

CASTLE SHANNON BOROUGH MINUTES OF REGULAR MEETING

February 26, 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. Callender, Borough Engineer.

Public Notice: Ms. Kovach announced that council met in executive session this evening at 6:00 pm for the purpose of collecting information or educating agency members about an issue. An executive session was also held by the HR/Personnel Committee on Friday, February 9th at 10 am to discuss personnel matters.

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

Public Presentations: Teri Fischer, Waste Management – discussed the new cart service for trash and recycling collection for the borough. Every resident will receive a 96-gallon cart for trash and a 65-gallon cart for recycling. Cart deployment will occur between March 27th and April 2nd. The carts will include a cart hanger that provides information on how to correctly place the cart for collection – wheels facing the house with opening facing the street. After a two-month period, residents are given the option of exchanging the cart for a smaller one. After a six-month period, there is a \$10 fee for cart exchange. The carts have serial numbers that are attached to the house address, and do not personally belong to the resident. An additional Waste Management cart can be serviced for \$110 annually; however, this fee increases 7% each year. Residents must use the carts immediately after receipt. Material left outside the cart will not be taken.

All trash must be bagged in the trash cart; however, no bags should be used in the recycling cart. The number system is no longer used for recycling plastics. Recycling includes glass and plastics such as bottles, jars, jugs, and tubs. A tag will be issued with the recycling cart that lists what items are acceptable. Plastic trays and plastic produce containers are not recyclable. Flattened cardboard, newsprint, magazines, and full sheets of paper are recyclable when placed in the cart. Ms. Fischer will check on options if a resident wants a larger recycling cart. Plastic bottle caps can remain on the bottle if the contained is collapsed; however, if caps are removed they should be placed in the trash.

Two bulk items can be placed curbside during the designated bulk collection week. Additional bulk items can be disposed of for a fee as listed on the Waste Management website. Bulk collection takes place the fourth full week of the month. Unwanted garbage cans/bins can be put out for disposal with a note designating it for disposal on the bulk week.

Residents from Shannon Heights expressed concerns regarding cart placement due to hills and narrow driveways, and collection location in the rear. A resident from Middleboro expressed concerns regarding cart placement due to a steep hillside. Mr. Brannon noted a resident on Home

Avenue may need accommodations since the back road does not reach their house. Waste Management's route manager will review these areas.

A discussion continued on permissible storage of carts on residences. personalization of carts by adding house numbers, medical backdoor service, and cart placement with on-street parking. Five weeks for leaf waste recycling collection will take place in the fall. Grass clippings must be bagged for cart disposal.

Revised flyers with trash/recycling information will be delivered to the municipal center to hand out to residents. The PDF of the information can be emailed to interested residents.

Dave Hohman, KU Resources – discussed the completed phase of the downtown streetscape, and reviewed Phase II of the streetscape. Mr. Hohman has worked on the streetscape projects since 2016. The Phase II scope will continue out Castle Shannon Boulevard on north and south sides past the Ice Castle to Shop-n-Save. The scope incorporates both sides of Park Avenue. Plans include concrete curbs and sidewalks along with some street lights, street trees, and site furniture.

Mr. Swisher reviewed three estimates from December 2022 to April 2024 and noted the contingency percentage increased from 5% to 10%. Mr. Hohman explained that the contingency percentage was increased to allow for latent conditions such as unmarked utilities, old laterals/sewers, etc. The \$1.5 million project will be funded by a RACP grant of \$771,000 and the same match by the borough. Mr. Seiler questioned why the borough would replace sidewalks on the Ice Castle side that belong to PennDOT/private individuals. Mr. Hohman stated that PennDOT's right-of-way goes through the middle of the sidewalk, and PennDOT would not fix the sidewalks; however, PennDOT has approved the Highway Occupancy Permit for the project. Mr. Hohman also noted that PennDOT partially funded Phase I of the streetscape through a multi-modal grant. Mr. Emph asked if the sidewalks would be stamped concrete. Mr. Hohman answered the sidewalks will be broom concrete. Ms. Kovach noted the original plans had included hanging baskets and planters. Mr. Hohman stated the hanging baskets were to be purchased by the borough. The planters were removed from Phase I, and the \$50,000 purchase is included in Phase II – placement to be determined.

