

CASTLE SHANNON BOROUGH MINUTES OF REGULAR MEETING

February 12, 2024

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

Public Notice: Ms. Kovach announced that council met in executive session this evening at 6:30 pm for the purpose of collecting information or educating agency members about an issue.

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

Public Presentations: Mr. Stanton introduced his colleague Steve Paxton and proceeded to discuss options to remove/replace the library shade sails. The shade sails were installed last year by a long-time vendor for Castle Shannon in accordance with the signed purchase order. Shortly after installation, complaints were received that the installation did not provide enough shade. The vendor, council members, borough administration, and engineers met to discuss reconfiguring the shade sails to provide more shade. The vendor was tasked with establishing a rope line to track hourly the shade angle. The engineers prepared a simplistic model of existing conditions, and a 3D model was created. Mr. Stanton explained that the criteria for the sails was to provide shading for three chaise lounges. Mr. Stanton provided two alternatives where public works would remove existing shade sails, and the vendor would install a slightly used 20'x20' square shade sail with poles or a 20'x20' cantilever umbrella.

Ms. Kovach suggested removing the shade sails, planting a shade tree at the library, and reinstalling the shade sails by the splash pad in Upper Hamilton Park. Mr. Swisher noted that the vendor has been paid for one-half of this project, and the borough owes the remaining half. Ms. Shartle asked how it was decided that the existing sails purchased would suffice to provide shade. Mr. Stanton explained that during the scope of work, the manager had the engineers focus on the outdoor seating area. Mr. Stanton is unsure as to how these shade sails were selected; however, the purchase order that was signed did authorize the sizes installed. Mr. Stanton added that he does not believe the amount of shade needed was reviewed. The dialogue for the shade sail purchase was between the vendor and the former manager, and the sun angle may not have been considered.

Heather Myrah, Library Director, stated that the public hates the shade sails and wants the former gazebo reinstalled or a new gazebo built. The project was originally undertaken to provide shade for possibly ten chairs. Mr. Emph suggested utilizing the four existing exterior poles to provide a larger shade sail; however, Mr. Brannon noted that the exterior poles are various heights. Jerry Coombs asked who would absorb the cost of a refit. Mr. Stanton answered that the public works department would remove the existing poles and shades, and the vendor would install the slightly used canopy for \$12,500. The canopy would provide shade; however, rain would filter through. Mr. Coombs suggested installing a concrete pad with a small pavilion. Ms. Shartle would like to review the background and rationale for the shade sail purchase. Council agreed to create a committee to review options for this project and to make recommendations to borough council.

Mayor Baumgarten suggested, and Mr. Stanton agreed, that the committee needs to determine the best use for that section of property before adding amenities.

Minutes: The minutes of the January 22, 2024 council meeting were presented. Mr. Brannon motioned to approve the minutes. Mr. Swisher seconded; all in favor; motion carried.

Administration: Ms. Kovach announced that borough council will hold a public hearing on Monday, February 26th to consider Ordinance #937 – Solid Waste Ordinance and Ordinance #938 - Recycling Ordinance. The Solid Waste Ordinance will include a time change to put trash curbside after 4 pm. The recycling ordinance includes increased plastics and glass.

Bid Openings, Contracts and Resolutions: Mr. Stanton discussed bidding for Contract No. 23-PK 10 Multi-Purpose Structure Installation for lower Hamilton Park which includes a pavilion, kitchen, restrooms, and storage facility. The building kit was purchased from ROMTEC and is being stored on site. The installation contract was advertised for bid twice with no bids received. Twenty-two requests for proposals were sent to various contractors, and only three proposals were received. Mr. Swisher noted exclusions/clarifications in the RFP from Stefanik’s correspondence. Mr. Brannon questioned the schedule for installation. Mr. Stanton answered that construction would probably start in May. Mr. Emph questioned what items are stored in the fire department’s parking lot. Mr. Stanton answered the roofing for the pavilion, and Stefanik is aware that they will need to relocate that material. Mr. Swisher questioned the performance and maintenance bond. Mr. Stanton confirmed the maintenance bond is for 18 months after the date of substantial completion or date of last payment to the contractor. Mr. Emph motioned to award the project to the apparent low bidder, Stefanik’s Next Generation Contracting Co, Inc. in the amount of \$757,585.00 subject to obtaining the required insurance certificates, performance bond, funding agency compliance certifications and review and approval of same by the borough solicitor prior to execution of the agreement by the borough. Mr. Seiler seconded; all in favor; motion carried. Mr. Stanton added that the borough has received some grant funding for this project.

