01-00-451-000	CULTURE & RECREATION	0.00	0.00	0.00	0.00	0.00	0.00	0
01-00-451-200	Decorative St. Banners	0.00	6,000.00	0.00	0.00	0.00	6,000.00	0
01-00-451-300	Entertainment Services	260.00	8,000.00	0.00	776.00	0.00	7,224.00	10
01-00-451-450	Rec. Share - Dormont Pool	0.00	4,000.00	0.00	3,745.00	0.00	255.00	94
	451 CULTURE & RECREATION	260.00	18,000.00	0.00	4,521.00	0.00	13,479.00	25
01-00-454-000	PARKS	0.00	0.00	0.00	0.00	0.00	0.00	0
01-00-454-120	Summer Recreation Director	2,730.00	2,780.00	0.00	2,490.00	0.00	290.00	90
01-00-454-121	Supervisor's Wages	1,815.00	2,000.00	0.00	1,290.00	0.00	710.00	64
01-00-454-141	Recreation Counselors Wages	5,593.50	6,000.00	0.00	8,839.68	0.00	2,839.68 -	147
01-00-454-142	Security Officer	2,450.00	2,100.00	0.00	2,100.00	0.00	0.00	100

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<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Cancel</u>	<u>Balance</u>	<u>% Expd</u>
01-00-454-220	Operating Supplies	6,079.42	6,500.00	0.00	6,132.28	0.00	367.72	94
01-00-454-221	Recreation Program	5,728.62	2,000.00	0.00	1,605.46	0.00	394.54	80
01-00-454-252	Repair Material	85.63	1,000.00	6.79	202.31	0.00	797.69	20
01-00-454-260	Minor Equipment	82.97	500.00	40.99	116.70	0.00	383.30	23
01-00-454-361	Electricity	1,228.01	1,500.00	88.37	1,141.90	0.00	358.10	76
01-00-454-364	Sewage	699.02	600.00	70.07	342.88	0.00	257.12	57
01-00-454-366	Water	1,632.70	1,600.00	174.15	880.75	0.00	719.25	55
01-00-454-373	Repairs to Building	3,040.00	5,000.00	0.00	2,934.50	0.00	2,065.50	59
01-00-454-374	Park Maintenance	1,952.30	3,000.00	3,851.90	11,501.45	0.00	8,501.45 -	383
01-00-454-375	Tree Removal	0.00	2,000.00	0.00	251.51	0.00	1,748.49	13
01-00-454-376	Landscaping	8,959.58	7,500.00	35.00	9,288.42	0.00	1,788.42 -	124
01-00-454-500	Refunds	5,100.00	5,000.00	0.00	1,900.00	0.00	3,100.00	38
01-00-454-540	CSYA Donation	1,000.00	0.00	0.00	0.00	0.00	0.00	0
	454 PARKS	48,176.75	49,080.00	4,267.27	51,017.84	0.00	1,937.84 -	104
01-00-455-000	TREES	0.00	0.00	0.00	0.00	0.00	0.00	0
01-00-455-700	Street Tree Maintenance	0.00	2,500.00	0.00	2,400.00	0.00	100.00	96
01-00-455-701	Tree Planting Program	0.00	15,000.00	0.00	0.00	0.00	15,000.00	0
	455 TREES	0.00	17,500.00	0.00	2,400.00	0.00	15,100.00	14
01-00-457-000	CIVIL & MILITARY CELEBRATIONS	0.00	0.00	0.00	0.00	0.00	0.00	0
01-00-457-540	Civic Group Contributions	400.00	30,000.00	0.00	3,950.00	0.00	26,050.00	13
01-00-457-543	Memorial Day	23,722.91	2,000.00	0.00	1,192.54	0.00	807.46	60
01-00-457-546	Community Day	0.00	22,000.00	0.00	14,000.00	0.00	8,000.00	64
	457 CIVIL & MILITARY CELEBRATIONS	24,122.91	54,000.00	0.00	19,142.54	0.00	34,857.46	35
01-00-463-000	ECONOMIC DEVELOPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0
01-00-463-112	Department Wages	0.00	48,824.00	3,755.70	41,312.70	0.00	7,511.30	85

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<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Cancel</u>	<u>Balance</u>	<u>% Expd</u>
01-00-463-196	Health/Hospital Insurance	0.00	6,132.00	644.63	6,143.73	0.00	11.73 -	100
01-00-463-198	Life Insurance	0.00	630.00	52.20	574.20	0.00	55.80	91
01-00-463-248	Development Supplies	0.00	2,000.00	50.00	864.48	0.00	1,135.52	43
01-00-463-310	Professional Services	0.00	25,000.00	165.00	7,160.00	0.00	17,840.00	29
01-00-463-341	Advertising	0.00	2,500.00	0.00	19.00	0.00	2,481.00	1
01-00-463-420	Dues & Memberships	0.00	1,000.00	0.00	1,115.00	0.00	115.00 -	112
01-00-463-453	Website Maintenance	0.00	1,000.00	0.00	1,000.00	0.00	0.00	100
01-00-463-454	Community Events	0.00	5,000.00	2,218.00	2,435.97	0.00	2,564.03	49
01-00-463-460	Meetings & Conferences	0.00	1,500.00	0.00	969.65	0.00	530.35	65
	463 ECONOMIC DEVELOPMENT	0.00	93,586.00	6,885.53	61,594.73	0.00	31,991.27	66
01-00-481-000	INTERGOVERNMENTAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00	0
01-00-481-510	Shacog/Dues	0.00	10,000.00	0.00	800.00	0.00	9,200.00	8
01-00-492-000	INTERFUND OPERATING TRANSFERS	0.00	0.00	0.00	0.00	0.00	0.00	0
01-00-492-210	Transfer to Emp/Ret Sinking	76,500.00	100,000.00	0.00	85,000.00	0.00	15,000.00	85
01-00-492-220	Transfer to General Oblig Bond	25.00	0.00	0.00	0.00	0.00	0.00	0
01-00-492-221	Transfer to Capital Reserve Fund	0.00	150,000.00	0.00	0.00	0.00	150,000.00	0
	492 INTERFUND OPERATING TRANSFER	76,525.00	250,000.00	0.00	85,000.00	0.00	165,000.00	34
	00 GENERAL FUND EXPENDITURES	5,263,530.64	6,645,976.15	448,572.20	5,593,089.22	0.00	1,052,886.93	84
	GENERAL FUND EXPENDITUR Expendit	5,263,530.64	6,645,976.15	448,572.20	5,593,089.22	0.00	1,052,886.93	84
	01 GENERAL FUND EXPENDITURES		Prior	Current	YTD			
	Revenues:		6,353,270.39	372,250.63	6,308,325.46			
	Expenditures:		5,263,530.64	448,572.20	5,593,089.22			
	Net Income:		1,089,739.75	76,321.57 -	715,236.24			

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<u>Revenue Account</u>	<u>Description</u>	<u>Prior Yr Rev</u>	<u>Anticipated</u>	<u>Curr Rev</u>	<u>YTD Rev</u>	<u>Cancel</u>	<u>Excess/Deficit</u>	<u>% Real</u>
02-00-301-100	Real Estate Taxes-Current	101,641.13	112,000.00	215.08	97,921.76	0.00	14,078.24 -	87
02-00-301-500	Real Estate Taxes-Liened	5,288.05	4,500.00	0.00	2,985.13	0.00	1,514.87 -	66
	301 REAL ESTATE TAXES	106,929.18	116,500.00	215.08	100,906.89	0.00	15,593.11 -	87
02-00-399-000	FUND BALANCE FORWARD	58,478.23	71,907.17	0.00	48,781.19	0.00	23,125.98 -	68
	00 Total	165,407.41	188,407.17	215.08	149,688.08	0.00	38,719.09 -	79
	STREET LIGHTING FUND Revenue Total:	165,407.41	188,407.17	215.08	149,688.08	0.00	38,719.09 -	79

<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Cancel</u>	<u>Balance</u>	<u>% Expd</u>
02-00-000-000	STREET LIGHTING FUND	0.00	0.00	0.00	0.00	0.00	0.00	0
02-00-403-500	Tax Refunds	0.00	150.00	0.00	0.00	0.00	150.00	0
02-00-434-000	STREET LIGHTING EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00	0
02-00-434-361	Electricity	99,201.59	114,000.00	10,174.83	100,008.70	0.00	13,991.30	88
02-00-434-362	LED Conversion	0.00	45,000.00	0.00	0.00	0.00	45,000.00	0
	434 STREET LIGHTING EXPENDITURES	99,201.59	159,000.00	10,174.83	100,008.70	0.00	58,991.30	63
	00 STREET LIGHTING FUND	99,201.59	159,150.00	10,174.83	100,008.70	0.00	59,141.30	63
	STREET LIGHTING FUND Expenditure Total:	99,201.59	159,150.00	10,174.83	100,008.70	0.00	59,141.30	63

02 STREET LIGHTING FUND	Prior	Current	YTD
Revenues:	165,407.41	215.08	149,688.08
Expenditures:	99,201.59	10,174.83	100,008.70
Net Income:	66,205.82	9,959.75 -	49,679.38