This project will be bid in April with construction in late summer/fall of this year. Ms. Kovach suggested installing a town clock in the triangle area downtown. Mr. Hohman would need council's guidance as soon as possible to adjust the design and provide pricing. Mr. Hohman advised that PennDOT's approval may be needed due to visual or safety obstructions in the right-of-way. Ms. Shartle and Mr. Seiler would like the project to stay budget neutral if a clock is included in the amenities. Mr. Hohman concluded stating it is an honor to work with the borough to be able to beautify and give something back to the community.

Minutes: The minutes of the February 12, 2024 council meeting were presented. Mr. Brannon motioned to approve the minutes. Mr. Emph seconded; all in favor; motion carried.

Administration: Ms. Kovach opened the public hearing for Ordinance #937 – Castle Shannon Solid Waste Ordinance and Ordinance #938 – Castle Shannon Recycling Ordinance. Trash and recycling can be put curbside after 4 pm the day before collection. A resident asked what

exemptions or options would be provided for storage issues with the larger trash/recycling carts. Mr. Foote answered that carts should not be visible from the roadway, and carts in front of the homes should be screened. The ordinances were revised to address the new cart program and had a few small revisions. Mr. Vietmeier added that the ordinance states that carts cannot be placed beyond the front line of the residence. Mr. Vietmeier plans to work with the residents on an individual basis. A resident stated the ordinance should be revised to allow for the cart placement and screening. Mr. Biondo advised that the ordinance is ready to be adopted because the carts will be delivered for the new collection method, and any changes would require an amendment. Mr. Foote reiterated that staff would work with individuals as issues are encountered and explore solutions for future amendments. Mr. Vietmeier advised that the codes office has issued warning letters to some residents, and Mr. Foote added that these letters are used for educational opportunities to the residents.

Ms. Kovach closed the public hearings. Mr. Swisher motioned to adopt Ordinance #937, amending and restating Ordinance #745, known as the Castle Shannon Solid Waste Ordinance. Mr. Oates seconded; all in favor; motion carried.

Mr. Brannon motioned to adopt Ordinance #938, amending and restating Ordinance #746, known as the Castle Shannon Recycling Ordinance. Mr. Seiler seconded; all in favor; motion carried.

Mr. Foote presented an agreement between the borough and public works union. Mr. Emph motioned to authorize the council president to execute a Tentative Agreement between Castle Shannon Borough and Eastern Atlantic States Regional Council of Carpenters. Mr. Swisher seconded. Mr. Brannon recused himself from the vote due to personal reasons. All in favor; motion carried.

Bid Openings, Contracts and Resolutions: Ms. Shartle motioned to award Contract No. 23-S1 Frank Street Sanitary Extension to the apparent low bidder, Soli Construction, Inc. in the amount of \$87,735.00 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. Swisher noted the vast differences in bids received. Mr. Callender stated that all bidders received the same bid package, and Soli Construction's bid was very close to the budget expected for the project.

Ms. Kovach stated that KU Resources, Inc. has requested additional services to its Scope of Work with a commensurate increase in its contract. The scope changes include 1) a supplemental HOP permit; and 2) Port Authority Park-n-Ride project coordination. Mr. Oates motioned to authorize the borough manager to execute the Scope Revision Agreement with KU Resources, Inc. increasing the professional services fees by \$9,950.00. Mr. Seiler seconded; all in favor; motion carried.

Two service order authorizations for engineering services were presented for the 2024 Road Improvement Projects. Mr. Brannon motioned to authorize the borough manager to execute Service Order Number 253-201-24 in the amount of \$17,600.00 for the 2024 Roadway Improvement Project R-01 Liquid Fuels. Mr. Swisher seconded; all in favor; motion carried.

Ms. Shartle motioned to authorize the borough manager to execute Service Order Number 253-200-24 in the amount of \$17,600.00 for the 2024 Roadway Improvement Project R02-Capital Fund. Mr. Oates seconded; all in favor; motion carried. Mr. Swisher added that the 2024 budget includes \$600,335 in the capital fund and \$150,000 in the liquid fuels fund for roadway paving.

Council Committee Reports

Finance – Mr. Swisher questioned a payment to Brittany Barnicott for professional services on the February 16th bill list. Mr. Foote answered that the fee was for media services provided to the main street manager. This was the final invoice for those services.

