



## DELMONT BOROUGH COUNCIL MEETING MINUTES

January 14, 2025

77 Greensburg Street  
Delmont, PA 15626

### ELECTED OFFICIALS:

Alyce Urban, Mayor	Present	Jeff Cunningham	Present
Andrew Shissler, Council President	Present	Krista Krautbauer	Present
Stan Cheyne, Vice President	Present	Pam Simpson	Absent
Chris Bigley	Present	Dave Weber	Present

### JUNIOR COUNCIL:

Evangeline Cheyne

### EMPLOYEES:

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

### PROFESSIONAL SERVICES:

Dan Hewitt - Avolio Law Group, LLC	Absent
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### ENGINEER REPORT:

LSSE Report – Dalton Mack

Morris Knowles Report - Submitted

### RESIDENTS ATTENDING:

Annamarie Stackiewicz  
Bob Stackiewicz

Chuck Amadee

### OTHERS ATTENDING

Penn Franklin – Georgia Boring  
Tribune Review – Not Present

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

## **STANDARD MONTHLY BUSINESS**

### **MEETING MINUTES:**

Council reviewed the December 10, 2024 Council Meeting Minutes. Stan Cheyne Made a Motion to Approve the December 10, 2024 Council Meeting Minutes. A Second Motion was Made by Chris Bigley. All Approved.

### **TREASURER'S REPORT:**

After review of the January 14, 2025 Treasurer's Report, Stan Cheyne, Made the Motion to Accept the January 14, 2025 Treasurer's Report. Jeff Cunningham Made a Second Motion. All Approved.

### **BILLS:**

Bills on display but not read. The report of the Bills to be Paid reflect the day after the previous Council Meeting until the day of the new Council Meeting. Stan Cheyne Made the Motion to Pay the Bills. Dave Weber Made a Second Motion. All Approved.

### **CITIZENS' COMMENTS**

Chuck Amadee, spoke on behalf of the Delmont Area Concert Band. He mentioned some of the activities that the Delmont Concert Band has been part of in 2024 in Delmont, including, but not limited to, Delmont Daze, Delmont HoliDaze Event, the Pilgrimage, Ark Manor, the Delmont Library Outdoor Concert and Fundraiser Event, the Apple & Arts Festival and performed at the Delmont Walmart at the Salvation Army Red Kettle Fundraiser. They also do many events outside of Delmont. He thanked the Borough for their continued support and is proud that the band is part of the Community. The band is currently at 35 members. These members are all volunteers. They just had a new addition as Director, Bruce Lauffer, who is also in the orchestra at the Palace Theater in Greensburg. The Mayor stated that the band is very talented and invited them back to the 2025 Delmont Daze Event. Council Member Krista Krautbauer invited the Band back to the 2025 Delmont HoliDaze Event as well.

Annamarie Stackiewicz spoke on behalf of the Delmont Visionary Committee stating that Council will be approving the Resolution at tonight's meeting to work with Delmont Borough and move forward with the DCED Grant to cover the match that the Visionary Committee needs for the DCNR Grant. She also gave updates about the Westmoreland Heritage Trail. Westmoreland County finalized their easement agreement with White Valley Social Club. This will be helpful in applying for a grant to connect the trail from White Valley Social Club to the Morosini Reserve. She reported that the Route 66 Tunnel Project for the Westmoreland Heritage Trail is making progress. The WHT will be having Comedy Night at the LIVE! Casino on March 7<sup>th</sup> and 8<sup>th</sup>. Tickets are \$35-\$40 and include a meal and a \$10 Play Card. Advertisements went out in December to engineering firms for statements of interest. Four firms responded with their qualifications. A recommendation has gone to the County Commissioner who will address at their January meeting.

## **NON-CITIZENS' COMMENTS**

### **ENGINEERING REPORT – LSSE**

A Motion was Made by Stan Cheyne to Approve Pay Request No. 4 in the Amount of \$16,470.96 for Contract No. 24-S3, Christy Road Interceptor and Forcemain Relocation Project. A Second Motion was Made by Dave Weber. All Approved.

Dalton Mack stated that RUS has been unresponsive. Stan Cheyne said that he would try to reach out to them as well.

### **ENGINEERING REPORT – MORRIS KNOWLES**

An Engineer's Report was submitted by Morris Knowles, in lieu of attending.



