



## DELMONT BOROUGH COUNCIL MEETING MINUTES

February 11, 2025

77 Greensburg Street  
Delmont, PA 15626

### ELECTED OFFICIALS:

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

### JUNIOR COUNCIL:

Evangeline Cheyne	Present
-------------------	---------

### 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	Present
------------------------------------	---------

### ENGINEER REPORT:

LSSE Report – Dalton Mack  
Morris Knowles Report - Submitted

### RESIDENTS ATTENDING:

Caryn Fleming Greg Buell	Maria DePasquale
-----------------------------	------------------

### OTHERS ATTENDING

Penn Franklin – Georgia Boring  
Tribune Review – Patrick Varine

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

## **STANDARD MONTHLY BUSINESS**

### **MEETING MINUTES:**

Council reviewed the January 14, 2025 Council Meeting Minutes. Stan Cheyne Made a Motion to Approve the January 14, 2025 Council Meeting Minutes. A Second Motion was Made by Krista Krautbauer. All Approved.

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

After review of the February 11, 2025 Treasurer's Report, Stan Cheyne, Made the Motion to Accept the February 11, 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. Chris Bigley Made the Motion to Pay the Bills. Stan Cheyne Made a Second Motion. All Approved.

### **CITIZENS' COMMENTS**

Caryn Fleming spoke on behalf of the Delmont Library. She reported that everything was going well with the new director. They have received five new applications for Children's Librarian. The library's circulation is up and the programs are increasing.

Maria De Pasquale spoke on behalf of the Delmont Visionary Committee. She reported that the Visionary Committee had to cancel its Family Fun Event that was scheduled for May, due to issues finding affordable insurance that would cover the inflatables and the petting zoo. The Visionary Committee will be having a Mystery Theater Dinner at the Lamplighter on May 10<sup>th</sup>. Tickets are \$55/each and include the event, dinner, dessert, there will be a 50/50, basket raffles and more. They are looking to be a part of the Borough's Light-Up night festivities, by maybe having a gingerbread contest and/or craft show.

### **JUNIOR COUNCIL:**

Evangeline Cheyne stated her initiative to help coordinate a Firefighter/Police Day Event for the kids in the community. The event would circle around either the National Police Dog Day or National First Responders Day. Council will discuss and follow up.

### **ENGINEERING REPORT – LSSE**

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



○ **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. Next report is due March 25, 2025.*

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

## **Grants**

- **2024 Westmoreland County Local Share Account (LSA):** *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):** *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.*

## ENGINEERING REPORT – MORRIS KNOWLES

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



## CONSULTING ENGINEERS REPORT

FEBRUARY 6, 2025

### DELMONT BOROUGH FEBRUARY ENGINEERS REPORT

#### Barrington Ridge Culvert Replacement.

The PA Department of Environmental Protection responded with comments pertaining to the design and construction of the Barrington Ridge Culvert Replacement. Morris Knowles and Associates addressed the comments from the PA DEP and resubmitted the updated documents for the permit.

After the resubmission, a reviewer from the DEP reached out with questions about a few of the specifics of the project's current condition. To answer the questions, Morris Knowles and Associates conducted a site review on 01/29/2025 to verify inlet control depths per DEP's request. Details of the project's current condition were provided within the responses to the DEP.

At this time, Morris Knowles and Associates has handled the requests made by the DEP for the Barrington Ridge Culvert Replacement.

#### MS4 Program

Per Stan's email, there have been a few properties within the borough that are interested in applying for the MS4 fee credit. If authorization is provided to Morris Knowles and Associates to review the fee credit applications, the fee credit application reviews will be performed.

#### Development Reviews

1. None for January

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

A Motion was Made by Jeff Cunningham to Accept Memorandum of Understanding with the District Attorney’s Office in regards to Police Right-To-Knows and Body Camera Footage. A Second Motion was Made by Chris Bigley. All Approved.

A Motion was Made by Jeff Cunningham to Approve Resolution 2025-03: Reappointment of Paul Samios to the Planning Commission. A Second Motion was Made by Stan Cheyne. All Approved. This leaves one vacant seat.

A Motion was Made by Jeff Cunningham to Approve Resolution 2025-04: Reappointment of Julie Walczer to the Zoning Hearing Board. A Second Motion was Made by Chris Bigley. Stan Cheyne Opposed. Motion Carries.

A Motion was Made by Jeff Cunningham to Approve Resolution 2025-05: Reappointments of Kristin Bish and Stan Cheyne to the Parks and Recreation Board. A Second Motion was Made by Chris Bigley. Stan Cheyne Abstained. Motion Carries.