Mr. Foote presented Resolution #741 setting the borough’s fee schedule for 2024. Mr. Foote noted that there was an implication at the last council meeting that staff did not put time and effort into developing the newer fee schedule; therefore, staff prepared a comparison for council to review. The fee schedule includes some additions to improve transparency such as flood plain permits and storm water permits. The majority of fees have not been increased in 16-20 years. Summer Recreation Fees are included with an increased fee. Police fees remained the same. Public Works is a new area. Right-To-Know request fees come from the Pennsylvania Office of Open Records. Sewer tap-in fees have increased. Mr. Foote added that residents are invited in the office to review documents. Ms. Shartle motioned to adopt Resolution #741 setting the borough’s fee schedule for 2024. Mr. Oates seconded; all in favor; motion carried. Ms. Shartle thanked Mr. Foote and borough staff for working together on the detailed information for the resolution.

Mr. Foote presented Resolution #747 to provide authorization of disposal of records from the police department and borough administration. Mr. Swisher motioned to adopt Resolution #747 authorizing the disposition of the records set forth in the attached Exhibit A in accordance with the Municipal Records Manual. Mr. Brannon seconded; all in favor; motion carried.

Council Committee Reports

Community Engagement/Events Committee – Mr. Emph and Mr. Brannon met with the committee. Mr. Emph stated that the committee is working on creating a system where all non-profit organizations and other community related organizations have the opportunity to collaborate, not only in person for ideas but also for history and resources. Fourteen groups have been identified so far. Quarterly meetings may be arranged. Mr. Emph stated that this collaboration would benefit not only the organizations but also the community. More information will be presented at future council meetings.

Finance – Mr. Swisher questioned public works vehicle costs on two check registers. Mr. Foote answered that the vehicles are being tracked. The expenses were incurred to replace fuel tanks that were rusting from the inside. Unfortunately, Ford will not replace these under warranty. Public Works has changed where they purchase fuel to mitigate this problem. Pricing is being obtained for a new truck purchase that has been budgeted for this year.

Mr. Swisher questioned two invoices for public works garage door repairs. Ms. Miller explained that McGervey Electric installed equipment and a generator for power outages, and the invoice from Henefield Garage Doors was to replace the garage doors.

Mr. Swisher questioned an expenditure for PA Turfgrass Council. Ms. Miller answered the cost was for training for two public works employees to keep certifications for their pesticide licenses. Mr. Foote added that staff will also be training to receive certification for splash pad maintenance.

Mr. Swisher stated that he has received the check registers for January 26th, February 2nd and February 9th and had no further questions. Ms. Shartle motioned to authorize the payment of all outstanding bills and invoices. Mr. Seiler seconded; all in favor; motion carried.

Planning & Codes – Mr. Vietmeier announced that the planning commission will hold a conditional use hearing on February 19th at 7 p.m. for a massage parlor to be located at 1106 Castle Shannon Boulevard.

Public Safety/CSVFD – The agenda contained the January animal control analysis, incident report, and vehicle maintenance report.

Ms. Kovach announced that State Representative Dan Miller informed the borough that the grant submitted for the fire department's garage doors will be funded at \$150,000.00.

Public Works – Mr. Oates reported that the public works crew has been working on a sanitary sewer line on Sycamore with a vendor to treat the line.

The crew has also been working at Riehl Park removing a wooden wall.

The public works trucks are all operational and ready for the next winter storm.

Mr. Swisher announced that representatives from Waste Management will be attending the February 26th council meeting at 7 p.m. Mr. Swisher encouraged residents to attend to discuss their concerns. Ms. Shartle suggested that this information be posted on social media.

Board Reports –

ACBA/ALOM – Ms. Kovach reported that the annual meeting was held last Saturday where George Zboyovsky, Borough Manager of Brentwood, was named Elected Official of the Year. The next ACBA meeting will be March 7th.

Civil Service – Mr. Emph motioned to appoint Robert Myers to the Civil Service Commission for a six-year term ending December 31, 2029. Mr. Brannon seconded; all in favor; motion carried.

