**Sharpsburg Borough Council Meeting Minutes**
**November 20, 2025**
**6:30pm**
**Borough Council Chambers**

1. President Laing welcomed the audience and called the meeting to order

2. Pledge of Allegiance and Roll Call: Karen Pastor, Roman Mason, Corey Ochai - excused, Jonathan Jaso -excused, Adrianne Laing, Dave Breingan, Mayor Portis - excused, Sara Ishman, Chief Stelitano

3. Christine DeRunk explained the Consent Agenda Items

4. Public Comments on agenda-related items (3-minute limit)
    a. No public comments

5. Registered Public Comments (3-minute limit)
    a. No registered comments

6. Reports
    a. Reports from Commissions
        i. Mallory Helbling gave the Parks and Recreation update – Sharpsburg Holidays on Main Street will be from 4-7 pm. There will be activities throughout the evening, and people are encouraged to attend the local businesses. They continue to plan for the bicentennial and council will be voting on the logo.

    b. Adrianne Laing gave the President's Report – council had an executive session on October 23rd & November 13th regarding personnel

    c. Mayor Kayla Portis thanked those who participated in the Sports Hall of Fame

    d. Junior Council Report – Grace Cooper
        i. Nothing to report

    e. Public Safety – Karen Pastor and Jonathan Jaso
        i. Chief Stelitano gave the police report – 328 calls for service in October, 25 traffic stops, 10 citations – 14 warnings, 15 arrests (11 adult, 4 juvenile), 2 DUI
        ii. Mary Bauer's Social Worker Report – 124 interactions for October, 30% were via 911 dispatch, 70% of interactions were non-dispatched services. Areas of concern: mental health, family & children concerns (lots of CYF involvement this month), domestic violence, and financial concerns. Mary attended the Statewide Crisis Intervention Team Conference at State College last month.
        iii. Pastor gave the Fire Department Report- 46 total calls in October, 14 calls in Sharpsburg.

iv. Pastor gave the EMS Report – there were 54 EMS calls in Sharpsburg during the month of October

f. Communications Committee – Corey Ochai and Roman Mason
    i. Nothing to report

g. Zoning/Planning/Code – David Breingan and Sarah Ishman
    i. Breingan stated that the Tree Vitalize applications are due by December 1st. Those interested in having a free tree planted please visit the borough's website for an application.

h. Asset Management – Jonathan Jaso and Karen Pastor
    i. Marshall gave the Public Works report - they continue with the typical daily activities such as 811 calls (20), street sweeping, cold patching, machine maintenance, leaf removal, and setting up community events. The following is a list of finished projects: curb side restoration on 17th Street, removal of flags and summer decorations, and trucks have been switched over for snow removal

    ii. Engineer's Report LSSE report included in packet

i. Finance – Sarah Ishman and David Breingan
    i. Budget Reports – Ishman said the 2026 budget is complete and they went over it in detail at the workshop meeting on November 20th. The capital projects are now coming out of the capital fund, not the general fund. The borough will have to make sure to keep replenishing the capital fund.
    ii. Treasurer's Report from Carleen Kusar is included in the packet
    iii. Motion to adopt Resolution 25-22 adopting the 2026 budget – Ishman 1st, Breingan 2nd, unanimously passed

j. Solicitor's Report – Matt Kalina
    i. Nothing for public comment

k. Manager's Report – Christine DeRunk
    i. Motion to approve contracting with Campbell Durant not to exceed $4,935 to restate the police pension plan - Ishman 1st, 2nd, unanimously passed

7. Consent Agenda – motion
    a. Motion to approve the following business:
        i. Payment of bills through October 31, 2025
        ii. Adopt minutes from October 23 and November 13 meetings
        iii. Approval of recommendation to demolish 207 Altmeyer
        iv. Resolution 25-23 Accepting the new Verizon franchise fee agreement
        v. Approval of matching letter for LSA grant (previously applied for)
        vi. Resolution 25-24 CDBG funds for ADA ramp construction
        vii. Resolution 25-25 CDBG funds for catch basins

Motion to approve the above listed business items – Ishman 1st, Pastor 2nd, unanimously passed

8. Other Reports
    i. Zoning/Building – see monthly BIU report

9. Adjourn 7:29 pm

Respectfully submitted,

Christine DeRunk

**The December 11, 2025 Workshop meeting has been canceled.**
**The next Council business meeting will be at 6:30pm on December 18, 2025. Reminder that this is the third Thursday due to the holidays.**