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## MEMO

TO: Delmont Borough Council

DATE: January 10, 2025

FROM: Kevin A. Brett, P.E.  
Dalton G. Mack, P.E.  
Gary M. Baird

S. O. No.: 398-001

cc:

SUBJECT: Sewer Committee Items

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### CRAMER COA

- *Phase 1 Interceptor and Forcemain upgrades: Contractor is awaiting delivery of the dual auger system and decision on Add Alternate No. 4 lateral. Contractor submitted Partial Payment No. 4 in the amount of \$16,470.96; LSSE recommends payment.*
- *Flow meters were installed to begin monitoring for reduction in infiltration/inflow, reduction in overflow events, and Equalization Tank sizing.*
- *Report due to DEP in July and December each year. July 2022 report was submitted on July 29, 2022. January 2023 Report was submitted on January 31, 2023. A revision to the January 31, 2023 submittal was submitted on February 14, 2023. July 2023 report was submitted on July 31, 2023. December 2023 report was submitted on December 29, 2023. Report was submitted on July 31, 2024 for the first half of 2024. Report was submitted December 31; Next report is due July 30, 2025.*
- *RUS Grant Submittal: Borough approved Service Order Authorization for LSSE to prepare response to RUS using reduced scope of Phase II EQ Tank. LSSE is preparing response; LSSE is currently coordinating with RUS on scope of response.*

### FTMSA COA

- *The Sewer Committee met and drafted adjusted budget for the FTMSA Executed COA- which was been executed by all entities dated **August 29, 2019**. No work was planned for 2019 Budget as the FTMSA COA was not received until early 2019. The following milestones are required per the Order. LSSE to work with Sewer Committee to develop a budget for the items listed below which are each municipal entity's responsibility to complete. LSSE and Borough met with FTMSA on May 19, 2022 to review COA progress and LSSE met with FTMSA and GTE on June 2, 2022 to review connections and mapping. LSSE met with FTMSA and GTE on June 21, 2022 to review connections and metering data for each connection. Next virtual meeting is scheduled for July 26 at 9:00 AM. Salem's Engineer will be joining group to discuss flows from Salem and connectivity.*

○ **Identification, Inspection and Mapping.**

- a. By **January 1, 2021** the Municipal Entities shall, at a minimum, identify and inspect all accessible manholes, pump stations, siphon chambers, combined sewer regulators, diversion chambers, exposed sewer lines, exposed force mains, outfalls and all other visible appurtenances of their respective sewer systems (the FTMSA Contributor Systems and the FTMSA Sewer System).
- b. GIS-Mapping of Sewer System: Both this Order and the Cramer Order requires system to be mapped and manhole physical surveys to be completed. Mapping data in GIS and complete.

○ **Ordinances: Due Date August 29, 2020**

- Within 12 months of the execution of this Consent Order and Agreement, each enact an ordinance prohibiting the connection of any stormwater conveyance into the portions of their SSS that are referenced in this Consent Order and Agreement. Ordinance approved and implemented.
- Within 12 months of the execution of this Consent Order and Agreement, each develop and enact an ordinance (“Lateral Resale Ordinance”) requiring the inspection of the integrity of each private sewer lateral tributary to the portions of their SSS that are referenced in this Consent Order and Agreement upon the sale, transfer, assignment (as in the event of a mortgage), pledge or hypothecation of any interest in real property on which those private laterals are located. Ordinance approved and implemented.

○ **Smoke and/or Dye Testing due August 29, 2023 (Testing), Final Illegal Connection Removal by end February 2025.**

*Within four years of the execution of this Consent Order and Agreement, conduct smoke and/or dye testing of the portions of their SSS that are referenced in this Consent Order and Agreement in order to identify illegal connections associated with properties and structures; Dye testing is 100% complete; lateral repairs are ongoing.*

○ **CCTV and Clean – August 29, 2024 for FTMSA, Cramer is 365 days from when Order is signed for CRAMER**

- Within five years of the execution of this Consent Order and Agreement, televise the portions of their SSS that are referenced in this Consent Order and Agreement and clean all segments necessary to restore full hydraulic capacity; excepting however that FTMSA shall on or before March 1, 2021 televise and clean the FTMSA Interceptor System. All televising is complete.
- Within six years of the execution of this Consent Order and Agreement, identify and repair all Grades 4 and 5 defects (“Grades 4 and 5 defects”) observed in the portions of their SSS that are referenced in this Consent Order and Agreement. Tollgate Lane sewers are only remaining defects