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<u>Revenue Account</u>	<u>Description</u>	<u>Prior Yr Rev</u>	<u>Anticipated</u>	<u>Curr Rev</u>	<u>YTD Rev</u>	<u>Cancel</u>	<u>Excess/Deficit</u>	<u>% Real</u>
08-00-341-000	Interest Earnings	1,530.92	1,150.00	389.22	3,920.32	0.00	2,770.32	341
08-00-341-001	PLGIT Interest	7,473.81	0.00	2,003.28	24,280.71	0.00	24,280.71	0
	341 Interest Earnings	9,004.73	1,150.00	2,392.50	28,201.03	0.00	27,051.03	341
08-00-351-010	COVID 19-ARPA	432,700.10	535,356.22	0.00	0.00	0.00	535,356.22 -	0
08-00-354-100	ALCOSAN Grow Grant	219,360.00 -	0.00	0.00	0.00	0.00	0.00	0
08-00-354-110	South McCully Sewer Repairs	204,000.00	0.00	0.00	0.00	0.00	0.00	0
	354 STATE CAPITAL/OPERATING GRAN	15,360.00 -	0.00	0.00	0.00	0.00	0.00	0
08-00-364-110	Sewage Tap-in Fee	74,625.00	15,000.00	0.00	0.00	0.00	15,000.00 -	0
08-00-364-111	Dye Test Fees	5,850.00	7,000.00	350.00	4,350.00	0.00	2,650.00 -	62
08-00-364-121	Delinquent Sewage Collections	262,202.80	225,000.00	25,172.93	216,003.01	0.00	8,996.99 -	96
08-00-364-123	Sewage Billing Collections	2,031,281.59	2,200,000.00	210,970.42	2,068,638.36	0.00	131,361.64 -	94
08-00-364-600	Alcosan Billing Refund	10,380.96	11,000.00	0.00	11,003.70	0.00	3.70	100
	364 SANITATION	2,384,340.35	2,458,000.00	236,493.35	2,299,995.07	0.00	158,004.93 -	94
08-00-399-000	Fund Balance Forward	3,750,951.15	3,925,103.81	0.00	3,878,232.07	0.00	46,871.74 -	99
	00 Total	6,561,636.33	6,919,610.03	238,885.85	6,206,428.17	0.00	713,181.86 -	89
	SANITARY SEWER FUND Revenue Total:	6,561,636.33	6,919,610.03	238,885.85	6,206,428.17	0.00	713,181.86 -	89

<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Cancel</u>	<u>Balance</u>	<u>% Expd</u>
08-00-429-000	WASTEWATER COLLECTION	0.00	0.00	0.00	0.00	0.00	0.00	0
08-00-429-220	Operating Supplies	1,604.48	3,000.00	200.09	2,665.65	0.00	334.35	89
08-00-429-231	Gasoline	1,114.29	1,000.00	97.44	1,874.32	0.00	874.32 -	187
08-00-429-238	Clothing & Uniforms	39.99	200.00	0.00	35.00	0.00	165.00	18
08-00-429-250	Vehicle Repair Supplies	499.14	1,000.00	0.00	2,750.15	0.00	1,750.15 -	275
08-00-429-260	Small Tools & Equipment	75.98	150.00	0.00	173.99	0.00	23.99 -	116

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<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Cancel</u>	<u>Balance</u>	<u>% Expd</u>
08-00-429-302	Line Cleaning & CCTV Inspect	5,298.51	15,000.00	0.00	4,110.58	0.00	10,889.42	27
08-00-429-306	Structural Repairs	82,876.10	325,000.00	3,114.22	74,876.45	0.00	250,123.55	23
08-00-429-314	EPA SSO Flow Monitoring	0.00	30,000.00	0.00	0.00	0.00	30,000.00	0
08-00-429-315	Flow Monitoring Equipment	0.00	1,500.00	0.00	0.00	0.00	1,500.00	0
08-00-429-316	Engineering Fees	107,701.06	90,000.00	6,687.62	97,542.09	0.00	7,542.09 -	108
08-00-429-361	Electricity	753.75	1,000.00	43.64	455.38	0.00	544.62	46
08-00-429-364	Alcosan Charges	1,101,490.05	2,132,576.00	0.00	1,149,403.72	0.00	983,172.28	54
08-00-429-365	PAWC Shutoff Charges	0.00	500.00	0.00	0.00	0.00	500.00	0
08-00-429-366	Sewage Billing	23,409.73	33,700.00	202.22	20,417.58	0.00	13,282.42	61
08-00-429-374	Sewer Repair	4,500.00	15,000.00	0.00	40,484.31	0.00	25,484.31 -	270
08-00-429-452	Contract Sewer Repair	6,244.44	13,000.00	0.00	20,665.14	0.00	7,665.14 -	159
08-00-429-453	Pump Station Maintenance	10,476.00	10,000.00	1,757.89	3,123.66	0.00	6,876.34	31
08-00-429-460	Meetings & Conferences	0.00	100.00	0.00	0.00	0.00	100.00	0
08-00-429-500	Customer Refunds	790.19 -	1,000.00	0.00	0.00	0.00	1,000.00	0
08-00-429-700	Jetter & Chassis	322,412.27	320,568.00	0.00	5,625.03	0.00	314,942.97	2
08-00-429-701	Sewer Camera Repairs	1,748.00	3,000.00	0.00	2,500.00	0.00	500.00	83
	429 WASTEWATER COLLECTION	1,669,453.60	2,997,294.00	12,103.12	1,426,703.05	0.00	1,570,590.95	48
08-00-430-701	F550 Upfit	0.00	52,000.00	0.00	51,511.00	0.00	489.00	99
08-00-492-000	INTERFUND OPERATING TRANSFERS	0.00	0.00	0.00	0.00	0.00	0.00	0
08-00-492-180	Transfer to Capital Projects	500,000.00	500,000.00	0.00	500,000.00	0.00	0.00	100
08-00-492-181	Transfer to General Fund	0.00	150,000.00	0.00	150,000.00	0.00	0.00	100
08-00-492-182	Transfer to Debt Service	150,000.00	150,000.00	0.00	150,000.00	0.00	0.00	100
08-00-492-183	Transfer to Capital Reserve Fund	0.00	400,000.00	0.00	0.00	0.00	400,000.00	0
	492 INTERFUND OPERATING TRANSFER	650,000.00	1,200,000.00	0.00	800,000.00	0.00	400,000.00	67
	00 SANITARY SEWER FUND	2,319,453.60	4,249,294.00	12,103.12	2,278,214.05	0.00	1,971,079.95	54

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Castle Shannon Borough
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<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Cancel</u>	<u>Balance</u>	<u>% Expd</u>
	SANITARY SEWER FUND Expenditure Tr	2,319,453.60	4,249,294.00	12,103.12	2,278,214.05	0.00	1,971,079.95	54

08 SANITARY SEWER FUND	<u>Prior</u>	<u>Current</u>	<u>YTD</u>
Revenues:	6,561,636.33	238,885.85	6,206,428.17
Expenditures:	2,319,453.60	12,103.12	2,278,214.05
Net Income:	4,242,182.73	226,782.73	3,928,214.12

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Castle Shannon Borough
NOVEMBER 2023

<u>Revenue Account</u>	<u>Description</u>	<u>Prior Yr Rev</u>	<u>Anticipated</u>	<u>Curr Rev</u>	<u>YTD Rev</u>	<u>Cancel</u>	<u>Excess/Deficit</u>	<u>% Real</u>
18-00-301-100	Real Estate Taxes-Current Year	223,687.47	240,000.00	473.34	215,502.03	0.00	24,497.97 -	90
18-00-301-500	Real Estate Taxes-Liened	20,623.35	10,500.00	0.00	6,487.68	0.00	4,012.32 -	62
	301 REAL ESTATE TAXES	244,310.82	250,500.00	473.34	221,989.71	0.00	28,510.29 -	89
18-00-341-000	Interest Earnings	198.42	75.00	54.41	773.75	0.00	698.75	***
18-00-341-001	Interest Earnings-PLGIT	0.00	1.00	0.00	0.00	0.00	1.00 -	0
18-00-341-002	Interest-6 Parks	169.84	0.00	0.00	0.00	0.00	0.00	0
	341 Interest Earnings	368.26	76.00	54.41	773.75	0.00	697.75	***
18-00-354-120	DCNR Grant/Hamilton Park	0.00	300,000.00	0.00	0.00	0.00	300,000.00 -	0
18-00-354-127	DCED/Act 13 Walking Trail	1,144.00 -	0.00	0.00	0.00	0.00	0.00	0
18-00-354-128	Park Master Planning	1,750.00 -	0.00	0.00	0.00	0.00	0.00	0
18-00-354-129	Streetscape Grant	0.00	0.00	0.00	412,027.43 -	0.00	412,027.43 -	0
18-00-354-132	Saw Mill Run PRP	0.00	258,000.00	0.00	108,000.00	0.00	150,000.00 -	42
	354 STATE CAPITAL/OPERATING GRAN	2,894.00 -	558,000.00	0.00	304,027.43 -	0.00	862,027.43 -	19
18-00-387-000	Revitalization	715.00	0.00	0.00	80.00	0.00	80.00	0
18-00-392-011	Transfer from Sewer Fund	500,000.00	500,000.00	0.00	500,000.00	0.00	0.00	100
18-00-392-012	Transfer from Bond Fund	0.00	5,504,428.00	95,495.32	2,336,584.08	0.00	3,167,843.92 -	42
18-00-392-018	Transfer from Library Fund	0.00	60,000.00	0.00	60,000.00	0.00	0.00	100
	392 Total	500,000.00	6,064,428.00	95,495.32	2,896,584.08	0.00	3,167,843.92 -	48
18-00-394-110	Proceeds from Line of Credit	453,829.57	0.00	0.00	0.00	0.00	0.00	0
18-00-399-000	Fund Balance Forward	200,547.71	139,767.00	0.00	747,912.28	0.00	608,145.28	535
	00 Total	1,396,877.36	7,012,771.00	96,023.07	3,563,312.39	0.00	3,449,458.61 -	57
	CAPITAL PROJECTS Revenue Totals	1,396,877.36	7,012,771.00	96,023.07	3,563,312.39	0.00	3,449,458.61 -	57

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Castle Shannon Borough
NOVEMBER 2023