Library – Ms. Shartle announced that the library was featured on Pittsburgh Today Live Books and Beyond: Heart String. The website link to the video is available on the library's social media pages and on the Pittsburgh Live Today website. Mr. Foote advised people to be cautious of what they select on the link as he inadvertently selected something that put malware on his computer.

Ms. Shartle stated the Board of Trustees met February 1st, and the Friends of the Library met last week. There are many exciting events happening at the library, and Ms. Shartle encouraged people to check out the website and programming.

Ms. Myrah gave an update on the library. Thank you to the Public Works Department for painting the walls in the Children's Area. They look great! Before/after pictures of the walls have been posted on the social media site.

Our expansion & upgrade of the Makerspace Area of the library is almost complete. A local resident and participant of the Fall Vendor & Craft Fair created letters for us to hang on the walls, and a table still needs to be assembled. Once that is complete, we will post the pictures on our social media sites.

The library received a grant from the Pittsburgh Foundation from a library patron. Part of the grant went to purchasing 2 Kindles and accessories for Miss Amber, our Children's Librarian, to be able to use them for STEAM activities with the children at the library.

Restaurant fundraisers coming up: Chick-fil-a on Monday, February 19th (President's Day) from 11am-8pm. Fifteen percent of the sales will be donated back to the library. Patrons can eat in, do drive thru, and use the app. Just remember to mention the library. A second fundraiser is planned at Houlihan's (eat in only) on Thursday, February 29th (Leap Day) from 5pm-9pm with 15%-20% of sales donated back to us. The more sales, the bigger the percentage. Just remember to mention the library.

MRTSA – Mr. Swisher stated that the board of directors meeting will be February 28th. The Personnel Committee has met and interviewed potential candidates for the executive director position.

SHACOG – Mr. Seiler plans to attend the meeting on February 22nd.

Mayor's Report: Mayor Baumgarten commented that a fellow mayor knows the Chairman of the Appropriations Committee and has suggested that he bring the local use of radar legislation to the floor for a vote. Mayor Baumgarten has serious doubts that this bill will ever be passed.

Manager's Report: Mr. Foote stated that amusement device revenue is recorded in the mechanical device line. For 2024 revenue is budgeted at \$14,000.

Mr. Foote noted that the revenue for the coffee fund was \$365.00. These funds are available for public works staff when they would like to use it.

Mr. Foote noted that council will be exploring options for solar panels within the next upcoming meetings.

Staff will be meeting with borough engineers to discuss the Roadway Maintenance Study and prepare a 5-year paving plan.

Real Estate Tax Collector: Mr. Swisher motioned to exonerate Ms. O'Malley, Borough Real Estate Tax Collector, for the 2023 uncollected taxes and authorize the submission of the Delinquent Tax List for Jordan Tax Service, the borough's third-party liened tax collector.

Public Comment – Non-agenda Items: Bryan Gigliotti, Poplar Avenue – complimented public works for doing a fantastic job during the last snowstorm. Ms. Kovach agreed and noted that she receives many favorable comments regarding their roadway winter maintenance.

Regarding the Summer Recreation Program, Mr. Gigliotti met with Mr. Foote, Ms. Miller, and Ms. Copenheaver to review the program. In-person sign ups will be held at the library on May 18th from 10am to noon. A new assistant director will be hired who was a “graduate” from this program and former counselor. He also received a commendation from the fire department last year. It will be a six-week program from June 24-August 2 at Riehl Park. Information will be shared via social media and in the upcoming newsletter.

CSYA sign-ups will conclude this Wednesday. Registration numbers look good. Participants and coaches are excited for the upcoming season. CSYA will pay for three sessions at D-Bat in Bethel Park for participants.

The CSYA kick-off party is their biggest fundraiser. The event will be held on March 23rd. Council was invited to participate at the event at the fire department from 6pm to 11pm.

Nancy Dempsey, Willow Avenue – asked if council would consider organizing an electronics recycling event for the borough. Residents have trouble disposing of televisions, computers, etc. Ms. Kovach responded that surrounding communities host these events. This would be a big undertaking for a small borough. Ms. O'Malley stated that Upper St. Clair has an electronics recycling event the 2nd Saturday of the month.

The public comment section was closed.

New Business: Nothing to report.

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

Approved as presented this 26th day of February 2024.

C. Michael Foote
Borough Manager

Nancy Kovach
Council President