**requiring repair; cost projected to be \$500,000.00. Borough is applying for county and statewide LSA funds for this project.**

- **Flow Monitoring (BY FTMSA)**. *No later than March 1, 2020, FTMSA shall commence and complete by November 30, 2020, a flow monitoring program to determine the magnitude, frequency, duration, source(s) and cause(s) of all SSOs and the hydraulic overload in the FTMSA Sewer System.*
- *Flow meters shall be installed in order to obtain accurate data demonstrating capacity above connection points, flow entering from tributary connection points, and capacity downstream from connection points, and shall, at a minimum, be placed at the following locations (the "Monitoring Locations"):*
- **SSO Elimination Plan( BY FTMSA)**
  - a. *By March 1, 2022, FTMSA shall develop a hydraulic model of the FTMSA Sewer System.*
  - b. *By September 1, 2022, FTMSA, on behalf of the Municipal Entities, shall submit to the Department for its review and approval, or modification and approval, a joint plan and schedule to eliminate the hydraulic overload and all SSOs in the FTMSA Sewer System ("SSO Elimination Plan"). **Have not received the draft plan as of this date.***
- **ACT 537 Plan (BY FTMSA)**
  - *Within 270 days of the Department's approval of the SSO Elimination Plan, FTMSA, on behalf of the Municipal Entities, shall submit to the Department a joint amended Act 537 Plan ("Act 537 Plan") for the construction of the projects elected in the SSO Elimination Plan.*

**For Cramer following:**

*Within 180 days submit Act 537 Plan for gravity sewer and forcemain from January 14, 2020? This is ready to submit. This is ready once Order is executed.*

*Within 60 days of Cramer 537 Plan approval submit Part 2 for gravity sewer and forcemain. To be drafted while Act 537 is being reviewed by DEP.*

*Within 730 days of Part 2 approval construct gravity line and forcemain – preliminary plans prepared.*

*Within 270 Days of gravity line and forcemain to Cramer - submit revised Act 537 Plan to include the tank following post flow monitoring (to be scheduled once interceptor is completed).*

*Within 60 days of Planning approval submit a Part II permit.*

*Within 545 Days complete construction of EQ tank.*

- **Construction of Improvements**
  - *On or before 41 months after DEP's approval of the Act 537 Plan, FTMSA shall complete construction and operate the new or modified sewerage facilities in the approved SSO Elimination Plan.*

- **Progress Reports Signed August 29, 2019:** *The Municipal Entities shall each submit semi-annual progress reports to the Department documenting their efforts to comply with their obligations described in Paragraphs 3, 4, 5, 6, 7, 8, 10, 11 and 12 of this Consent Order and Agreement (“Progress Report”). The Progress Report shall be sent to the address in Paragraph 20 of the Agreement, and include, but not be limited to:*
  - a. *A description of the actions taken in the previous six months to comply with the obligations in Paragraphs 3, 4, 5, 6, 7, 8, 10, 11 and 12 of this Consent Order and Agreement.*
  - b. *A description of all activities scheduled for the next six months to comply with the obligations in Paragraphs 3, 4, 5, 6, 7, 8, 10, 11 and 12 of Consent Order and Agreement.*
  - c. *A description of any problems or delays encountered or anticipated regarding the performance of the activities required by this Consent Order and Agreement.*

*September Report was submitted September 25, 2024. FTMSA advised following submittal that reporting dates were changed to January 31<sup>st</sup> and July 31<sup>st</sup> for ease of tracking by PaDEP. Next report is due January 31, 2025.*

- d. *LSSE transmitted 2025 tap request to FTMSA via letter dated December 5, 2024.*

## **Grants**

- **2024 Westmoreland County Local Share Account (LSA):** *Program is currently open with a September 30, 2024 deadline. Grant requires \$100.00 non-refundable application fee and Resolution. No matching funds are required. LSSE submitted application in the amount of \$500,000.00 for Tollgate Lane sewer replacement. Award notification is projected for Fall 2025.*
- **2024 Statewide Local Share Account (LSA):** *Program is currently open with a September 30, 2024 deadline. Grant requires \$100.00 non-refundable application fee and Resolution. No matching funds are required. LSSE submitted applications in the amount of \$500,000.00 for Tollgate Lane Sanitary Sewer Replacement and \$1,000,000.00 for the Phase II Consent Order Equalization Tank. Award notification is projected for Fall 2025.*

