

**CASTLE SHANNON BOROUGH  
MINUTES OF REGULAR MEETING**

April 8, 2024

The following elected officials were present: D. Swisher; K. Brannon; J. Emph; W. Oates; D. Seiler; L. Shartle; D. Baumgarten; E. O'Malley. Council President N. Kovach was absent. 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.

Vice President D. Swisher conducted the meeting.

**Public Notice:** Mr. Swisher 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.

**Public Comment – Agenda Items:** Mr. Swisher opened the public comment for agenda items.

Bill Gross, Home Avenue – stated that trash cart deliveries were made in front of the residences on Home Avenue, instead of the rear as expected. Mr. Gross noted that he attempted to reach a representative at Waste Management by phone for 25 minutes and also could not reach borough administration as the offices were closed for Good Friday.

Mike Stout, Willow Avenue – listed several concerns. Mr. Stout stated that the gas company's temporary road restoration on Willow Avenue is shoddy and left rocks on the roadway/driveways. The trolley stop on Smith Road has sunk another 6 inches and has rotting planks that needs fixed by the borough or Port Authority. Mr. Stout asked what residents should do with older garbage cans now that the new carts have been delivered. Mr. Swisher answered the trash cans can be put out for trash collection, and Mr. Stout responded stating then they will go to a landfill. Mr. Stout listed concerns about the various types of glass recycling and believes that the glass collected by Waste Management goes directly to the landfill.

Mr. Stout also believes the borough should have a composting program and listed other cities with this type of program.

Michael Brooks, Willow Avenue – stated that he has very little trash and that the carts are too big. Even the smallest cart at 35 gallons is too large for him, and he has no place to store the carts. Mr. Brooks would like better communication and coordination from Waste Management.

Mr. Brooks thanked council and the police department for installing the crosswalk at Cooke Drive/Mt. Lebanon Boulevard and would like more police presence at the stop due to motorists not stopping for pedestrians.

Mr. Brooks also expressed concerns about the deteriorating bridge at the Smith Road trolley stop.

Mr. Foote stated that he will provide a business card at the end of the meeting and will be touch with our Waste Management representative tomorrow. The order for the smaller carts has been expedited to be delivered this week. Mr. Foote also stated that the borough has applied for a grant and is seeking funding sources for Smith Road bridge replacement.

Mr. Swisher closed the public comment section.

**Public Presentations:** Mayor Baumgarten presented a proclamation for National Library Week April 7-13, 2024 whereas libraries have long served as trusted institutions - often the heart of their cities, towns, and schools. The library offers equipment and professional staff support to utilize technology, programs, and services; and the library is a resource for people of all ages, interests, and backgrounds. Mayor Baumgarten encourages all residents to visit their library and celebrate the adventures and opportunities they unlock for us every day.

Jason Stanton of Lennon, Smith, Souleret Engineering – presented a slide show on the 2024 Road Study Update and 5-year Plan. Mr. Stanton explained the evaluation criteria and road rating system for all borough roads and presented suggested budgeting costs for future road improvement projects, which includes a 3% cost increase for budgeting purposes. A bid opening is scheduled for April 15<sup>th</sup> for the 2024 Road Program which includes sections of McRoberts Road, Sixth Street, Oak Drive, Edgewood Avenue, Newport Drive, and Martha Street. Mr. Stanton noted that the utility company will be repaving Willow Avenue (curb to curb) pursuant to our street opening ordinance.

Josh Dorn, PGH Networks – presented proposed technology to conduct and record hybrid council meetings for home viewing. The proposal would include installation of a camera, microphones, and a computer connection. Public comments from home viewers would not be available initially. The meetings would be conducted via Microsoft Teams and could be uploaded to YouTube.

**Minutes:** The minutes of the March 25, 2024 council meeting were presented. Ms. Shartle motioned to approve the minutes. Mr. Brannon seconded; all in favor; motion carried.

**Administration:** Mr. Emph motioned to express the sense of council supporting the efforts of the Castle Shannon Veteran’s Memorial Committee’s efforts to refurbish the existing veterans’ memorial and place the memorial in a location conducive to the solemn and contemplative nature of the memorial, including consideration of placement on borough owned property or other suitable location in the borough. Ms. Shartle seconded; all in favor; motion carried.

**Bid Openings, Contracts and Resolutions:** Mr. Brannon motioned to authorize the payment of Invoice #3063 in the amount of \$24,900 to Sports and Recreation Associates for the Library Shade Sail Project. Ms. Shartle seconded; all in favor; motion carried.

### **Council Committee Reports**

**Community Engagement/Events** – Mr. Brannon and Mr. Emph are creating a list of organizations for working together to share resources. Bands and food trucks have been booked for the shared CSVFD Carnival/Community Day.

**Finance** – Mr. Seiler reviewed the check register of April 5<sup>th</sup> and had no further questions. Mr. Brannon motioned to authorize the payment of all outstanding bills and invoices. Mr. Emph seconded; all in favor; motion carried.

**HR/Personnel/Policy** – Ms. Shartle motioned to authorize the borough manager to advertise the administrative assistant position on appropriate job search sites. Mr. Oates seconded; all in favor; motion carried.

**Planning & Codes** – Mr. Vietmeier announced that the planning commission will conduct a hearing regarding a billboard by The Coal Mine.