<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Cancel</u>	<u>Balance</u>	<u>% Expd</u>
18-00-000-000	CAPITAL PROJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0
18-00-403-500	Real Estate Tax Refunds	0.00	400.00	0.00	0.00	0.00	400.00	0
18-00-407-000	DATA PROCESSING	0.00	0.00	0.00	0.00	0.00	0.00	0
18-00-407-120	Zoning Audit	0.00	50,000.00	0.00	1,450.00	0.00	48,550.00	3
18-00-407-711	IT Support	2,000.00	30,000.00	0.00	4,303.25	0.00	25,696.75	14
18-00-407-712	Document Management	0.00	25,000.00	10,312.54	20,324.71	0.00	4,675.29	81
	407 DATA PROCESSING	2,000.00	105,000.00	10,312.54	26,077.96	0.00	78,922.04	25
18-00-408-316	Engineer Service Fees	181,791.66	170,000.00	149.00	12,608.31	0.00	157,391.69	7
18-00-409-000	GOVERNMENT BUILDINGS	0.00	0.00	0.00	0.00	0.00	0.00	0
18-00-409-373	Repairs to Government Building	8,460.00	25,000.00	0.00	0.00	0.00	25,000.00	0
18-00-410-000	POLICE	0.00	0.00	0.00	0.00	0.00	0.00	0
18-00-410-742	Computer Infrastructure	0.00	14,000.00	0.00	16,636.21	0.00	2,636.21 -	119
18-00-410-747	Bulletproof Vest Replacement	0.00	18,200.00	0.00	14,718.48	0.00	3,481.52	81
18-00-410-753	Patrol Car	38,200.00	0.00	0.00	0.00	0.00	0.00	0
	410 POLICE	38,200.00	32,200.00	0.00	31,354.69	0.00	845.31	97
18-00-413-000	PROTECTIVE INSPECTION	0.00	0.00	0.00	0.00	0.00	0.00	0
18-00-413-700	Video Camera	0.00	12,000.00	0.00	16,423.35	0.00	4,423.35 -	137
18-00-413-701	Conservatorship Program	0.00	20,000.00	0.00	0.00	0.00	20,000.00	0
	413 PROTECTIVE INSPECTION	0.00	32,000.00	0.00	16,423.35	0.00	15,576.65	51
18-00-430-000	HWY MAINTENANCE-GENERAL	0.00	0.00	0.00	0.00	0.00	0.00	0
18-00-430-260	Small Tools & Equipment	15,743.59	15,000.00	0.00	0.00	0.00	15,000.00	0
18-00-430-701	Truck Purchase	0.00	65,000.00	0.00	79,119.00	0.00	14,119.00 -	122
	430 HWY MAINTENANCE-GENERAL	15,743.59	80,000.00	0.00	79,119.00	0.00	881.00	99

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Castle Shannon Borough
NOVEMBER 2023

<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Cancel</u>	<u>Balance</u>	<u>% Expd</u>
18-00-435-000	HWY MAINTENANCE-SIDEWALKS	0.00	0.00	0.00	0.00	0.00	0.00	0
18-00-435-313	Engineer Service Fees	0.00	5,000.00	0.00	0.00	0.00	5,000.00	0
18-00-435-341	Advertising	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0
18-00-435-452	Contract Services	39,386.50	50,000.00	0.00	16,862.75	0.00	33,137.25	34
	435 HWY MAINTENANCE-SIDEWALKS	39,386.50	56,000.00	0.00	16,862.75	0.00	39,137.25	30
18-00-436-000	HWY MAINTENANCE-STORM SEWERS	0.00	0.00	0.00	0.00	0.00	0.00	0
18-00-436-313	Engineering Fees	14,654.09	35,000.00	0.00	16,326.16	0.00	18,673.84	47
18-00-436-341	Advertising	0.00	4,000.00	0.00	399.90	0.00	3,600.10	10
18-00-436-452	Contracted Services-May St.	0.00	240,000.00	0.00	0.00	0.00	240,000.00	0
18-00-436-453	Killarney Inlets	1,144.00 -	0.00	0.00	0.00	0.00	0.00	0
18-00-436-460	Saw Mill Run PRP	0.00	124,900.00	2,981.47	119,258.91	0.00	5,641.09	95
	436 HWY MAINTENANCE-STORM SEWE	13,510.09	403,900.00	2,981.47	135,984.97	0.00	267,915.03	34
18-00-438-000	HWY MAINTENANCE-HWYS & BRIDGES	0.00	0.00	0.00	0.00	0.00	0.00	0
18-00-438-200	Yard Restoration	19,019.45	4,000.00	0.00	5,000.00	0.00	1,000.00 -	125
18-00-438-313	Engineering Services	9,027.26	16,000.00	2,290.94	24,813.66	0.00	8,813.66 -	155
18-00-438-341	Advertising	1,454.75	2,000.00	0.00	0.00	0.00	2,000.00	0
18-00-438-452	Contract Paving	177,875.48	250,000.00	0.00	262,195.00	0.00	12,195.00 -	105
18-00-438-453	Guide Rail Installation/Repair	0.00	15,000.00	4,750.00	8,128.96	0.00	6,871.04	54
18-00-438-603	PennDot/Street Scape Match	835,176.29	0.00	0.00	357,495.33 -	0.00	357,495.33	0
18-00-438-604	RACP Match	0.00	771,428.00	0.00	0.00	0.00	771,428.00	0
	438 HWY MAINTENANCE-HWYS & BRIDG	1,042,553.23	1,058,428.00	7,040.94	57,357.71 -	0.00	1,115,785.71	5 -
18-00-454-000	PARKS	0.00	0.00	0.00	0.00	0.00	0.00	0
18-00-454-313	Engineering Fees	0.00	1,323,000.00	15,610.45	337,741.75	0.00	985,258.25	26
18-00-454-611	Playground Equipment	9,495.00	5,000.00	0.00	5,582.50	0.00	582.50 -	112
18-00-454-612	Park Equipment	673.91	1,000.00	0.00	0.00	0.00	1,000.00	0

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Castle Shannon Borough
NOVEMBER 2023

<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Cancel</u>	<u>Balance</u>	<u>% Expd</u>
18-00-454-613	Field Maintenance	0.00	10,000.00	0.00	16,700.00	0.00	6,700.00 -	167
18-00-454-616	Park Master Plan Improvements	0.00	3,195,000.00	58,906.93	1,945,913.39	0.00	1,249,086.61	61
18-00-454-620	Veterans Memorial Park	0.00	1,500.00	0.00	0.00	0.00	1,500.00	0
18-00-454-621	Borough Wide Trail Improvements	0.00	20,000.00	0.00	0.00	0.00	20,000.00	0
18-00-454-624	DCED Greenways, Trails & Rec. Match	0.00	32,000.00	0.00	0.00	0.00	32,000.00	0
	454 PARKS	10,168.91	4,587,500.00	74,517.38	2,305,937.64	0.00	2,281,562.36	50
18-00-463-730	Economic Development Property Purchase	0.00	0.00	0.00	513,520.46	0.00	513,520.46 -	0
18-00-470-000	CAPITAL PROJECTS DEBT	0.00	0.00	0.00	0.00	0.00	0.00	0
18-00-472-100	Debt Interest	3,038.41	6,000.00	0.00	0.00	0.00	6,000.00	0
18-00-480-000	MAIN STREET	0.00	0.00	0.00	0.00	0.00	0.00	0
18-00-480-100	Professional Services	0.00	25,000.00	879.18	20,748.45	0.00	4,251.55	83
18-00-480-530	Community Revitalization	8,605.01	0.00	0.00	720.00	0.00	720.00 -	0
18-00-480-531	Wayfinding Study	10,212.50	0.00	9,043.77	11,518.77	0.00	11,518.77 -	0
18-00-480-532	Wayfinding Installation	0.00	245,000.00	13,893.00	13,893.00	0.00	231,107.00	6
	480 MAIN STREET	18,817.51	270,000.00	23,815.95	46,880.22	0.00	223,119.78	17
	00 CAPITAL PROJECTS	1,373,669.90	6,826,428.00	118,817.28	3,127,411.64	0.00	3,699,016.36	46
	CAPITAL PROJECTS Expenditure Totals	1,373,669.90	6,826,428.00	118,817.28	3,127,411.64	0.00	3,699,016.36	46

18 CAPITAL PROJECTS	Prior	Current	YTD
Revenues:	1,396,877.36	96,023.07	3,563,312.39
Expenditures:	1,373,669.90	118,817.28	3,127,411.64
Net Income:	23,207.46	22,794.21 -	435,900.75

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Castle Shannon Borough
NOVEMBER 2023

<u>Revenue Account</u>	<u>Description</u>	<u>Prior Yr Rev</u>	<u>Anticipated</u>	<u>Curr Rev</u>	<u>YTD Rev</u>	<u>Cancel</u>	<u>Excess/Deficit</u>	<u>% Real</u>
21-00-392-010	Transfer from General Fund	76,500.00	100,000.00	0.00	85,000.00	0.00	15,000.00 -	85
21-00-399-000	Fund Balance Forward	2,236.55	7,840.34	0.00	611.53	0.00	7,228.81 -	8
	00 Total	78,736.55	107,840.34	0.00	85,611.53	0.00	22,228.81 -	79
	SINKING FUND Revenue Totals	78,736.55	107,840.34	0.00	85,611.53	0.00	22,228.81 -	79

<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Cancel</u>	<u>Balance</u>	<u>% Expd</u>
21-00-000-000	SINKING FUND	0.00	0.00	0.00	0.00	0.00	0.00	0
21-00-406-000	PERSONNEL ADMINISTRATION	0.00	0.00	0.00	0.00	0.00	0.00	0
21-00-406-150	H R A	71,749.28	85,000.00	3,687.88	77,780.82	0.00	7,219.18	92
21-00-406-152	Hospitalization-Yonek	1,418.16	0.00	0.00	1,227.48	0.00	1,227.48 -	0
	406 PERSONNEL ADMINISTRATION	73,167.44	85,000.00	3,687.88	79,008.30	0.00	5,991.70	93
	00 SINKING FUND	73,167.44	85,000.00	3,687.88	79,008.30	0.00	5,991.70	93
	SINKING FUND Expenditure Totals	73,167.44	85,000.00	3,687.88	79,008.30	0.00	5,991.70	93

21 SINKING FUND	<u>Prior</u>	<u>Current</u>	<u>YTD</u>
Revenues:	78,736.55	0.00	85,611.53
Expenditures:	73,167.44	3,687.88	79,008.30
Net Income:	5,569.11	3,687.88 -	6,603.23

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Castle Shannon Borough
NOVEMBER 2023