**SOLICITOR’S REPORT Dan Hewitt, Avolio Law Group, P.C.**

A Memo from Dan Hewitt was reviewed by Council in his absence, regarding Compensation for Elected Officials, passed legislature per Act 131 of 2024. No action was taken at this time. Also in memo, was notice to prepare Resolutions for Annual Appointments for the February meeting.

**COMMITTEE REPORTS**

**PUBLIC SAFETY/POLICE AND FIRE DEPARTMENT REPORT – Mayor, Alyce Urban and Chief Klobucar**

Chief Klobucar shared the December 2024 Police Department statistics. There were 96 calls for service, and 14 traffic citations.

Chief Klobucar mentioned cancelling the service contract with Bearcom, stating that the Borough should save the \$18/month, since that it would be more likely that they would not be able to service the repeater anyways if it needed repaired, due to how outdated it is. He recommended that he shop around for a new one just in case. It’s over 20 years old. He went over the ending balances for 2024 in both First Commonwealth accounts from the Treasurer’s Report, the Donation Fund and the K9 Unit Fund.

The Chief also mentioned that there had been an anonymous donation to the Police Donation Fund in the amount of \$10,000. And another anonymous donation to the K9 Unit fund in the amount of \$5,000. He is humbled by the support and generosity of the gesture.

He reported that the HoliDaze event went well. K9 Officer Dirk did great there and the Police booth was able to sell shirts and hoodies at that event. He mentioned the upcoming Spaghetti Dinner Fundraiser on Saturday, February 1<sup>st</sup> from 2pm to 7pm at the Delmont VFD. Tickets are on sale at the Borough Building, as well as some of the officers are selling. Adults are \$15 and kids 12 and under are \$10. Price includes pasta entrée, salad, rolls/butter, dessert and a beverage. There will be a Chinese auction of baskets and a 50/50 raffle.

Chief also reported that the department has been working on a digital copy of their SOP (Standard Operating Procedures) Manual for the last 6 month and it’s finally completed. He stated that he and his Officers are very proud of the work they put into it.



**BUILDING AND RENTALS** Pam Simpson and Jeff Cunningham

Jeff Cunningham mentioned that the Building Committee has hired a new cleaning company. They started this week and everybody's happy so far.

Jeff Cunningham reported that the Public Works and Maintenance crew will be starting to do some work in the borough building, upstairs in the daycare, including finishing the drop ceiling, flooring and building the wall. Just about 2 of the 5 rooms upstairs in the building are completed.

**STREETS/ROADS/STORM WATER** Stan Cheyne and Jeff Cunningham

Stan Cheyne mentioned working with the Borough's PennDOT representative, Brandon, on the bids and specs portion of the Greensburg Street Paving Project that they are wanted to do, pending grant being awarded. This service from PennDOT is a free service that they provide when doing milling/paving. Any drainage issues would be an additional cost from our engineers. The Borough was not awarded the grant for Freeport Street.

Council discussed and decided to apply the \$10,000 anonymous donation to the Maintenance Department, towards the principal only of the new truck loan.

**PERSONNEL/INSURANCE COMMITTEE** – Chris Bigley and Krista Krautbauer

Chris Bigley discussed with Council having only one insurance broker. The borough currently has three brokers. He believes it's inefficient. He is going to send out RFP's (Request for Proposal) out to our current brokers and a few others. He and Krista Krautbauer will work together as the Insurance Committee to find the one that works the best for what the Borough needs. Dave Weber also reminded the committee that they will also be adding the Salvation Army garage and the Log Cabin to the policies moving forward, as currently Delmont Concerned Citizens is paying the insurance for those buildings. During recent legal talks, since the Borough owns the buildings, an updated lease needs to be drafted for them and the insurance and utilities will be at the expense of the Boroughs, as owner.

**FINANCE COMMITTEE** Andrew Shissler, Council President

Andrew Shissler asked if the Borough Office can confirm when the Borough can expect the Winter Services Agreement payment will be issued to the Borough. It should've been deposited sometime in November.