Mr. Swisher also questioned nine tax refunds that were listed on the bill list. Ms. O'Malley explained that due to a lawsuit, tax reassessments were not done for two years. Ms. O'Malley received over 150 reassessments for the two-year period. There were more assessment increases than tax refunds.

Mr. Swisher questioned a payment to Thomas Yonek on the February 23rd bill list. Ms. Miller answered this was for post-retirement health insurance benefits per the police union contract. Mr. Swisher had no further questions and motioned to authorize the payment of all outstanding bills and invoices. Mr. Brannon seconded; all in favor; motion carried.

Planning & Codes – Ms. Kovach announced that the borough will hold a conditional use hearing on Monday, March 11th immediately following the council business meeting.

Public Safety/CSVFD – Chief William Reffner provided the January/February CSVFD reports. The fire department responded to twenty calls in January – 9 in Castle Shannon, 2 in Baldwin Township, and 9 mutual aid/out of town. For the month of February, the fire department responded to twenty calls also – 9 in Castle Shannon, 3 in Baldwin Township, and 8 mutual aid/out of town. Call volume in February was relatively steady with no major incidents.

In-house fire training was held February 12th where firefighters joined Mt. Lebanon FD and Dormont FD at the Baptist Home on Castle Shannon Boulevard. Crews ran evolutions honing their skills on rapid intervention scenarios. These scenarios are basically on firefighter MAYDAYs and techniques in rescuing these firefighters. On February 19th, firefighters reviewed the meters for such incidents of carbon monoxide, natural gas detection/LEL limits. Instructions were provided on how to turn on/off different meters, best practices in using the meter and the dangerous levels and their ranges (levels) of danger.

Two officers attended outside training with the Mt. Lebanon FD and participated in 24-hour SIM lab for the Blue Card Commend System. One associate member and one firefighter are slated for new membership this month. As always, the CSVFD appreciates the support received from borough council.

Bob Sutton, President of the CSVFD – thanked borough council for their assistance in pursuing the grant for the fire department's garage door replacement project.

Chief Truver reported that the borough has a certified civil service list with a viable candidate for hiring. On February 13th the physical agility and written exam were given at the Allegheny Police Training Academy. Oral boards were conducted on February 24th. Chief Truver hopes to have information available for council action on March 11th.

Public Works – Mr. Oates reported that the two public works employees will be attending training this week at the 2024 Western Pennsylvania Golf, Lawn, Landscape and Sports Turf Conference. The public works crew has been working on jetting and cleaning sanitary sewer lines.

Mr. Emph motioned to authorize the borough manager to order one 2024 Ford F-550 cab and chassis from Allegheny Ford Truck Sales at the COSTARS price of \$69,879.00. Ms. Shartle seconded; all in favor; motion carried. Ms. Kovach noted that this public works truck purchase was included in the 2024 budget.

Mr. Oates motioned to authorize the borough manager to order one truck upfit package from Stephenson Equipment at the COSTARS price of \$57,382.00. Mr. Emph seconded; all in favor; motion carried. COSTARS is the Commonwealth of Pennsylvania’s cooperative purchasing program.

Board Reports –

Economic Development – Mr. Seiler attended the CSRC’s strategic planning meeting on February 14th. As a non-profit organization, their main objective now is to fund raise. Donations are accepted. A main focus is to fill the store fronts in the downtown area since Streetscape Phase I is completed. Mr. Seiler stated that everything the CSRC does benefits the borough.

Library – Ms. Shartle stated that the Library Board of Trustee’s will meet on March 7th at 7 pm. The public is welcome. Friends of the Library Book Sale will be March 14th, 15th, and 16th. Saturday, March 16th is bag day – fill a bag with books for \$5.00.

Ms. Myrah reported that the expansion and upgrade of the Makerspace Area of the library is complete. ARAD officially announced last week that they will be providing \$3.1 million in funding for the purchase of computers for the libraries in Allegheny County.

Everyone is encouraged to create a tiny canvas art piece for the Tiny Art Show. Artwork will be on display until the end of May. The Tiny Art Show premiere happens during National Library Week on Tuesday, April 9th from 6:30 pm to 7:30 pm.

Eat in at Houlihan’s on Thursday, February 29th from 5 pm to 9 pm and 15% to 20% of sales will be donated when patrons mention the library.