<u>Revenue Account</u>	<u>Description</u>	<u>Prior Yr Rev</u>	<u>Anticipated</u>	<u>Curr Rev</u>	<u>YTD Rev</u>	<u>Cancel</u>	<u>Excess/Deficit</u>	<u>% Real</u>
22-00-301-100	Real Estate Taxes-Current	501,275.57	568,742.89	1,124.27	511,863.69	0.00	56,879.20 -	90
22-00-301-500	Real Estate Taxes-Liened	21,680.94	7,000.00	0.00	12,258.92	0.00	5,258.92	175
	301 REAL ESTATE TAXES	522,956.51	575,742.89	1,124.27	524,122.61	0.00	51,620.28 -	91
22-00-341-000	Interest Earnings	98,073.69	100,000.00	29,400.63	358,604.34	0.00	258,604.34	359
22-00-392-010	Transfer from General Fund	25.00	0.00	0.00	0.00	0.00	0.00	0
22-00-392-221	Transfer from Sewer Fund	150,000.00	150,000.00	0.00	150,000.00	0.00	0.00	100
	392 Total	150,025.00	150,000.00	0.00	150,000.00	0.00	0.00	100
22-00-393-100	General Oblig. Bond Proceeds	9,608,221.68	0.00	0.00	0.00	0.00	0.00	0
22-00-399-000	Fund Balance Forward	38,334.36	8,827,118.30	0.00	8,870,764.78	0.00	43,646.48	100
	00 Total	10,417,611.24	9,652,861.19	30,524.90	9,903,491.73	0.00	250,630.54	103
	SINKING FUND/BOND Revenue Totals	10,417,611.24	9,652,861.19	30,524.90	9,903,491.73	0.00	250,630.54	103
<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Cancel</u>	<u>Balance</u>	<u>% Expd</u>
22-00-000-000	SINKING FUND/BOND	0.00	0.00	0.00	0.00	0.00	0.00	0
22-00-403-500	Real Estate Tax Refunds	0.00	200.00	0.00	0.00	0.00	200.00	0
22-00-471-100	Debt Principal	482,475.00	402,643.75	0.00	386,225.00	0.00	16,418.75	96
22-00-471-400	Line of Credit	784,995.05	0.00	0.00	0.00	0.00	0.00	0
	471 Total	1,267,470.05	402,643.75	0.00	386,225.00	0.00	16,418.75	96
22-00-472-100	Debt Interest	192,499.16	260,706.25	0.00	264,650.00	0.00	3,943.75 -	102
22-00-475-000	Fiscal Agent Fees	750.00	750.00	0.00	2,250.00	0.00	1,500.00 -	300
22-00-492-351	Transfer to Capital Fund	0.00	5,504,428.00	95,495.32	2,336,584.08	0.00	3,167,843.92	42
	00 SINKING FUND/BOND	1,460,719.21	6,168,728.00	95,495.32	2,989,709.08	0.00	3,179,018.92	48
	SINKING FUND/BOND Expenditure Total:	1,460,719.21	6,168,728.00	95,495.32	2,989,709.08	0.00	3,179,018.92	48

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Castle Shannon Borough
NOVEMBER 2023

22 SINKING FUND/BOND	Prior	Current	YTD
Revenues:	10,417,611.24	30,524.90	9,903,491.73
Expenditures:	1,460,719.21	95,495.32	2,989,709.08
Net Income:	8,956,892.03	64,970.42 -	6,913,782.65

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Castle Shannon Borough
NOVEMBER 2023

<u>Revenue Account</u>	<u>Description</u>	<u>Prior Yr Rev</u>	<u>Anticipated</u>	<u>Curr Rev</u>	<u>YTD Rev</u>	<u>Cancel</u>	<u>Excess/Deficit</u>	<u>% Real</u>
30-00-392-010	Transfer from General Fund	0.00	150,000.00	0.00	0.00	0.00	150,000.00 -	0
30-00-392-011	Transfer from Sewer Fund	0.00	400,000.00	0.00	0.00	0.00	400,000.00 -	0
	392 Total	0.00	550,000.00	0.00	0.00	0.00	550,000.00 -	0
	00 Total	0.00	550,000.00	0.00	0.00	0.00	550,000.00 -	0
	Fund 30 Revenue Totals	0.00	550,000.00	0.00	0.00	0.00	550,000.00 -	0

30 Fund	Prior	Current	YTD
Revenues:	0.00	0.00	0.00
Expenditures:	0.00	0.00	0.00
Net Income:	0.00	0.00	0.00

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Castle Shannon Borough
NOVEMBER 2023

<u>Revenue Account</u>	<u>Description</u>	<u>Prior Yr Rev</u>	<u>Anticipated</u>	<u>Curr Rev</u>	<u>YTD Rev</u>	<u>Cancel</u>	<u>Excess/Deficit</u>	<u>% Real</u>
35-00-341-000	Interest Earnings	3,428.19	1,500.00	300.13	7,801.33	0.00	6,301.33	520
35-00-355-050	Motor Vehicle Fuel Taxes	222,429.30	226,606.00	0.00	231,058.17	0.00	4,452.17	102
35-00-399-000	Fund Balance Forward	229,099.41	201,750.52	0.00	6,308.75	0.00	195,441.77 -	3
	00 Total	454,956.90	429,856.52	300.13	245,168.25	0.00	184,688.27 -	57

LIQUID FUEL FUND Revenue Totals **454,956.90** **429,856.52** **300.13** **245,168.25** **0.00** **184,688.27 -** **57**

<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Cancel</u>	<u>Balance</u>	<u>% Expd</u>
35-00-000-000	LIQUID FUEL FUND	0.00	0.00	0.00	0.00	0.00	0.00	0
35-00-430-000	LIQUID FUEL PURCHASES	0.00	0.00	0.00	0.00	0.00	0.00	0
35-00-430-741	Salt, Etc.	104,429.39	105,000.00	45,162.31	45,162.31	0.00	59,837.69	43
35-00-438-000	HWY MAINTENANCE-HWY REPAIRS	0.00	0.00	0.00	0.00	0.00	0.00	0
35-00-438-313	Engineering Fees	7,914.37	18,000.00	0.00	9,060.08	0.00	8,939.92	50
35-00-438-341	Advertising	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0
35-00-438-452	Contract Paving	253,753.76	200,000.00	0.00	133,704.96	0.00	66,295.04	67
	438 HWY MAINTENANCE-HWY REPAIRS	261,668.13	219,000.00	0.00	142,765.04	0.00	76,234.96	65

00 LIQUID FUEL FUND **366,097.52** **324,000.00** **45,162.31** **187,927.35** **0.00** **136,072.65** **58**

LIQUID FUEL FUND Expenditure Totals **366,097.52** **324,000.00** **45,162.31** **187,927.35** **0.00** **136,072.65** **58**

35 LIQUID FUEL FUND	<u>Prior</u>	<u>Current</u>	<u>YTD</u>
Revenues:	454,956.90	300.13	245,168.25
Expenditures:	366,097.52	45,162.31	187,927.35
Net Income:	88,859.38	44,862.18 -	57,240.90

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Castle Shannon Borough
NOVEMBER 2023

<u>Revenue Account</u>	<u>Description</u>	<u>Prior Yr Rev</u>	<u>Anticipated</u>	<u>Curr Rev</u>	<u>YTD Rev</u>	<u>Cancel</u>	<u>Excess/Deficit</u>	<u>% Real</u>
36-00-301-100	Real Estate Taxes-Current	90,476.00	110,000.00	191.45	87,165.19	0.00	22,834.81 -	79
36-00-301-500	Real Estate Taxes-Liened	7,050.71	6,000.00	0.00	2,736.36	0.00	3,263.64 -	46
	301 REAL ESTATE TAXES	97,526.71	116,000.00	191.45	89,901.55	0.00	26,098.45 -	78
36-00-331-200	Library Fines	172.74	200.00	0.00	235.85	0.00	35.85	118
36-00-341-000	Interest Earnings	73.38	50.00	5.65	153.49	0.00	103.49	307
36-00-354-070	State Aid	31,048.00	36,400.00	0.00	36,399.00	0.00	1.00 -	100
36-00-354-071	Table Game Revenue	4,513.00	4,700.00	0.00	4,414.00	0.00	286.00 -	94
	354 Total	35,561.00	41,100.00	0.00	40,813.00	0.00	287.00 -	99
36-00-357-036	A R A D	65,907.00	80,050.00	7,338.00	107,952.13	0.00	27,902.13	135
36-00-380-000	Miscellaneous	489.82	500.00	58.08	509.42	0.00	9.42	102
36-00-387-000	Contributions & Donations	10,774.31	15,000.00	8,707.08	24,160.11	0.00	9,160.11	161
36-00-387-100	Fundraising Proceeds	1,198.71	1,000.00	1,230.50	2,926.41	0.00	1,926.41	293
36-00-387-300	Computer Fees Revenue	551.67	500.00	75.77	1,330.79	0.00	830.79	266
	387 Contributions & Donations	12,524.69	16,500.00	10,013.35	28,417.31	0.00	11,917.31	172
36-00-399-000	Fund Balance Forward	133,167.40	100,453.40	0.00	98,339.79	0.00	2,113.61 -	98
	00 Total	345,422.74	354,853.40	17,606.53	366,322.54	0.00	11,469.14	103
	LIBRARY FUND Revenue Totals	345,422.74	354,853.40	17,606.53	366,322.54	0.00	11,469.14	103

<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Cancel</u>	<u>Balance</u>	<u>% Expd</u>
36-00-456-000	LIBRARY	0.00	0.00	0.00	0.00	0.00	0.00	0
36-00-456-130	Library Director	51,590.61	58,319.00	4,553.44	52,398.21	0.00	5,920.79	90
36-00-456-133	Children's Librarian-ARAD	31,846.26	40,000.00	3,076.94	35,384.81	0.00	4,615.19	88
36-00-456-134	Clerical	35,880.00	41,371.00	3,182.40	36,597.60	0.00	4,773.40	88
36-00-456-140	Library Assistants	20,950.87	25,600.00	2,024.49	21,630.91	0.00	3,969.09	84

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Castle Shannon Borough
NOVEMBER 2023

