CASTLE SHANNON BOROUGH
MINUTES OF REGULAR MEETING

February 9, 2026

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

Public Notice: Ms. Kovach announced that council members met in executive session on Monday, January 19 at 6:00 PM for the purpose of interviewing candidates for the vacant Council position, and this evening at 6:00 pm for the purpose of collecting information or educating agency members about an issue.

Public Comment – Agenda Items: Ms. Kovach opened the public comment section on Agenda items. Mary Craig of Londonderry Drive: Ms. Craig noted that Council may want to change the wording on Resolution Number 787 in section XI.C. of Bid Awards, Contracts, and Resolutions. Ms. Craig stated she has experience with document retention and audits professionally, and the language regarding document destruction may need to include a provision for holding certain documents. Mr. Biondo and Mr. Foote conferred and agreed to review the language and table this topic until the next Council meeting.

Council Members: Ms. Kovach introduced Resolution 786 declaring a vacancy in the office of Member of Council and filling that vacancy for a term of office in accordance with the Borough Code, i.e. until the first Monday in January after the first municipal election occurring more than sixty days after the vacancy occurred. Mr. Biondo explained that in the 2025 election results, Mr. Emph was elected to both a 2-year term and a 4-year term position. Mr. Emph chose to take the 2-year term, leaving a vacancy. Mr. Brannon motioned to appoint William Theobald to the vacant 4-year term position. Mr. Coffey seconded; all in favor; motion carried.

Mr. Brannon motioned to recess the Council meeting. Mr. Swisher seconded; all in favor; motion carried.

The Council meeting recessed and Mayor Baumgarten swore in William Theobald as a Council Member, with Mr. Theobald being able to immediately begin his duties.

Approval of Minutes: The minutes of the January 12, 2026 meeting were presented. Mr. Seiler motioned to approve the January 12, 2026 Borough Council Business Meeting Minutes. Mr. Swisher seconded; all in favor; motion carried.

Administration: Ms. Kovach introduced the purchase of Public Works Vehicle: 2026 Ford 350 Single Axle with upfit package. The upfit was appropriated $134,400.00 between the Sewer Fund and Capital Fund, coming in $52,295.00 under budget. Mr. Brannon asked what the upfit package consisted of, with Mr. Foote and Mr. Coffey confirming that a plow, salt spreader, and salt box were included in the upfit package. Mr. Coffey motioned to authorize Borough Manager to purchase one (1) Ford F 350 with upfit package for a total Costars price of $82,105.00 from Stephenson Equipment, Inc. Mr. Swisher seconded; all in favor; motion carried.

Ms. Kovach introduced the purchase of Police Department Vehicle: 2026 Chevy Tahoe Police Pursuit SUV with a Capital Fund appropriation of $65,000, coming in $7,811.00 under budget. Mr. Brannon asked if this vehicle would be fully outfitted, with Chief Truver confirming it will be used as a patrol vehicle and will include all standard equipment. Mr. Swisher asked if this vehicle would be purchased through Costars like the Public Works vehicle, with Mr. Foote confirming. Mr. Swisher motioned to authorize Borough Manager to purchase one (1) 2026 Chevy Tahoe Police Pursuit SUV for a total Costars price of $57,189.00 from TRISTAR CHEVY. Mr. Coffey seconded; all in favor; motion carried.

Ms. Kovach introduced the 2026 Borough of Castle Shannon Field Use Policy- This policy sets guidelines and rules for teams reserving days and times for use of Borough fields at Hamilton, Riehl, and Municipal Parks. This includes individuals reserving the pavilion and field at Lower Hamilton. Mr. Brannon gave a quick overview of the Field Use Policy, noting that the guidelines have not been changed much, but now include policies for all fields in the Borough and not just the turf Mastandrea Field. Mr. Brannon motioned to adopt the 2026 Borough of Castle Shannon Field Use Policy. Mr. Seiler seconded; all in favor; motion carried.