**SEWAGE COMMITTEE** - Stan Cheyne and David Weber

Nothing to report, outside of LSSE's report.

**SHIELDS FARM** – Andrew Shissler, Council President

Andrew Shissler reported that he received a letter from Fort Allen re: the maintenance and/or repairs at Shields Farm. They are proposing to improve the grounds and buildings. Bill Heaps mentioned that the road needs cut down a little and paved, it is very uneven and a tripping hazard. He also stated that Keith Brinker and Dan Vaia have been helping out cutting the grass up there prior to events. Stan Cheyne stated that the Westmoreland Conservation District could maybe to do some work up there as well. Bill Heaps said that the field should be cut at least twice a year.

**GRANTS COMMITTEE** – Dave Weber

A Motion was Made by Dave Weber to Approve Resolution 2025-01, Allowing the Borough to Aid the Delmont Visionary Committee in Applying for a Grant. A Second Motion was Made by Krista Krautbauer. All Approved.

Dave Weber and Mayor Alyce Urban attended a luncheon at the LIVE! Casino in Greensburg today, with other county and state representatives, to be acknowledged for Delmont receiving LSA Grant Funds. The Delmont Borough recently received a LSA Grant for the Borough Buildings new generator in the amount of \$29,500.00. Mayor Alyce Urban and Dave Weber both have a meeting with Jill Cooper on January 30<sup>th</sup> to discuss additional opportunities.

**CONTRACTED TRASH COMMITTEE – Dave Weber**

Dave Weber reported that Republic Services has had several delays in the trash services recently. These delays were the result of the holidays, the weather and a garbage truck had broken down on Church Street, all further delaying the schedule. Dave Weber also mentioned that he will be working with Murrysville/Export to try to sync their contract with ours in order to obtain better costs and services. He also wanted to address a few comments that he was aware of on social media, stating “let the record show that no council member gets their trash picked up for free.”

**COMPREHENSIVE PLAN COMMITTEE – Andrew Shissler and Jeff Cunningham**

Andrew Shissler reported the he and Jeff Cunningham had a “kick-off” meeting with the EADS Group. They will be forming a steering committee to move forward with the Shields Farm Comprehensive Plan. Next, they will schedule to meet at Shields Farm for a ‘walk-through’. They are estimating the Comprehensive Plan Project to take approximately 7-8 months, from start to finish.

**OLD AND NEW BUSINESS:**

A Motion was Made by Andy Shissler to Retroactively Approve the 2025 Council Meeting Schedule to Remain the Second Tuesday of Each Month. A Second Motion was Made by Stan Cheyne. All Approved.

A Motion was Made by Dave Weber to Approve Resolution 2025-02 for the Destruction of Municipal Records from 2012 and 2017. A Second Motion was Made by Jeff Cunningham. All Approved.

Krista Krautbauer reported on the Delmont HoliDaze event. She stated that they had fourteen (14) families that donated bikes for the Bike Raffle, they had over six hundred (600) gifts, and between 600-700 people in attendance. The toys left over from the event went to Head Start and benefitted about 90 families. A couple of the food trucks sold out at the event. Kings Restaurant donated chicken soup and was distributed from the Salvation Army truck at the event. It was also mentioned that LSSE donated money towards the 2026 HoliDaze event. There will be a HoliDaze meeting on Thursday, January 23<sup>rd</sup> at 6:00 PM at Red Barn Winery to go over the event, what worked out well and what could be better, open to volunteer comments.

Stan Cheyne spoke about the 2026 Bare Root Tree Spring Grant application. The trees given by this program are PA native trees and the Borough can request 10-20 trees. Council discussed participation and placement of trees, including at Shields Farm, Newhouse Park, along the roads, etc.

**JUNIOR COUNCIL:**

Evangeline Cheyne, asked Mayor Alyce Urban if she could schedule a time to meet with her and interview her, hoping to update the Mayor’s bio on the Borough’s website.

**ADJOURNMENT:** Krista Krautbauer Moves to Adjourn. Chris Bigley Seconds Motion. Motion Carries.

*Respectfully Submitted:*

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*Dawn Earhart*  
*Delmont Borough Secretary*  
**APPROVED:**