12/04/2023
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<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Cancel</u>	<u>Balance</u>	<u>% Expd</u>
36-00-456-141	Programming Part-Time	2,058.75	7,800.00	900.00	8,295.00	0.00	495.00 -	106
36-00-456-142	Janitorial	4,509.94	6,802.00	436.00	5,100.36	0.00	1,701.64	75
36-00-456-156	Health Insurance	14,386.27	15,435.00	1,624.38	15,682.08	0.00	247.08 -	102
36-00-456-158	Life Insurance	1,277.64	1,700.00	141.96	1,703.52	0.00	3.52 -	100
36-00-456-161	F I C A	11,183.09	13,000.00	1,079.51	12,140.35	0.00	859.65	93
36-00-456-210	Office Supplies	1,841.23	1,500.00	0.00	912.57	0.00	587.43	61
36-00-456-220	Computer Supplies	1,349.86	1,500.00	100.65	890.30	0.00	609.70	59
36-00-456-222	Library Supplies	2,096.97	2,000.00	65.00	1,057.37	0.00	942.63	53
36-00-456-226	Janitorial Supplies	1,249.76	1,250.00	150.53	1,358.09	0.00	108.09 -	109
36-00-456-247	Adult Reference Books	18,323.30	16,000.00	0.00	12,903.84	0.00	3,096.16	81
36-00-456-248	Periodicals	1,185.53	1,200.00	6.36	1,043.65	0.00	156.35	87
36-00-456-252	Audio Material	3,635.58	5,659.00	0.00	5,750.06	0.00	91.06 -	102
36-00-456-253	Children's Books	5,910.80	4,500.00	0.00	4,367.40	0.00	132.60	97
36-00-456-254	DVD	4,803.18	4,000.00	355.41	3,331.10	0.00	668.90	83
36-00-456-321	Telephone	1,517.76	1,800.00	194.84	2,704.50	0.00	904.50 -	150
36-00-456-325	Postage	147.48	200.00	38.76	46.81	0.00	153.19	23
36-00-456-354	Workers Compensation	445.78	417.00	46.00	338.05	0.00	78.95	81
36-00-456-360	Utilities	0.00	361.46	0.00	0.00	0.00	361.46	0
36-00-456-380	Miscellaneous	297.71	0.00	0.00	0.00	0.00	0.00	0
36-00-456-420	Dues & Memberships	461.74	550.00	0.00	499.00	0.00	51.00	91
36-00-456-451	Contracted Services	875.00	900.00	15,802.25	16,702.25	0.00	15,802.25 -	***
36-00-456-453	Furniture & Equipment	3,895.70	3,500.00	730.39	4,840.85	0.00	1,340.85 -	138
36-00-456-460	Training & Conferences	284.08	500.00	0.00	387.81	0.00	112.19	78
36-00-456-462	Public Relations/Programs	5,083.65	6,000.00	402.83	5,930.16	0.00	69.84	99
36-00-456-463	Children's Programs	3,667.29	4,000.00	193.71	3,941.69	0.00	58.31	99
36-00-456-745	EIN Leasing-ARAD	7,840.13	7,044.00	0.00	7,690.28	0.00	646.28 -	109
	456 LIBRARY	238,595.96	272,908.46	35,105.85	263,628.62	0.00	9,279.84	97

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Castle Shannon Borough
NOVEMBER 2023

<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Cancel</u>	<u>Balance</u>	<u>% Expd</u>
36-00-492-180	Transfer to Government Account	0.00	60,000.00	0.00	60,000.00	0.00	0.00	100
	00 LIBRARY FUND	238,595.96	332,908.46	35,105.85	323,628.62	0.00	9,279.84	97
	LIBRARY FUND Expenditure Totals	238,595.96	332,908.46	35,105.85	323,628.62	0.00	9,279.84	97

36 LIBRARY FUND	<u>Prior</u>	<u>Current</u>	<u>YTD</u>
Revenues:	345,422.74	17,606.53	366,322.54
Expenditures:	238,595.96	35,105.85	323,628.62
Net Income:	106,826.78	17,499.32 -	42,693.92

Grand Totals	<u>Prior</u>	<u>Current</u>	<u>YTD</u>
Revenues:	25,773,918.92	755,806.19	26,828,348.15
Expenditures:	11,194,435.86	769,118.79	14,678,996.96
Net Income:	14,579,483.06	13,312.60 -	12,149,351.19

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0	Street	No	Name	Violation- 2014	Date	Date to Correct	Corrected Date
259	McCully Road	1402	Wayne Less	did not comply with occupancy violations & parking on Grass	10/1/14	11/1/14	Regular & Certified
	Street	No	Name	Violation- 2016	Date	Date to Correct	Corrected Date
284	Library Road	3301	Budget Transmission	remove banner, and clean-up debris in parking lot	12/29/16	1/5/17	11/29/23
	Street	No	Name	Violation- 2017	Date	Date to Correct	Corrected Date
226	Rolling Rock	914	Floyd Arbogast	Camper in the driveway	6/6/18	6/11/18	5 citations on 10/25/23
	Street	No	Name	Violation- 2019	Date	Date to Correct	Corrected Date
105	McRoberts Road	3141	Thomas A Moses	UCC hearing on the lack of progress to take out of Condemn	4/17/19	4/29/19	Regular & Certified
336	Rolling Rock Road	914	Floyd L Arbogast	Unsanitary Conditions: Trailer, outside storage, Junk Vehicle	7/10/19	7/20/19	5 citations on 10/25/23
587	Oakdale Ave	910	Frank R Menardi	2nd notice for Rental Unit Registration	12/20/19	12/31/19	
	Street	No	Name	Violation- 2020	Date	Date to Correct	Corrected Date
100	McCully Road	1402	Wayne A Less	Junk Vehicles in the back yard	2/20/20	4/5/20	Regular and Certified
106	Library Road	3840	Anthony Fazio	Land use violations	2/26/20	4/30/20	
123	Library Road	3301-3307	James Busch	storage of Junk Cars	3/11/20	5/30/20	Regular and Certified
569	Lindenwood Drive	808	Ronald C & Janet R Sabatasso	no Occupancy Registration	9/29/20	10/4/20	
	Street	No	Name	Violation- 2021	Date	Date to Correct	Corrected Date
129	Grove Road	1301 apt 2	Robert Nagy	2nd notice for feeding the animals & \$25.00 ticket fine	2/23/21	2/24/21	Regular & Certified
314	Glen Shannon Dr	567	Kopila Thapa	Building a Roof over a deck with no permit	5/17/21	5/22/21	
344	Grove Road	1301	Robert Nagy	2nd time submitting citations feeding animals & infestation	5/27/21		waiting for hearings
387	Grove Road	1301	Robert Nagy	another 2 citations for feeding Animals & Birds	6/10/21		waiting for hearings
531	Library Road	3603	Original Gyro	Sanitation issue in the back, blocking clear site exiting the lot	8/5/21	8/10/21	
549	Grove Road	1301	Robert Nagy	2 citations feeding animals, Infestation of rodents	8/13/21		Waiting for hearing date
704	Grove Road	1301	Robert Nagy	3 more citations feeding animals, uninhabitable, infestation	12/17/21		3 more citation
705	Sleepy Hollow Road	900	Daharmishtha Lodaliya	operating a Mini Mart/Convenience store in a R-2 District	12/27/21	1/7/22	Regular & Certified
	Street	No	Name	Violation- 2022	Date	Date to Correct	Corrected Date
144	Library Road	3421	Jason Alan Roberts	Roof leaking inside Apt 2, No Sign permit, or unit registration	3/7/22	3/18/22	Regular and Certified
148	Grove Road	1301 apt 2	Robert Nagy	another 2 citations for feeding animals and birds, rodents	3/10/22		
164	Grove Road	1301	Robert Nagy	2 more citations	3/30/22		
168	Library Road	3757	Pele Castle Shannon LLC Dustin Jor	Landslide between 3755&3757 along Fountain Road	4/1/22	4/11/22	regular and certified
197	Sleepy Hollow Road	921	Lobos Management	no Occupancy for new tenants, unit registration, on grass	5/5/22	5/15/22	Regular and Certified
327	Willow Ave	3762	William D Nedzesky	High Grass and no Unit Registration	6/10/22	6/15/22	just the grass was cut 7/11/2022
340	Cooke Drive	781 Apt1	Stevenson Williams Management Dc	Uninhabitable; contains filth and contamination, mold Lack M	6/13/22	7/28/22	Regular and Certified
343	Cooke Drive	786 A	Schnabletler LLC	Garbage out , no Unit registration	6/15/22	6/22/22	
349	Myrtle Ave.	3750	Pittsburgh Myanmar Christian Fellow	Needs a Grading Permit for the retaining wall for parking	6/15/22	6/25/22	
430	Rosalia Ave	3521	Linda Ann Daube	High Grass and weeds, house needs repairs	7/27/22	10/25/22	
446	Library Road	3301 & 3307	James Busch Jr.	Banner Sign and abandoned Castrol sign, High Grass	7/28/22	8/2/22	11/29/23
470	Library Road	3421	Jason Alan Roberts	2nd notice on violations from 3/7/22, weeds, no occupancy	8/3/22	8/10/22	Regular and Certified
473	Rosalia Ave	3521	Linda Daube	2nd notice for High Grass and Weeds	8/3/22	8/8/22	Regular and Certified
481	Lyndell Street	3707	Catherine & Clair Smith Brothers	Tarp in yard, no electric, chimney, porch foundation, vacant	8/4/22	9/4/22	Regular and Certified
535	Saint Anne Street	938	Marshall Gregory	Dog Feces disposal of rubbish, sanitation and means of egre	8/17/22	8/22/22	condemned on 10/12/23

