

DELMONT BOROUGH COUNCIL MEETING MINUTES

May 12, 2020

77 Greensburg Street
Delmont, PA 15626



ELECTED OFFICIALS:

<i>Alyce Urban, Mayor</i>	Present	<i>Dennis Urban</i>	Present
<i>Andrew Shissler, Council President</i>	Present	<i>Becky Matesevack</i>	Present
<i>Bill Marx, Vice President</i>	Online	<i>David Weber</i>	Online
<i>Stan Cheyne</i>	Present	<i>Pam Simpson -</i>	Present

EMPLOYEES:

Bill Heaps, Public Works Supervisor	Present
Kellie Miele, Secretary/Treasurer	Present
T.J. Klobucar, Delmont Police Chief	Present

PROFESSIONAL SERVICES:

Daniel J. Hewitt, Esq. Solicitor, Avolio Law Group, P.C.	Present
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ENGINEER REPORT:

LSSE Representative	Not in Attendance
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RESIDENTS ATTENDING: (ORDERED BY SIGN IN LIST)

No Residents in person

Non-Resident Citizens

No Non-Residents in person

MEETING CONDUCTED ON "GOTO MEETING" DUE TO THE CORONA-19 VIRUS EMERGENCY DECLARATION ORDERS.

CALL TO ORDER: Mr. Shissler calls meeting to order and join in the Pledge.

STANDARD MONTHLY BUSINESS

MEETING MINUTES:

Council reviewed the April 14, 2020 Council Meeting Minutes. Stan Cheyne made the Motion to Approve the April 14, 2020 Council Meeting Minutes. Dennis Urban Seconded the Motion. All Approved.

TREASURER'S REPORT:

Prepared and submitted by Council President, Andrew Shissler, on display, but not read. Motion to Approve Treasurer's Report made by Stan Cheyne. Motion Seconded by Pam Simpson. Motion Passed unanimously.

BILLS:

Bills on display but not read. Bill Marx made the Motion to Pay the Bills. Stan Cheyne Seconded Motion. Motion Passed unanimously without further discussions.

CITIZENS' COMMENTS

No Citizens Present

Amanda Steele Bank – Delmont Farmers Market

Ms. Bank provided Council with Pennsylvania COVID-19 Guidance for Farmers Markets & On-Farm Markets. Delmont Farmers Market will have its first market day on Saturday, June 13th, 9am-1pm.

There will be a Port-A-John available for use by only the vendor/coordinators and will be marked as such. Council previously approved the closure of Heaps Way for vendor parking during the Farmers Market time slot. This will now be used for 'curbside pickup' for shoppers. They will exit on School Street. Shoppers and vendors will practice social distancing.

Tom Carson – 27 Stotler Drive

Mr. Carson had questions regarding the increase interceptor size for the Cramer Sewage Plant. Kevin Brett told Mr. Carson that there will be a public meeting with Delmont Borough and Salem Township that will explain the increase of the interceptor size to eliminate overflows. The Engineering Report will address the meeting in their report. Mr. Shissler advised him to contact the office for additional questions and someone from the sewage committee would be in contact with him to discuss.

COMMITTEE REPORTS

ENGINEERING REPORT – LSSE

STREET COMMITTEE ITEMS AND SEWER COMMITTEE ITEMS

Kevin Brett spoke on how all the orders have been executed by all parties for the Cramer COA. Mr. Brett said the next step is to schedule a public meeting to present the ACT 537 Plan to both Salem Township and Delmont Council members and Supervisors. They would like to schedule it together to only have to present the Plan once. The presentation to the public is to give a general overview. LSSE would prefer written comments to the plan. LSSE will have the plan posted for viewing. Kevin Brett recommended for Council to advertise the plan at the end of May and take comments throughout June, then have the presentation some point in June and then have the Plan to the Planning Commission action by July and then to the Council and Supervisors by end of July or August. Stan Cheyne made the Motion to Advertise the Act 537 Plan by the end of May. Bill Marx Seconded the Motion. Motion Passed unanimously.

Update on the Franklin Township Municipal Authority Order - Manhole surveys are ongoing and they are making very good progress.

SOLICITOR'S REPORT Dan Hewitt, Esq., Avolio Law Group, P.C.

Mr. Hewitt spoke on consideration of Resolution 2020-5 – Tax Relief. This would extend the discount period to pay taxes through August 31, 2020 for Real Estate Taxes and Per Capita. They would then be due at 'Face-Value' by the end of the year. If taxes are not collected by the end of the year, they will go into collections status with interest and penalty. Becky Matesevac made the Motion to Pass Resolution 2020-5 for the Tax Relief. Dennis Urban Seconded the Motion – Motion Passed unanimously.

Mr. Hewitt presented Resolution 2020-6 – FEMA Grant Application on COVID-19 DAP-1. Designate David Weber as the person to process the grant application for potential recovery of State and Local funds for the COVID pandemic. Becky Matesevac made the Motion to Approve Resolution 2020-6. Stan Cheyne Seconded the Motion. Motion Passed unanimously.

Mr. Hewitt circulated to Council the proposed amendment to the Borough Park Ordinance and Code that would need to be advertised. It generally cleans up the language that is stated elsewhere in the Code. It will allow bicycles and scooter in the Borough Parks like at Shields Farm and Newhouse Park where they are now prohibited at this time. It will allow dogs and other domesticated pets on Shields Farm. This would be brought up at the June 9, 2020 Council Meeting. Stan Cheyne made the Motion to Advertise the changes to the Borough's Park and Recreation Code Plan. Pam Simpson Seconded the Motion. Motion Passed unanimously.