Upcoming programs and events can be found on the library’s website and social media sites.

MRTSA – Mr. Swisher announced that the board will be meeting February 28th. The personnel committee has interviewed potential candidates for the executive director position.

SHACOG – Mr. Seiler attended the board meeting on February 22nd. DJ Ryan, director of Strategic Initiatives and Policy at the Southwestern Pennsylvania Commission discussed the Climate Pollution Reduction Implementation Grant. The grant provides \$5 billion in federal funds for projects relating to the pollution reduce act to reduce greenhouse gases. This can be done with electric vehicles, PRT transportation, bicycling and/or walking to work, solar panels, etc. Basically, anything that lowers fuel and energy costs. This is a non-matching grant, and multiple municipal group projects receive priority funding.

Mayor's Report: Mayor Baumgarten commented on the fentanyl drug problem that exists throughout the county, state, and country. In 2022, over 100,000 people died from a fentanyl overdose. Mayor Baumgarten believes that the death toll for 2023 and 2024 will be significantly higher. The country's open border allows for easier drug trafficking. Mayor Baumgarten urged people to be aware of the universal problem.

Manager's Report: Mr. Foote discussed the partnership with Dormont for residential use of their pool. There is an allocation in the budget for participation in the program. This allows Castle Shannon residents to get pool passes at the resident rate. Ms. Shartle stated that this is a great program for the community and would like to see Green Tree participate in a program like this.

Real Estate Tax Collector: Ms. O'Malley reported that borough real estate tax bills have been mailed, and she thanked Bob Ausman, Public Works Foreman, for taking the tax bills to the post office. The bills reflect the 2024 tax millage increase.

Public Comment – Non-agenda Items: Jerry Coombs, Belleville Street – asked about soil and compaction for tying in the storm and sanitary lines at lower Hamilton Park. Mr. Callender answered that the contractor had a geotechnical engineer conduct sampling. Current available soil is not suitable to be used as backfill; however, additional fill is being generated with trenches for other utilities with potentially more fill from the retaining wall. One option is incorporating an additive into the soil to stabilize it. Borough engineers are working with the contractor to minimize costs. Unsuitable fill will be trucked off site.

Mr. Coombs said that Ms. Shartle had mentioned advertising the presentation by Waste Management this evening on social media. The only mention on social media was the agenda posted on the borough's website. Mr. Foote plans to meet with staff to work on a communication program with plans for distributing information to the public.

An unidentified resident commented that she was appreciative of council's civility and happy to see that the borough has a fully staffed, functioning council. She also commented that Willow Avenue was recently paved due to the sinking asphalt from recent gas company construction. There is a similar problem on Thornwood by the stop sign which has 3" to 4" of sinking roadway.

Joe Furey, Willow Avenue – has repeatedly made reports to Duquesne Light regarding a street light that is out. He first reported the outage on December 5th. Mr. Furey also reported the

outage to DQL on December 11th and on December 28th to the borough. On January 5th, Mr. Furey called DQL customer service advised he had made three requests. On January 31st, Mr. Furey was advised that the crews were backed up; however, his request would be escalated. The street light is still out, and the area is pitch black. Chief Truver will contact Duquesne Light. Mayor Baumgarten advised Mr. Furey to call him when he has a street light problem; and when the police call, DQL reacts quickly.

Mr. Furey discussed the gas company's construction and mobilization on Willow Avenue by St. Anne School and questioned when the roadway would be paved from Rockwood to the T tracks. Mr. Furey added that the gas company construction roadway area is a mess with steel plates. Chief Truver advised that this is a gas company project, and they move back and forth between that section of Willow and Canal Street. The project will go on for a little while longer, and then Port Authority will be tearing up the LRT track at Willow crossing. Chief Truver will put Mr. Furey in touch with the gas company.

Mariann Randazzo, Arch Avenue – stated that Mr. Stanton had previously suggested creating a committee to address the problem with the library shade sails and explore possible options for the area. Ms. Randazzo questioned if the committee was formed. Ms. Shartle said that council will be forming a committee and would like to have a library board member on the committee. Ms. Randazzo believes that Ms. Myrah should be on the committee as the library director.

The public comment section was closed.

New Business: Nothing to report.

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

Approved as presented this 11th day of March 2024.

C. Michael Foote
Borough Manager

Nancy Kovach
Council President