546	Library Road	3505	Realty Income Trust 6	\$25.00 Ticket for high grass	8/19/22	8/24/22	Regular and Certified
597	Saint Anne Street	938	Marshall Gregory	2nd Notice for dog Feces disposal of rubbish, sanitation	8/31/22	9/5/22	condemned on 10/12/23
665	Saint Anne Street	938	Marshall Gregory	3 citations submitted	9/15/22		condemned on 10/12/23
708	Park Avenue	918	H&P Partners LLC	Doing work without a permit and conditional occ. ran out	9/27/22	10/12/22	Regular and Certified
774	Middleboro Road	3564	Caley P Mangan	No gutter for proper drainage	10/18/22	10/28/22	
837	Rosalia Ave	3521	Linda Ann Daube	2nd notice for repairs not being completed on the property	11/1/22	11/30/22	Regular and Certified
865	Saint Anne Street	938	Marshall Gregory	4 more citation	11/7/22		condemned on 10/12/23
869	Cooke Drive	797 B	Joann Groman	No Occupancy and no Unit Registration	11/8/22	11/15/22	Regular and Certified
902	Murrays Ln	289	Linnea Rae Ondick	2003 toyota with expired plate & Stickers	11/18/22	11/28/22	
909	Pine Avenue	958 Apt 2	Marco A & Martha Honores	Recycling out too early, no Occupancyfor tenants, no Unit	11/21/22	11/26/22	Regular and Certified
915	Sleepy Hollow Road	967	Adam & Samantha Elliott	no Occupancy for the tenants	11/21/22	11/28/22	Unauthorized Busness Regular and Certified
978	Middleboro Road	3564	Caley P Mangan	Junk Ford F-150 expired stickers	12/6/22	12/16/22	
1022	Lyndell Street	3800	Tania Wang	No Unit Registered	12/14/22	12/15/22	
	Street	No	Name	Violation- 2023	Date	Date to Correct	Corrected Date
115	Castle Shannon Blvd	1106	Josephine McGonigle	Garbage out before 6:00 Pm, No Occ, & No Unit Registration	1/25/23	1/30/23	
195	Sleepy Hollow Road	967	Samantha and Adam Elliott	Unauthorized Home Base Busniess	2/10/23	2/20/23	Regular and Certified
203	Saint Anne Street	917-919	Barry T Langan	Trash left at the curb, no rental Unit and No Occupancy	2/14/23	2/19/23	
230	Willow Avenue	3827	Debbie Schweiger	No Occupancy for Polished Nails Studio & Spa	2/23/23	2/28/23	Regular & Certified
234	Hamilton Road	1349	Joshua Bush	Dead trees out front that pose a threat to the road & Public	2/23/23	3/9/23	
242	Library Road	3611	Original Gyro	Unsafe equipment	3/3/23	4/3/23	
265	Steiger Street	4102	Matthew Stonebraker	Did not complete violations for Occupancy and rental	3/9/23	3/16/23	
317	Willow Avenue	3926	Barry T Langan	Garbage out before 6:00 Pm & no Occupancy & unit Registra	3/30/23	4/6/23	
323	Willow Avenue	3855	John French	Feeding birds causing rodent problems and close to the cree	3/31/23	4/2/23	submit citation on5/17/23
327	Saint Anne Street	911	Richard P Fest	2nd Notice Grading/excavating in vacant lot with no permit	4/4/23	4/11/23	Regular and Certified
371	Willow Avenue	3855	John French	2nd Notice for feeding the birds causing rodent problems	4/19/23	4/21/23	submit citation on5/17/23
476	Library Road	3563	OAP Ventures LLC James Brocato	Condemed for faulty construction & Unsafe Structure	5/9/23	11/9/23	Regular and Certified
479	Home Ave	3105	Matthew Simmons Aux Funding LLC	No Occ, No Unit Reg, High Grass	5/10/23	5/20/23	
488	Home Ave	3138	Jaggpinder Singh	High Grass and no Unit Registration	5/10/23	5/15/23	
547	Baldwin Street	921	CKZ Properties LLC	No Occupancy for tenant, no unit registration, high grass	5/16/23	5/26/23	grass only on 7/17/23
554	Library Road	3301	James & Michele Busch Jr	3rd Notice for signage, no unit registration, and High Grass	5/16/23	5/31/23	11/29/23
557	Willow Avenue	3855	John French	Citation for Feeding the birds	5/17/23		Waiting for hearing
564	McCully Road	1404	Michael A Kalanish	No Occupancy, Violation since 11/9/20, and High Grass	5/17/23	5/27/23	grass only on 7/30/23
567	Londonderry Drive	809	RP2ALL LLC Maurice Makay	2nd Notice for High Grass, and No Unit Reg. include 3017 Be	5/18/23	5/28/23	just the grass on 5/24/23
629	Library Road	4156	Paul & Kathy Hess	No Occ for new tenant, no unit reg, banner and no sign perm	5/26/23	6/2/23	Regular and Certified
631	Redwood Drive	985	Donald & Amy Krtanjek	No reinspection and piling brush under pine trees in backyard	5/30/23	6/14/23	
672	Willow Ave	3855	John French	Citation for feeding the wildlife	6/14/23		waiting for hearing
733	Middleboro Road	3564	Caley P Mangan	3rd Notice missing gutter, uninspected ford pickup	6/20/23	7/1/23	
735	Library Road	3563	James Brocato	Condemn the structure, with a 240 day as is	6/20/23	2/15/24	
791	Newport Drive	930	Frederick C & Carol H Boden	High Grass, Silver Mitsubishi stickers expired since 4-19	7/3/23	7/13/23	car only 7/10/23
802	Hastie Road	1043	Khang Nguyen	High Grass & weeds in the front and side. Shutter hanging	7/10/23	7/15/23	grass only on 7/17/23

810	Oakdale Ave	930	Edward L III Ewing	Railing required on front steps,outdoor storage of building ma	7/11/23	7/21/23	
861	Middleboro Road	3564	Caley Mangan	Last notification for lack of gutters/downspouts. Weeds	7/19/23	9/19/23	Regular & Certified
863	McCully Road	1405	Michael Kalanish	2nd notice for the weeds, brush pile, pallets, broken fence	7/19/23	7/29/23	weeds and brush only on 8/1/23
865	Greenridge Road	4225	Jill & Brian Vogel	High grass, weeds and shrubs, #'s not visible, hedges high	7/19/23	7/29/23	grass only on 7/26/23
939	Poplar Avenue	3538	Stephen Nickles	4th Notice Cut and maintain the weeds.	8/2/23	8/13/23	Ticket
947	Connor Road	1021	1021 Connor LLC/Riva Ridge	Garbage placed out before the designated time/no occ	8/2/23	8/13/23	just garbage on 8/7/23
948	Bockstoce Avenue	911	Charleigh Barnes	Outstanding violations/permit not paid	8/2/23	9/2/23	only the permit was paidRegular and Certified
949	Greenridge Road	4236	Imagine Investments & Consulting L	Garbage out a day after pick up, no Occ. No Rental Regist	8/4/23	8/9/23	just garbage on 8/7/23
950	Connor Road	1059	Pavlo Lebedyev	High Grass backyard, No Occ. No Unit Registration	8/4/23	8/9/23	8/28/23 for grass Citation on the 7th
951	McRoberts Road	3141	Thomas A Moses	Moving forward to condemn the house, Lack of maintenance	8/4/23		slowly working on it
960	Willow Avenue	3915	Linda Diane Dell	Rubbish Dresser, cabinet, Tv, over a month	8/8/23	8/15/23	
961	Willow Avenue	3919	Three Suns Property Sol. Steve Sal	Unsafe wall and handrail,high weeds,along Willow Ave	8/8/23	9/8/23	12/5/23
965	Rebecca Street	3713	Michael L & Denise A Macklen	Clean up property Plastic bags, garbage cans, hose, paper	8/8/23	8/19/23	back filled wall Only 11/13/23 warning
997	McCully Road	1405	Michael A Kalanish	3rd noticepallets ,broken railing,pile gravel, in the back, wall b	8/15/23	8/22/23	
1015	Poplar Avenue	3538	Stephen Nickles	lots of notification for High weeds,and a copy of the ticket	8/15/23	8/29/23	Regular and Certified
1017	Baldwin Street	910	William R Speth	High weeds and grass over sidewalk and damaged swimming	8/15/23	8/31/23	removed weeds & hedges Regular and Certified
1063	Poplar Avenue	3730	Stephen Poremski	Weeds/brush encroaching the front porch,steps, and door	8/22/23	8/27/23	
1069	6th Street	1240	William Kozel Jr	2nd notice pad putting gravel and mud in basin,no Occupancy	8/23/23	9/23/23	Regular and Certified
1070	Sleepy Hollow Road	964	9624 Sleepy Hollow LLC	appears to be occupied no permit. Garbage out early	8/23/23	8/24/23	Garbage only 8/28/23
1079	Redwood Drive	985	Donald & Amy Krtanjek	2nd notice brush pile in the back, and as is violations	8/23/23	8/30/23	
1080	McCully Road	1505	Stephen Dauberger	Bobcat,building material ,tarp stored, front porch unsafe	8/23/23	9/23/23	
1115	Rebecca Street	3713	Michael L & Denise A Macklen	2nd notice clean up property and back fill behind the wall	8/28/23	9/11/23	back filled wall only 11/14/23
1129	Rolling Rock	914	Floyd L Arbogast	Property is in a mass disarray for along time and getting wors	8/30/23	9/30/23	5 citations on 10/25/23
1166	Greenridge Road	4101 Apt 2	Mary Walicki	Inspected sanitation issues and needs repairs to the unit	9/12/23		
1167	6th Street	1261	Colin R Yedlowski	Fascia is missing from side of the house & rusted loose piece	9/12/23	9/30/23	warning
1180	Lindenwood Drive	819	Mary Lou Rusbarsky	High Grass and weeds out of control dying or dead plants	8/26/23	10/3/23	12/8/23
1183	Prospect Ave	1230	James & Kathleen Enright	Outside of the house is in disrepair	9/27/23	10/31/23	Porch by the end of the year
1189	Poplar Avenue	3730	Stephen Porenski	3rd Notice high weeds especially around the entrance	9/27/23	10/4/23	Regular and Certified
1198	Home Ave	3109	James L Folwell Jr	Gutter falling on porch, rotted roof, fence falling	9/28/23	10/27/23	11/29/23
1213	Cooke Drive	774	Cyrus Girson Abovepar2 Holdings LI	High Grass and weeds in the corner of the property	10/3/23	10/8/23	
1215	Willow Avenue	3853 Apt2	Richard Dale	1999 Blue Toyota Corolia with expired inspection and plate	10/3/23	10/31/23	
1219	Hastie Road	1043	Knang Nguyen	2nd Notice hanging shutter next to the front door	10/3/23	10/10/23	
1232	Home Ave	3006	Christine E Tatka	High Grass and weeds,especially in the back along property l	10/4/23	10/8/23	
1249	Willow Avenue	4004	Citylife South LLC (Evan)	no Occupancy and outstanding violations since 11/6/19	10/6/23	10/16/23	
1259	Library Road	3301	James Corwin	Remove Castrol sign and torn banner sign next will be a citati	10/10/23	10/31/23	11/29/23
1261	Rebecca Street	3713	Michael L & Denise A Macklen	exterior is still a mess, and no sign of backfill of the wall	10/10/23	10/31/23	back filled wall only Regular and Certified
1262	McCully Road	1505	Stephen Dauberger	unfinished front steps, sidewalkand porch,Bobcat. & Building	10/10/23	10/31/23	
1272	Lindenwood Drive	819	Mary Lou Rusbarsky	2nd Notice for High Weeds and blocking the garage door	10/16/23	10/22/23	12/8/23
1282	McRoberts Road	3250	Harry & Patrica Chalmers	Storage of building material, dumpster bag over 30 Days	10/17/23	10/21/23	warning
1285	Belleville Street	3017	Maurice Makay	High grass and weeds, tenant moved out	10/17/23	10/22/23	