Mr. Hewitt spoke about Westmoreland County moving into the 'Yellow Phase' with the COVID-19 lockdown, the office can reopen with the CDC guidelines. The other was a question that came into the Borough Office regarding restrictions for the use of Newhouse Park, he suggests letting the people that have reservations for the pavilion to follow the 25 people limit and CDC guidelines and if they do not wish to do so, the Borough will refund their deposit.

Mr. Cheyne said to remind the users of the park/pavilion that the Public Works Department will clean the kitchen and bathrooms before use, but they are responsible for their own safety. There will be a sheet that will be signed when the bathrooms where cleaned. Public Works will monitor the paper products and soap to assure they are not being taken. The bathrooms will be opened on Tuesday, May 19, 2020.

PUBLIC SAFETY/POLICE AND FIRE DEPARTMENT REPORT – Mayor, Alyce Urban

Mayor Alyce Urban spoke on her concern that the Delmont Volunteer Fire Department is still not complying with the required monthly Borough Safety Meetings. She did not receive any reports on activities for the month of April to report to Council from the VFD.

Chief Klobucar provided the Delmont Borough Police Department March Report. Copies were made available for the attendees. 73 Total calls for service – no major events.

BUILDING AND RENTALS Bill Marx, Council Vice President and Pam Simpson

Pam Simpson said they have signed electric and gas contracts for suppliers. The signed with Keytex for 5¢/Kw for electric for 2-year agreement and 2.69 with Dominion for gas for a 3-year agreement.

The roof hatch blew off the Borough Building and rain destroyed the flooring in the daycare hallway. They have turned in the estimates for replacing the hatch on the roof and replacing the flooring in the hallway with the Borough's insurance carrier.

The remaining windows were installed in the daycare and will be installed in Mr. Wagner's office the week of May 18th.

Brian Dunford started as a part-time summer helper for the Public Works Department and is working out great! He will be working 24 hours a week to maintain the Borough's parks and grass lots.

STREETS/ROADS/STORM WATER Stan Cheyne and Dennis Urban

Dennis Urban told Council that the work is finished on Rose Court North. They are very happy people on the street.

The large tree in Newhouse Park was cut on the property by Rob Vasko.

Mr. Urban said they are still working on the bids/proposals for White Oak Drive and Luann Lane. Now that businesses are opening again, they will be able to get the third bid for work.

PERSONNEL/INSURANCE COMMITTEE – Becky Matesevac and Pam Simpson

Becky Matesevac said the Borough is staying with the existing insurance plans. The commercial package will increase by \$411/year, the police/professional package is going up \$79/year, and the public officials is going up \$261/year. The Worker's Comp with the VFD is going down a small amount. The new policies will come into effect in June 2020.

Ms. Matesevac made the Motion to Stay with the Borough's Existing Insurance Carriers. Dennis Urban Seconded that Motion. Motion Passed unanimously.

FINANCE COMMITTEE Andy Shissler, Council President, Becky Matesevac

Mr. Shissler said that the financial forecast is on track. The Earned Income revenue is down a bit. He was not sure if the trend will continue with the COVID-19 issues. About 85-90% of the normal amount of the Property Taxes have been collected so far for the year. The expenses are high due to the spending is high on the Borough Building due to the unexpected issues and upkeep.

The Big Picture Report for Sewage will reflect the full amount of the increase after May 2020. Manhole inspections/flow monitoring are the reason for the higher expenses.

SEWAGE COMMITTEE - Stan Cheyne and David Weber

Mr. Cheyne did not have anything new to report. Bill Heaps said that the manhole inspections should be completed soon – ahead of schedule.

SHIELDS FARM – Andrew Shissler, Council President

Mr. Shissler said the chinking for the log cabin will age over time and the coloring should match closely to the original areas.

Bill Heaps said he extended the swale at the area in Shields Farm to prevent storm water from running onto Suncrest Drive. They created a 130-140 foot ditch and filled it with #3 stone. As far as all can tell it is working great!

GRANTS COMMITTEE – Bill Marx and David Weber.

Mr. Weber is looking into the grants that are income driven for the roads and sewage.

CONTRACTED TRASH COMMITTEE – Dennis Urban

Mr. Urban said the Borough Cleanup Weekend on April 25th went well. Republic delivered 3 dumpsters and even brought an additional dumpster to help with the volume of items received.

Dennis Urban will be re-sending letters to Delmont Businesses that are not using Republic dumpsters to encourage them to switch to Republic.

COMPREHENSIVE PLAN COMMITTEE – Andrew Shissler, Stan Cheyne and Bill Marx

Nothing new to report.

OLD AND NEW BUSINESS:

Mr. Shissler said they received the 2019 Audit from Means and Vance. Everything was in compliance. All Council members present received their copies. Becky Matesevac made the Motion to Accept the Findings of the 2019 Audit from Means and Vance. Pam Simpson Seconded the Motion. Motion Passed unanimously.

Mr. Cheyne spoke to Council for the need to re-advertise the Borough dump truck on Municibid. They will keep the minimum bid at \$10,000. The truck is no longer inspected and will be sold 'as is and where it is'.

ADJOURNMENT: Becky Matesevac Moves to Adjourn. Dennis Urban Seconds. Motion Carries. Meeting Adjourned.

Respectfully Submitted,



Kellie E. Miele-- Secretary