Bid Awards, Contracts, and Resolutions: Ms. Kovach introduced Resolution Number 783 SHACOG Franchising Authority Board- appointment of Council President and Borough Manager to the SHACOG Franchising Authority Board. Mr. Coffey motioned to adopt Resolution No.783 appointing Council President and Borough Manager to the SHACOG Franchising Authority Board. Mr. Brannon seconded; all in favor; motion carried.

Ms. Kovach introduced Resolution Number 784 SHACOG Joint Rate Review Board- appointment of Council President and Borough Manager to the SHACOG Joint Rate Review Board. Mr. Swisher motioned to adopt Resolution No. 784 appointing Council President and Borough Manager to the SHACOG Joint Rate Review Board. Mr. Theobald seconded; all in favor; motion carried.

Ms. Kovach introduced Resolution Number 787 authorizing the disposition of certain records of the Borough in accordance with the disposition schedule of the Pennsylvania Municipal Records Manual. Records from Administration, Police Department, and Library will participate in the annual document destruction process. Ms. Kovach announced that due to a possible language change in the Resolution, this topic will be tabled until a future meeting.

Council Committee Reports

Community Engagement/Events – Mr. Brannon announced that planning for Community Day will begin soon.

Finance – The Finance Committee reviewed the check registers from January 16, January 23, January 30, and February 6, 2026. Mr. Swisher asked what the expense to IWorq on the January 16 register was, with Mr. Foote replying that it is the computer software used by the Codes office. Mr. Swisher also asked about two expenses to James Fleckenstein and Thomas Yonek on the January 16 register, with Mr. Foote replying that those expenses are the Borough's contractually obligated fifty percent contributions to health insurance premiums for retired police officers. Ms. Kovach asked if the expense to KU Resources on the February 6 register was eligible for grant reimbursement yet, with Mr. Foote replying that the Borough will be waiting until the Streetscape Phase II project moves forward to begin requesting grant reimbursement.

Mr. Coffey motioned to authorize the payment of all outstanding bills and invoices totaling $781,344.25 from the General Fund; $14,611.82 from the Streetlight Fund; $26,606.62 from the Sanitary Sewer Fund; $30,846.17 from the Capital Fund; $370.00 from the Liquid Fuels Fund, $34,374.24 from the Library Fund, and $4,200.98 from the Employee Sinking Fund. Mr. Seiler seconded; all in favor; motion carried.

Ms. Kovach noted that due to the cancellation of the last January meeting, these larger expense totals include the last two months.

HR/Personnel – Ms. Kovach asked if the employee handbook revisions have been reviewed, with Mr. Foote noting that a new draft is ready and copies will be distributed to Council.

Public Safety – Chief Truver introduced the Equitable Sharing Agreement and Certification, explaining that it is an annual certification submitted to the government stating that we have an accurate account of funds received and spent by the Police Department and that we are in compliance with applicable non-discrimination requirements, and allows Federal Agencies to investigate any records needed to verify. Mr. Brannon motioned to authorize the appropriate Borough Officials to execute and submit the Equitable Sharing Agreement and Certification-Annual Certification Report for Fiscal Year End 12/31/2025. Mr. Coffey seconded; all in favor; motion carried.

Public Works – Ms. Kovach thanked the Public Works Department for its continued efforts clearing snow during the last few winter storms and applauded their work. Mr. Coffey asked about the status of the Borough's salt inventory, and if there were any updates on delivery. Mr. Foote noted that 300 tons had been ordered with most of that shipment being received, and another 300 tons has been ordered.

Board Reports

ACBA – Ms. Kovach stated that the Annual 2026 meeting took place on February 7th, and she was appointed as President for 2026.

Economic Development – Ms. Kovach noted that the next Castle Shannon Revitalization Corporation meeting will be this Wednesday, February 11th.