1288	Havelock Ave	1230	Luis Manuel Carde Freiria	2nd notice for a Maroomn Ford on grass with expired plates	10/18/23	10/31/23	
1291	Library Road	3269	Gayle A Williams	Maroon Van parking on the grass in the vacant lot	10/18/23	10/31/23	
1303	Baldwin Street	929	Joshua Weide	finish parking pad with a paved all-weather surface	10/19/23	12/19/23	
1306	Home Ave	3006	Christine E Tatka	2nd Notice for High Grass and Weeds	10/24/23	10/29/23	
1310	Lindenwood Drive	819	Mary Lou Rusbarsky	3rd Notice High Weeds , mulch starting to block the entrance	10/24/23	10/31/23	12/8/23
1315	Library Road	3525	Tyson Nguyen	no permit for additional wall,Junk truck in backyard	10/24/23	10/31/23	
1316	Middleboro Road	3564	Alex Pasculle	Blue Honda might be uninspected in driveway,just like the tru	10/24/23	11/5/23	
1317	Middleboro Road	3564	Caley P Mangan	Blue Honda might be uninspected in driveway,just like the tru	10/24/23	11/5/23	
1318	Murrays Ln	289	Linnea Rae Ondick	3rd notice for 2003 Toyota with expired inspection in driveway	10/25/23	11/5/23	
1320	Killarney Drive	795	Lawrence McNeillis	2 Junk cars in the driveway the truck & red Blazer	10/25/23	11/5/23	only the truck on 11/20/23
1341	Rolling Rock Road	914	Floyd L. Arbogast	5 Citations Occ, Junk Vehicles, Storgage, Camper	10/25/23		5 Citations
1348	Belleville Street	3017	RP2ALL LLC Maurice Makay	2nd notice for high grass and weeds	10/31/23	11/6/23	
1351	Newport Drive	930	Carol H Boden	Side of the house structure has large holes in the roof & unsa	10/31/23	11/30/23	
1357	Grove Road	1345	Stephen Dobrosielski	No Occupancy and Unit Occupancy Registration	11/1/23	11/11/23	
1361	Wabash Avenue	3142	Chester A Stefanski	2007 Red Chevy truck across the street with expired lic. Flat	11/1/23	11/12/23	
1374	Hastie Road	1051	Vinchenzo Volpe	1994 Honda Vinchenzo Volpe (owner) is in your Driveway exp	11/6/23	11/12/23	
1376	Grove Road	1290	John & mHollie L Kawecki	High Grass with new tenants and no Occupancy	11/6/23	11/16/23	Grass only 11/13/23
1378	Lindenwood Drive	819	Mary Lou Rusbarsky	High Weeds next time citation	11/6/23	11/12/23	Regular and Certified
1381	Hastie Road	1043	Khang Nguyen	3rd Notification for an unsafe hanging shutter	11/7/23	11/12/23	
1382	Mount Lebanon Blvd	250	InstaTAN	no portable sign permit	11/7/23	11/14/23	
1383	Mount Lebanon Blvd	250	Yoga Flow	Notified several times for no portable sign permit	11/7/23	11/14/23	Regular & Certified
1384	Library Road	3269	Luis Manuel Carde Freiria	2nd notice for the Maroon Ford Van with expired registration	11/7/23	11/18/23	
1385	Library Road	3423	Society of St. Vincent DePaul	Prohibited Outside storage	11/7/23	11/22/23	
1386	Library Road	3269	Gayane Tootikian	2nd notice for the Maroon Ford Van with expired registration	11/7/23	11/18/23	
1387	Belleville Street	3012	Aletha Kish	Garbage receptacles left at the curb behind the guardrail	11/8/23	11/9/23	
1388	Belleville Street	3017	RP2ALL LLC Maurice Makay	3rd for High Grass and weeds	11/8/23	11/15/23	Regular and Certified
1395	Cooke Drive	778	Krongthong Krijariya	High Grass and weeds on the side of the house all summer	11/8/23	11/15/23	
1400	Mount Lebanon Blvd	300 STE 206	Weave A Good Yarn Jennifer Curraf	Prohibited Banner on the Balcony	11/13/23	11/18/23	12/5/23
1402	Willow Avenue	3853 Apt 2	Richard Dale	2nd Notice for a 1999 Blue Toyota Corolla not inspected & PI	11/13/23	11/26/23	
1403	Home Ave	3006	Christine E Tatka	3rd Notice for High Grass and Weeds	11/13/23	11/19/23	
1404	Connor Road	1023	Daelinn Drew	Blue Bin in the front for a long time	11/14/23	11/19/23	11/27/23
1411	Grove Road	1290	Anthony Valente	2000 Honda with expired plates parked along the street	11/14/23	11/26/23	11/27/23
1412	Grove Road	1290	John &Hollie L Kawecki	notified owner of 2000 Honda and has not removed the car	11/14/23	11/26/23	removed 11/27/23 warning
1417	Park Avenue	931	David H Goldenberg	downspout aimed at the neighbors property	11/15/23	11/26/23	removed 11/27/23 warning
1423	Mount Lebanon Blvd	250	INSTATAN	2nd Notice for no portable sign permit	11/17/23	11/24/23	Regular and Certified
1424	Newport Drive	952	Jonathan J Herrmann	Feeding birds animals	11/20/23	11/22/23	11/27/23
1427	McRoberts Road	3250	Harry & Patricia Chalmers	2nd notice for green dumpster bag over the 30 day's	11/20/23	11/27/23	
1428	Willow Avenue	3600	Robert Perella	2004 Ford truck with expired inspection and registration	11/20/23	11/30/23	
1432	Cooke Drive	778	Krongthong Krijariya	2nd notice for high weeds on the side of the property	11/20/23	11/26/23	
1434	Park Avenue	900	Kimberly Gamble	Rooms upstairsare deplorable, no portable sign permit, garba	11/21/23	11/28/23	Regular and Certified

1435	Library Road	3269	Gayane Tootikian	3rd notice, maroon Ford van, other materials on property	11/21/23	11/30/23	Regular and Certified
1436	Library Road	3269	Luis Manuel Carde Freiria	3rd notice, maroon Ford van, other materials on property	11/21/23	11/30/23	Regular and Certified
1437	Wabash Avenue	3142	Chester A Stefanski	2nd notice Chevy truck expired plates and flat tires	11/21/23	12/2/23	
1438	Belleville Street	3012	Aletha Kish	2nd notice. Garbage cans left on curb after pick up.	11/21/23	11/22/23	
1439	Home Ave	3109	James L Folwell Jr	2nd notice. House in disarray, gutter falling, rotted roof, fence	11/21/23	12/21/23	11/29/23
1441	Home Ave	3121	Nathan Hammer	Garbage cans left on street after pick up. Multiple times.	11/21/23	11/22/23	11/27/23
1447	Belleville Street	2995	Carlton S & Maria Lynn Palmer	2015 Chevy parked in mud. Recycling can left at curb.	11/22/23	11/23/23	removed 11/27/23 warning
1448	Library Road	3421	Michael Rendulic III	2010 Mitsubishi with an expired registration/plate	11/22/23	11/30/23	removed 12/4/23 warning
1450	Steiger Street	4151	Jessica R Gibson	Garbage receptacles left a couple of days after pick up	11/22/23	11/23/23	removed 11/27/23 warning
1451	McCully Road	1615	James J Schlenker	White Honda parked on the front yard	11/22/23	11/23/23	removed 11/28/23 warning
1452	Saint Anne Street	911	Richard P Fest	Garbage placed out way before the designated time	11/22/23	11/23/23	11/27/23
1453	Connor Road	1011	Daniel Desalvo	Garbage placed out before the designated day and time	11/22/23	11/23/23	11/27/23
1454	Connor Road	1023	Desiree Sanders Daelinn Drew	2nd notice for blue recycle bin sitting for months in High Wee	11/22/23	11/26/23	11/27/23
1455	Connor Road	1029	William A & Norma Lynn Suvak	Garbage placed out before the designated day and time	11/22/23	11/24/23	11/27/23
1456	Connor Road	1031	Jeff James Ostrander	Garbage placed out before the designated day and time	11/22/23	11/24/23	11/27/23
1457	Connor Road	1033	Charlene A Hartung	Garbage placed out before the designated day and time	11/22/23	11/24/23	11/27/23
1458	Hastie Road	1043	Khang Nguyen	2019 Toyota owned by Dan parking and driving on the mud ir	11/27/23	11/28/23	12/5/23
1459	Greenridge Road	4238	Gayla A Williams	3rd notice for parking 2021 Chevy Trax in the grass ticket iss	11/27/23	11/28/23	ticket
1460	Saint Anne Street	931	David J & Jill S Kielbasa	Feeding, the wildlife	11/27/23	11/28/23	12/5/23 removed feeders
1461	Pine Avenue	971	Lana Tomson	Vehicles Parked on the grass	11/27/23	11/28/23	Tickets
1462	Newport Drive	952	James Kruhm	2019 Nissan parked on the grass	11/27/23	11/28/23	removed 11/28/23 warning
1463	Killarney Drive	809	Isabella Beebout	2017 Subaru parked on the grass	11/27/23	11/28/23	removed on 11/29/23warning
1464	Middleboro Road	3543	Jill E Cook	Garbage placed out before the designated time	11/27/23	11/28/23	11/28/23
1465	Clara Avenue	1228	Mark F & Cynthia A Golebie	Garbage placed out before the designated time	11/27/23	11/28/23	11/28/23
1466	Clara Avenue	1304	Thomas M & Cynthia	Garbage placed out before the designated time	11/27/23	11/28/23	11/1/23
1467	McCully Road	1324	Aita Poudel	2005 Hyundai parked on the grass	11/27/23	11/28/23	removed on 11/29/23warning
1468	McRoberts Road	3374	Rachel A Reilly	Garbage placed out before the designated time	11/27/23	11/28/23	removed 11/28/23 warning
1469	Grove Road	1349	James A Hajek	Garbage placed out before the designated time	11/27/23	11/28/23	11/28/23
1470	Grove Road	1291	William & Margaret Cancilla	Garbage placed out before the designated time	11/27/23	11/28/23	11/28/23
1471	Lindenwood Drive	840	Mitra Thapa	2017 Chevrolet parking on the grass	11/28/23	11/29/23	11/29/23
1472	Lindenwood Drive	805	Jacquelyn M Carnahan	2005 Nissan causing a nuisance, and storage of boat	11/28/23	11/29/23	
1473	Castle Road	214	Three B Development	Construction/building materials left out front for at least a wee	11/28/23	11/29/23	12/5/23
1474	Prospect Ave	3915	James B Hall & Margaret Roger	Garbage receptacles left at the curb beyond the designated ti	11/28/23	11/29/23	removed on 11/29/23 warning
1475	Blossom Hill Road	1462	Amy K Hinds	Garbage receptacles left at the curb beyond the designated ti	11/28/23	11/29/23	removed on 11/29/23 warning
1476	Blossom Hill Road	1485	Adam M Starkey	Garbage receptacle left at the curb beyond the designated tin	11/28/23	11/29/23	removed on 11/29/23 warning
1477	Middleboro Road	3576	Karen Anne Rohaly	Garbage receptacle left at the curb beyond the designated tin	11/28/23	11/29/23	removed on 11/29/23 warning
1478	Rebecca Street	3713	Michael L & Denise A Macklen	Was cleaning up now there is a fridge out there	11/28/23	12/3/23	
1479	Orr Drive	1431	Alicia C Cagle	Garbage receptacle left at the curb beyond the designated tin	11/28/23	11/29/23	removed on 11/29/23 warning
1480	Saint Anne Street	938	Marshall Alexan Gregory	Sent update copies of the violations	11/29/23		11/29/23
1481	Trance Drive	1407	Scott C Walther	High Grass and weeds	11/29/23	120/6/23	removed 12/5/23 warning

