Sharpsburg Borough Council Meeting Minutes
January 22, 2026
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, Officer Kimmel filled in for Chief Stelitano

3. Christine DeRunk explained the Consent Agenda Items

4. Public Comments on agenda-related items (3-minute limit)

5. Registered Public Comments (3-minute limit)
    a. Bonnie DeMotte re: Reserved Parking on Main Street – Motion to add two reserved parking spaces for Harvest on Main. Ochai 1st, Mason 2nd, motion failed
    Motion to have courtesy parking for Harvest on Main on a sandwich board on sidewalk – Jaso 1st, Mason 2nd, unanimously passed

6. Reports
    a. Reports from Commissions
        i. Mallory Helbling gave the Parks and Recreation update – The organizational meeting was held. Mallory Helbing will be the Chairperson; Lori Claus will be the Vice-Chair and looking to increase the number of formal members. Parks and Recs would like to have a music festival for Sharpsburg's Bicentennial and will continue to assist with other events in the future such as Funnel Cake Fridays and the Halloween event for the fall.
        ii. Donna Bishop gave the Historic Commission report –they collaborated with the Sharpsburg Fire and Police Department as the first historic display of the Bicentennial at Ketchup City Creative. They moved all the current inventory of scanned pictures to a secure drive and purchased supplies to preserve items and supplies necessary for displays.

    b. Adrianne Laing gave the President's Report – council had one executive session on December 18th regarding personnel

    c. Mayor Kayla Portis stated that she attended the Summit Against Antisemitism in New Orleans. Her participation did not result in any expense to the borough.

    d. Grace Cooper gave the Junior Council Report – On December 23, 2025, the Fox Chapel Area School District raised $10,000.00 to support Fox Family Cares, an organization that provides resources for youth and families with limited budgets.

    e. Public Safety – Karen Pastor and Jonathan Jaso

i. Chief Stelitano gave the police report – 290 calls for service in December, 5 traffic stops, 4 citations – 2 warnings, 8 arrests (8 adult, 0 juvenile), 1 DUI
ii. Mary Bauer's Social Worker Report – 2025 Yearly Report: 1, 170 interactions for the year of 2025, 33% were via 911 dispatch, 67% of interactions were non-dispatched services. Areas of concern: coordination with external agencies 22%, mental health16%, Civil concerns 13%, domestic violence 8%, welfare checks 6%, community events 6%, homelessness and housing insecurity 5%, vehicle accidents, fire calls, and medical emergencies 5%, walk-in requests for services 5%, substance use 3%, court advocacy 3%, the remaining 7% included animal concerns, and disorderly conduct.
iii. Pastor gave the Fire Department Report- 48 total calls in December, 9 calls in Sharpsburg. The Cash Bash will be held on January 24th at Cherry City Firehall – tickets still available. Those interested can purchase 50/50 tickets or a chance to win an Amazon gift card on the website.
iv. Jaso gave the EMS report – there were 65 EMS calls in Sharpsburg during the month of December and 817 EMS calls for the year. The average response time for high priority calls increased due to traffic and weather conditions. Pleasant Valley VFC was folded into Parkview VFC, emergency medical services will remain fully staffed and uninterrupted.

f. Communications Committee – Corey Ochai and Roman Mason
i. Due to the snowstorm expected this weekend, the Communications Committee will meet with DPW to talk about what information to put out there, what they can prepare for, and to make sure the vehicles are safe while they do removals.
ii. Mason stated that if there are elderly residents or those who cannot shovel to message them on FB so they can help assist snow removal.

g. Zoning/Planning/Code – David Breingan and Sarah Ishman
i. Tomorrow they will be meeting to go over Planning Code initiatives for the year to discuss at future workshops. Breingan stated that part of the intent was to prioritize issues such as the Stormwater Management Plan, TCTA (Thriving Communities Technical Assistance), and HUD concerns that are code/zoning related.

h. Asset Management – Jonathan Jaso and Karen Pastor
i. Jaso gave Mark Marshall's Public Works report – they had 20 (811) calls and continue with daily activities such as snow and ice removal on borough owned sidewalks, cold patching (weather permitting), removal of unused ADA parking spots, trash, and machine maintenance. Some of their upcoming projects include removal of holiday decorations, manhole replacement on 8th Street, winter maintenance on mowing equipment, and restoration of picnic tables at Kennedy Park and James Sharp Landing.
ii. Engineer's Report from LSSE report included in packet

i. Finance – Sarah Ishman and David Breingan
    i. Budget Reports – The year end reports indicated the borough did not collect as much in property taxes as expected and over a million dollars was transferred from the General Fund to the Capital Reserve Fund.
    ii. Treasurer's Report from Carleen Kusar is included in the packet

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

k. Manager's Report – Christine DeRunk
    i. Awarded $450,000.00 in a CFA MTF grant in partnership with Riverfront 47 for infrastructure
    ii. Emergency preparedness for the storm – Ms. DeRunk has been in contact with, Dennis, the Emergency Management Coordinator, to ensure the proper steps are taken to assist with the snowstorm.
    iii. Resiliency Grid – Under contract with EIS and grant agreement is not fully executed.
    iv. Comprehensive Stormwater Management Plan – The Borough has just delivered the draft of the stormwater plan for review and will need to get comments back quickly so we can potentially adopt the plan and work to close out the STMP grant soon.
    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 – RAISE: Lots of ongoing meetings and coordination with PennDOT and FHWA.
    viii. STMP – We will have a workshop in February on a STMP update and to set priorities for the next STMP implementation grant application.
    ix. Allegheny Shores/PennDOT- Finalizing bid specs with PennDOT.
    x. 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.
    xi. Day-to-Day – Interviewed for the open DPW position. Working with Mark on a DPW equipment inventory and condition assessment as compared with the work that we perform. 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.

7. Consent Agenda – motion
    a. Motion to approve the following business:
        i. Payment of bills through December 31st, 2025
        ii. Adopt minutes from December 18, 2025 and January 5, 2026 meetings
        iii. Ratify purchase of salt box for $9,875 from Steel City Mower and Plow
        iv. Ratify resignation of Frank Bagnato from DPW
        v. Resolution 26-01 establishing a 115 Trust at no additional cost to the Borough
        vi. Approval of submission of planning consistency letter for the PENNVEST application

vii. Resolution 26-02 to apply to PENNVEST Infrastructure Program
viii. Letter of Responsibility for PENNVEST application
ix. Approval of the use of Kennedy Park by Mt. Olive Baptist Church on August 9, 2026 from 11am to 6pm for I Love You Day with a rain date of August 16, 2026.

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

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

9. Adjourn 7:54 PM

Respectfully submitted,

Christine DeRunk

The next workshop meeting will be on February 12, 2026 at 6:30pm.
The next business meeting will be at 6:30pm on February 26, 2026.