Sharpsburg Borough Council Meeting Minutes
December 18, 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, Adrianne Laing, Dave Breingan, Mayor Portis, Sara Ishman, Chief Stelitano -excused

3. Christine DeRunk explained the Consent Agenda Items
    i. Motion to move item v. Planning Commission, to regular business agenda - Ishman 1st, Breingan 2nd, unanimously passed

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

5. Presentation of *ASPA Distinguished Public Service Award for 2025* to Christine DeRunk by Sabina Deitrick

6. Registered Public Comments (3-minute limit) – No registered public comments

7. Reports
    a. Reports from Commissions
        i. Mallory Helbling gave the Parks and Recreation update – Ms. Helbling thanked all who participated with the holiday events. Those interested can vote for the holiday house decorating contest via the website. They are discussing partnering with the neighboring communities for some of the holiday events for next year.
        ii. Historic Commission – no report this month

    b. Adrianne Laing gave the President's Report – council had an executive session on November 20th regarding personnel

    c. Mayor Kayla Portis thanked the DPW for doing such an excellent job maintaining the roads due to the large amount of snow.

    d. Junior Council Report – Grace Cooper, not here.

    e. Public Safety – Karen Pastor and Jonathan Jaso
        i. Chief Stelitano gave the police report – 292 calls for service in November, 4 traffic stops, 12 citations – 2 warnings, 4 arrests (3 adult, 1 juvenile), 1 DUI
        ii. Mary Bauer's Social Worker Report – 100 interactions for November, 21% were via 911 dispatch, 79% of interactions were non-dispatched services. Areas of concern: mental health, elderly specific concerns &

coordination with Adult Protective Services, grief and loss, and civil concerns. Mary taught a class at Slippery Rock University on the collaboration efforts between social work and law enforcement.

iii. Pastor gave the Fire Department Report- 53 total calls in November, 12 calls in Sharpsburg. The Cash Bash will be held on January 24th at Cherry City Firehall -$50.00 per ticket for 2 numbers

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

v. Jaso gave the EMS report – there were 67 EMS calls in Sharpsburg during the month of November. They will be monitoring the response rate, as they should be under 7 minutes.

f. Communications Committee – Corey Ochai and Roman Mason
   i. The Sharpsburg Winter Flea Market & VFW benefit breakfast will be held on January 11th from 8 am -1 pm at the VFW
   ii. Friday, December 19th at 9:30 am St. Mary's Church will be passing out hams for those in need during the holiday.

g. Zoning/Planning/Code – David Breingan and Sarah Ishman
   i. Approve recommendation of Planning Commission for conditionals placed on the property located at 1214 Main Street for Hellbent Cycles- Ms. Ishman stated that the conditions are very prescriptive but agreed with them if the business owner consented. The lot is to be kept cleaned, operating hours can be from 8am- 6pm, no electronic signage (zero lumens on lot line). Mr. Breingan stated he would like a draft of minutes and/or applications to review for future Zoning & Planning decisions. Motion to approve recommendations of Planning Commission for Hellbent Cycles – Ishman 1st, Breingan 2nd, unanimously passed

h. Asset Management – Jonathan Jaso and Karen Pastor
   i. Mark Marshall gave the Public Works Report
   ii. Engineer's Report LSSE report included in packet
   iii. Motion to award CD51 ADA Ramps to Joe Palmieri Construction, Inc. in the amount of $14,000 and discussion of whether to also award Add Alternate in the amount of $11,400. Jaso 1st, Ishman 2nd, unanimously passed

i. Finance – Sarah Ishman and David Breingan
   i. Budget Reports – Budget reports are in and will discuss at next month's meeting
   ii. Treasurer's Report from Carleen Kusar is included in the packet
   iii. Motion to pass Resolution 25-26 setting the fee schedule for 2026 - Ishman 1st, Breingan 2nd, unanimously passed

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

k. Manager's Report – Christine DeRunk

i. Newly Elected Officials Class
ii. Ms. DeRunk thanked Parks & Recs for the holiday events and DPW for working so diligently to keep the roads clear.
iii. Resiliency Grid – Under contract with EIS and waiting for the County to issue a grant agreement
iv. Comprehensive Stormwater Management Plan – Waiting for the plan to be delivered by the consulting team for review. The goal is to adopt the plan at the January business meeting.
v. Anti-Displacement/Housing Preservation Work- working with consultants on development of deliverables related to community outreach and a potential rehab program
vi. Active Transportation Plan – We were awarded $50,000. The grant kick-off meeting occurred, and we will need to form a steering committee for the ATP, which will be a workshop topic.
vii. Allegheny Shores/PennDOT- Finalizing bid specs with PennDOT.
viii. FEMA – Ms. DeRunk submitted the requested paperwork to FEMA to close out the CAV. Awaiting a response to see if the paperwork is sufficient to close the files.
ix. Day-to-Day – These are typical day-to-day items such as work associated with grants on the engineer's report, meeting with and supporting staff, emails, scheduling ZHB, Planning Commission, Right-to-Know Requests, working with parks and rec., etc.

8. Consent Agenda – motion
    a. Motion to approve the following business:
        i. Payment of bills through November 30, 2025
        ii. Adopt minutes from November 20 meeting
        iii. Approve the Administrative Grant Agreement between Riverfront 47 and the Borough for implementation of the 2017 PennDOT MTF Grant
        iv. Adopt revised ADA policy for employee handbook
        v. Approval of the use of Kennedy Park for Soccer Shots on Wednesdays from 5pm-7:25pm from March 18, 2026 to May 13, 2026 with make-up dates of 5/20 and 5/27 for spring session. Summer session will be Wednesdays from 5pm to 7:25pm from June 3 to July 29 with make-up dates of 8/5 and 8/12
        vi. Award 16th St Park improvements to Ron Gillette, Inc. in the amount of $98,509.95 for the base bid and $40,002 for the add alternate
        vii. Reject all bids for the library courtyard improvements for the reason that all were significantly higher than available funds

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

9. Other Reports
        i. Zoning/Building – see monthly BIU report
        ii. Inspection Report from Code Officer, Andrea McCord, is included in packet

10. Adjourn 7:25 PM

Respectfully submitted,

Christine DeRunk

There will be a reorganizational meeting on Monday, January 5 at 6:00pm.
The next workshop meeting will be on January 8, 2026 at 6:30pm.
The next business meeting will be at 6:30pm on January 22, 2026.