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1482	McRoberts Road	3097	Bonnie J Carradine	Garbage receptacle left at the curb beyond the designated time	11/29/23	11/30/23	removed 12/4/23 warning
1483	McRoberts Road	3170	Jordan Kelly	No zoning permit for the fence and parking pads, over the 30'	11/29/23	12/14/23	
1484	6th Street	1240	Mario Soto	Garbage receptacle left at the curb beyond the designated time	11/29/23	11/30/23	12/4/23
1485	Cooke Drive	780 B	Rayla Mallory	Garbage placed out before the designated time, mishandling	11/29/23	11/30/23	
1486	Sleepy Hollow Road	964	James Whicker	Garbage placed out before the designated time	11/29/23	11/30/23	12/4/23
1487	Maple Avenue	945	Christian F & Taylor Hudson	Garbage placed out before the designated time	11/29/23	11/30/23	removed 12/4/23 warning
1488	Elm Street	3420	Elizabeth Slancauskas	Garbage placed out before the designated time	11/29/23	11/30/23	removed 12/4/23 warning
1489	Elm Street	3518	Joseph & Kathleen Defazio	Garbage placed out before the designated time	11/29/23	11/30/23	removed 12/4/23 warning
1490	Frank Street	3800	Jennifer Daube	not sure if receptacle was left out or placed out before design	11/29/23	11/30/23	removed 12/4/23 warning
1491	Hastie Road	1009	Om P & Barta Chhetri	Garbage placed out before the designated time	11/29/23	11/30/23	removed 12/4/23 warning
1492	Thornwood Drive	1035	Lisa Thu Vu	Garbage placed out before the designated time	11/29/23	11/30/23	removed 12/4/23 warning
1493	Greenridge Road	4225	Jill E & Brian S Vogel	Outdoor storage all over the property, shed unsafe, house num	11/30/23	12/10/23	Regular and Certified
1494	Willow Avenue	3760	Joannis N Kouknas	Garbage placed out before the designated time at garage	11/30/23	12/1/23	12/4/23
1495	Pine Avenue	971	Lana Tomson	Vehicle parked on the Grass	11/30/23	12/1/23	ticket
1496	Myrtle Ave.	3724	Michael Blue	2015 Jeep parked on the grass	11/30/23	12/1/23	removed 12/4/23 warning
1497	Willow Ave	3905	Patrick Kirkpatrick	2017 Black Mini parked crooked and on the sidewalk along W	11/30/23	11/30/23	removed 12/4/23 warning
1498	Brlleville Street	3012	Aletha Kish	3rd Notice for garbage receptacle left at the curb beyond the c	11/30/23	12/1/23	
1499	Library Road	3423	Society of St . Vincent De Paul	2nd notice for outside storage	12/1/23	12/9/23	Regular and Certified
1500	Sleepy Hollow Road	935	Michael Clark & Citara Lloyd	empty garbage cans left at the curb after the day of pick-up	12/1/23	12/2/23	12/4/23
1501	Sleepy Hollow Road	972	Mark & Helen Drakulic	empty garbage cans left at the curb after the day of pick-up	12/1/23	12/2/23	12/4/23
1502	Baldwin Street	934-936	Hy Realty Mason Chen	Mishandling of garbage one to many times no occ, no unit reg	12/1/23	12/4/23	Regular and Certified
1503	McRoberts Road	3205	Emin Rzayev	Outside storage of all kinds of material, and past the as-is lett	11/29/23	12/9/23	12/5/23
1504	Connor Road	1023	Desiree Saunders Daelin Drew	another notice for recycling bin placed out before the designa	12/5/23	12/7/23	
1505	Hastie Road	1009	Om P & Barta Chhetri	2nd notice in 2 weeks about the garbage placed out before the	12/5/23	12/6/23	12/8/23
1506	Canal Street	3998 apt 6	Mark Leshner	Recycling receptacle placed out before the designated time	12/5/23	12/6/23	
1507	Saint Anne Street	940	Natalie Friedrich	Mulch bags left on the front steps, missing balusters and post	12/5/23	12/10/23	
1508	Willow Avenue	3855 Apt 2	Richard Dale	3rd. Notice for an uninspected, Blue Toyota Corolla behind th	12/6/23	12/17/23	Regular and Certified
1509	Willow Avenue	3855 Apt 2	Blue Lins LLC	3rd Notice for an uninspected Blue Toyota Corolla	12/6/23	12/17/23	Regular and Certified
1510	McRoberts Road	3141	Thomas & Valetta A Moses	Dumpster has been sitting in front for well over a month	12/6/23	12/17/23	
1511	Library Road	3269	Luis Manuel Carde Freiria	2 Citations for a Maroon Ford Van expired plate parked on gr	12/6/23		2 Citations
1512	Baldwin Street	934	Mason Chen	2 Citations mishandling garbage, and Rental unit registratio	12/6/23		2 Citations
1513	Mount Lebanon Blvd	250	Insta Tan	Citation for not having a portable sign permit	12/6/23		Citation
1514	Mount Lebanon Blvd	250	Yoga Flow	Citation for not having a portable sign permit	12/6/23		Citation
1515	Highland Villa Drive	1412	John Jay Thigpen II	1996 Acura in the back with expired plate	12/6/23	12/6/23	
1516	Home Ave	3004	Michael R Solito	2022 Silver Toyota parked on the sidewalk	12/6/23	12/7/23	removed 12/8/23 warning
1517	Home Ave	3126	Richard J Nettleton	recycle bin was left at the curb beyond the designated time	12/6/23	12/7/23	
1518	Belleville Street	3012	Aletha Kish	4th Notice this month garbage cans left out, ticket was issued	12/6/23	12/7/23	Ticket
1519	Sleepy Hollow Road	875-881	Fallon Electric properties	Storage of pallets, pole lighs need to face down on the proper	12/6/23	12/10/23	warning
1520	Rosalia Ave	3541	Rachel Reed	Receptacles left at the curb beyond the designated time	12/6/23	12/7/23	removed 12/8/23 warning
1521	Canal Street	3998	Canal Street Associates	Dumpsters for the apartments are not enclosed	12/6/23	12/31/23	

1522	Baldwin Street	807	Thaddeus W & Joan M Smerecky	Garbage placed out before the designated time	12/6/23	12/7/23	removed 12/8/23 warning
1523	Prospect Avenue	3915	James B Hall & Margaret Roger	2 consecutive weeks leaving leaving the cans out early curb	12/6/23	12/7/23	12/8/23
1524	Prospect Avenue	3822	Amanda Reshelle Telep	Garbage receptacles out at the curb beyond the designated ti	12/6/23	12/7/23	warning
1525	Lockridge Road	3414	Julie Stolze	Receptacle left at the curb beyond the designated day and ti	12/6/23	12/7/23	warning
1526	Castle Shannon Blvd	819	Chris Green	Garbage placed out before the designated time	12/6/23	12/7/23	12/8/23
1527	Cooke Drive	801 A	Nicole Rulli & Andre Fletcher Jr	Garbage placed out before the designated time	12/6/23	12/7/23	12/8/23
1528	Cooke Drive	789 B	Mark & Eva Shillingbuurg	Garbage placed out before the designated time in front of a fi	12/6/23	12/7/23	12/8/23
1529	Bockstoce Avenue	900	Puran Pradhan	Garbage placed out before the designated time	12/6/23	12/7/23	removed 12/8/23 warning
1530	Willow Avenue	4212	Joshua James Staley	Garbage placed out before the designated time	12/6/23	12/7/23	removed 12/8/23 warning
1531	Willow Avenue	4214	Robert W & Nancy J Dempsey	Garbage placed out before the designated time	12/6/23	12/7/23	removed 12/8/23 warning
1232	Milton Road	1001	Klimenty Pisarev	Garbage placed out before the designated time	12/6/23	12/7/23	removed 12/8/23 warning
1233	Greenridge Road	4236	Imagine Invests & Consult LLC	Garbage placed out before the designated time, no house nu	12/6/23	12/7/23	
1234	Connor Road	1025	Jessie Marie Natali	Garbage placed out before the designated time	12/6/23	12/7/23	removed 12/8/23 warning

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