Library – Mr. Seiler gave some updates for the Library. Mr. Seiler attended Library Board meetings on January 15th and February 5th. Minutes and financials were reviewed and approved, and Mr. Seiler commended the Board for being very dedicated and detailed. The Friends of the Library are always looking for members and volunteers for fundraising. Mr. Seiler noted that the Library is in the process of creating a sponsorship program. Twenty-One resumes were received for the part-time Library Page position, with five candidates moving to the next stage of interviews. The Library has received Gold Star status for the eighth year in a row this year. The February Mug of the Month

Raffle will be pulled on February 28th, and tickets can be purchased at the Library. The next restaurant fundraiser will be on February 25th at Tocayo near Cool Springs, and the Library will receive a twenty percent donation from revenue. Daisy the Cow is now four months old, weighs just over 315 pounds, and is 41 inches tall. Updates on Daisy can be found on the Library Facebook page. The next Board meeting will be on March 5th, and all are welcome to attend.

Marian Randazzo of the Library Board gave some additional information about the Library. Ms. Randazzo thanked Mr. Seiler for attending the recent Board meetings and noted that there was a lot of information discussed and commended him for his time. Ms. Randazzo touched on the Gold Star Status, again noting that the Castle Shannon Library has received the highest level of recognition for the past eight years. The requirements for this certification are not easy to reach, and Ms. Randazzo wanted to recognize the staff and Board for their work in achieving this position. The sponsorship program is in its preliminary phase, and plans are being made for outreach in the community to let residents and businesses know goals of the Board for the library. This will also help gage the interest of residents and businesses in helping and supporting the goals of the library in any capacity. The Board is working on creating different levels of donation and recognition. Ms. O'Malley asked if contributions would only be monetary, or if volunteer hours could be included. Ms. Randazzo noted that it is a possibility, and suggested Ms. O'Malley reach out to the Library Director, staff, or Board members.

Mr. Foote noted that there was a lot of interest in the part-time Page position, and that he would be included in final interviews with the Library Director before making a recommendation to Council.

MRTSA – Mr. Swisher noted that the Borough received a thank you letter from the MRTSA Chief, David Terkel, expressing his appreciation for the Public Works Department and their work keeping our streets clean and safe during the most recent winter storms. The next meeting will be held on February 25th.

SHACOG – Ms. Kovach and Mr. Foote attended the January meeting, where the salt contract and issues were discussed.

Allegheny County South West Tax Collection Committee – Mr. Foote noted that the next meeting will be held on March 11th.

<u>Mayor's Report</u> – Mayor Baumgarten suggested the use of microphones during Council Meetings so audience members may be able to better hear speakers addressing Council, if they are facing away from the audience. Council Members agreed to adjust the placement of the podium in the future and will discuss microphones as the next step. Mayor Baumgarten also gave thanks to the Public Works Department for their great work with snow removal.

<u>Manager's Report</u> – Mr. Foote deferred his time to the Borough Engineer, Jason Stanton, who gave an update on upcoming projects in the Borough. Mr. Stanton noted that three road projects will begin in the spring and through the summer, including the Sleepy Hollow sidewalk project, the 2026 Road Paving plans, and PennDOT's paving project of Route 88 from Route 51 to Connor Road. Plans for the outdoor shower at Upper Hamilton Park for the Splash Pad are being finalized, and this addition will satisfy operation licensing requirements for the Department of Health. The appeal regarding Wayfinding Signage along Route 88 and Castle Shannon Boulevard has been approved, and Phase II of the Wayfinding program will be finished this spring to meet grant requirements.

Real Estate Tax Collector's Report – Ms. O'Malley reported that she has begun to process bills, and they will be mailed out by February 15th.

Old Business – Mr. Coffey asked Chief Truver about closure issues along Castle Shannon Boulevard by Ice Castle, with Chief Truver noting that the road will not be closed, and that the proper process was not followed by a contractor, causing issues today.

New Business – Mr. Swisher and Council welcomed Mr. Theobald as a new Council Member.

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

Mr. Brannon motioned to adjourn. Mr. Seiler seconded the motion; all in favor, motion carried.

Approved as presented this 23rd of February 2026.

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C. Michael Foote	Nancy Kovach
Borough Manager	Council President