**Public Safety** – Chief Truver announced that Aaron Maggi has accepted the conditional offer of employment which will start April 15<sup>th</sup>. Officer Maggi will be sworn in at the April 22<sup>nd</sup> meeting.

Mr. Swisher announced that the CSVFD-LSA grant documentation has been signed and returned to DCED. The grant award is for \$125,000. Special thanks to Senator Brewster and Representative Miller who were instrumental in receiving the award.

**Public Works** – Mr. Oates reported that the public works crew are working on grass cutting and spring maintenance. A utility paving project will begin on Greenridge on April 15<sup>th</sup>.

### **Board Reports** –

**ACBA/ALOM** – Mr. Seiler attended the ALOM Conference at Seven Springs and received a plethora of information. Sessions were held on ALCOSAN's expansion to their wastewater process; Healthcare (Mark Cuban is getting into the prescription business); Police Retention Initiatives; Disabled Veterans Services; Pittsburgh International Airport's new terminal; EMS needs to offset costs for non-transport calls; and Blighted Properties. Castle Shannon Borough was also presented with the Banner Community Award Certificate by Allegheny County Executive Sara Innamorato.

**Economic Development** – Mr. Seiler and Mr. Foote will meet this week to explore opportunities to revitalize the downtown and adjacent areas.

**Library** – Ms. Shartle announced that this is National Library Week. The Board of Trustees is recognizing and celebrating the library staff for their work and dedication to the community. Ms. Shartle encouraged residents to stop by the library and thank the staff for their hard work.

The Tiny Art Show has over 100 participants and will be held April 9<sup>th</sup>. This is a great community event.

Friends of the Library will hold their annual flea market and bake sale on April 13<sup>th</sup> from 9 am to 2 pm.

**MRTSA** – Mr. Swisher announced that Douglas DeForrest, Executive Director, has started employment with MRTSA.

**SHACOG** – Mr. Seiler announced that Castle Shannon will be hosting the board meeting on April 18<sup>th</sup> at 7:30 pm.

**Mayor's Report:** Mayor Baumgarten stated that he drives on Willow Avenue and Greenridge every day, and he agreed that those streets are in terrible condition. Unfortunately, it is the responsibility of the utility companies to complete the road paving.

Mayor Baumgarten agreed that the Smith Road Bridge is a public safety issue and wants to meet with Chief Truver and Mr. Stanton on site.

Mayor Baumgarten was sad to report that the brewery on Route 88 is closing.

Mayor Baumgarten stated that he was in attendance when the library was dedicated and again when the building was reconstructed for the children's area. The mayor stated that the curb appeal in front of the library is extremely attractive, with the exception of the shade sails and poles.

**Manager's Report:** Mr. Foote reported that the smaller trash carts will arrive this week, and residents have up to two months at no charge to request a smaller cart. Older adult residents can order a 35-gallon cart. Staff is aware of customer service issues with Waste Management and has internally initiated a listing of customer requests for changes for backdoor service requests, carts that were not received, or carts delivered by mistake. The updated lists were sent to Waste Management today. At a staff level, administration is assisting residents to get the type of service suitable for them.

**Real Estate Tax Collector:** Ms. O'Malley reported that \$1,399,553.39 was collected in March. The discount period ends April 15<sup>th</sup>.

**Public Comment – Non-agenda Items:**

Bill Gross, Home Avenue – stated that he was happy with the openness and responsiveness of council and the borough manager, specifically over the last few months.

Jerry Coombs, Belleville Street – noted that many businesses have received residential trash carts in error. Mr. Foote responded that the borough is keeping a listing of businesses and locations that should not have received the carts. Mr. Coombs also noted apartment buildings that received too many/too few carts. Mr. Coombs plans to meet with Mr. Foote this week.

Glenn Lackey, Blossom Hill Road – reported that the mail carrier parks his vehicle on Middleboro Road by the hydrant which impedes the traffic flow. Chief Truver noted that mail carrier is only parked long enough to deliver mail.

Mike Stout, Willow Avenue – reported a large pothole in the road on Willow Avenue by Bockstoce Avenue.

Marianne Randazzo, Arch Avenue – wanted to promote the library for National Library Week and commend the great staff, library director, and children’s librarian for their work. Strong communities have strong libraries, and this community is so fortunate to have a strong library. Many dedicated people fought for the library and the programing we have available. There are so many events, seminars, webinars, etc. available at the library, and most of the time a library staff member attends these programs. Ms. Randazzo wanted to thank the staff publicly as this is well above and beyond their work hours.

Ms. Randazzo introduced Donna Phillips, Board of Trustees President, who was also in attendance and stated that Glenn Lackey’s wife is very active in the Friends of the Library group. Ms. Randazzo is proud of the fact that the Friends of the Library and Board of Trustees are working and collaborating together for the benefit of the library. The board is also very happy to be working with Ms. Shartle.

Ms. Randazzo thanked Mr. Lackey and his wife for their donation of \$500.00 to the library which funded a large screen television for the lower area. The television was used this weekend for a presentation by the Friends of the Buffalo of South Park.

Ms. Randazzo continued stating that revenues streams in the city are being discussed, which may affect the county. The library has been very blessed to receive RAD funding for the library through tax dollars, and this funding is critical for our neighborhood library.

**Old Business:** Nothing to report.

**New Business:** Nothing to report.

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

Approved as presented this 22nd day of April 2024.

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C. Michael Foote  
Borough Manager

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Nancy Kovach  
Council President