Mr. Hewitt reminded Council of the recent legislation, Act 131 of 2024, that allows for an increased wage for newly elected officials and requested a Motion for the presentation and advertisement of the required Ordinance. Council tables for now.

He also reported that Attorney John Sweeney has submitted his resignation for the position of the Delmont Borough’s Zoning Hearing Board Solicitor, effective March 2025.

Also mentioned, were additional zoning inquiries regarding an AirBNB location and a potential electronic billboard. No discussions or decisions were made.

**COMMITTEE REPORTS**

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

Chief Klobucar shared the January 2025 Police Department statistics. There were 96 calls for service, 24 traffic citations and 1 criminal arrest. He also shared the Delmont VFD stats on behalf of Fire Chief Cline, with the VFD having 29 calls for service.

Chief Klobucar also reported that the Spaghetti Dinner K9 Fundraiser went really well. The Unit took in approximately \$5000. He thanked all the residents for coming out, mentioning how nice it was for the community to come together and see everybody enjoying themselves. Many residents and businesses donated raffle baskets, food, drinks and made monetary donations. The Delmont VFD helped for two days, setting up, preparing the kitchen, provided the venue and more. Chief Klobucar sated how nice it was to work with the Fire Department and is looking forward to working with them again. He also thanked the Mayor, Council and Borough employees for their continuous support.



Chief Klobucar shared that at a recent safety meeting, Mutual Aid mentioned that they have recently took over other areas and their call times are running at about 20 minutes. Chief Klobucar felt like the Police Department needed to purchase a couple more AED's for the vehicles that do not have them in there already, in case they would arrive on scene before Mutual Aid arrives. These are being purchased from the Police Donated Funds Account.

Chris Bigley asked the Chief if he had an updated status regarding the Vape Shop incident. The Chief responded that they have not yet heard anything from the landlord, and that the legalities are a process. As soon as he gets an update, he will share.

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

Jeff Cunningham mentioned that the Public Works department is currently working on updates and repairs to an upstairs room at the Borough Building where the Daycare resides. This should be done in next week or so.

Jeff Cunningham reported that he and Andy Shissler took a tour of the Farmhouse to evaluate repairs needed.

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

Stan Cheyne reported that the Streets and Roads committee are currently scheduling to meet with PennDOT Representative in regards to putting together a bid spec for the milling and paving of Greensburg Street. He has also requested an estimate from Morris Knowles for the same bid spec. There was discussion that the alley by the Police Department needs to be leveled out at the exit as well and should be added to the bid spec as an add-alternate. It was also mentioned that there was recently a pipe collapse on Greensburg Street, leaving a hole.

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

Chris Bigley discussed Council going with one insurance broker moving forward and is currently sending out RFP's (Requests for Proposals) for brokers and comparing current policies, "apples to apples". He also mentioned looking into increasing Police Officer's and Employee's life insurance coverage and what kind of cost that would be. It's currently at a \$40,000 death benefit.

**FINANCE COMMITTEE** Andrew Shissler, Council President

A Motion was Made by Andrew Shissler to Appoints Dawn Earhart, Delmont Borough Secretary/Treasurer and Andrew Shissler, Delmont Borough Council President as the Individuals Authorized to Open Bank Accounts. A Second Motion was Made by Stan Cheyne. All Approved.

Andy Shissler went over the Big Picture Reports and noted that there had been an increase in the utilities due to the extreme cold temperatures. He also mentioned the increase in Road Repair, due to the emergency project at Barrington Ridge.

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

Andy Shissler discussed working on the sewage budget with the sewage committee.

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

Andrew Shissler reported that the voting house is in need of repair. Council believes there is historical value there so demolition would not be an option. Andy requested that Bill Heaps get a door for the structure.

Bill Heaps was asked when Clean-Up Days is this year. He will confirm in March.

**GRANTS COMMITTEE** – Dave Weber

In Dave Weber's absence, the following information was shared. The Delmont Library sent the Borough Council a thank you letter for the Annual Donation to the library. Also, there was a recent meeting with Jill Cooper, regarding obtaining grants, she gave some ideas on organizing grant options so when they become available, the process can begin immediately.

**CONTRACTED TRASH COMMITTEE** – Dave Weber

Nothing to report.

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

Andrew Shissler reported that he and Jeff Cunningham have formed a Steering Committee to move forward with the Shields Farm Comprehensive Plan.

**OLD AND NEW BUSINESS:**

A Motion was Made by Stan Cheyne to Approve the Rental Rate for the Predators Softball Team for the Use of Newhouse Park Field #2 in the Amount of \$3.50 per day, in addition to a Tournament Fee of \$150. A Second Motion was Made by Chris Bigley. All Approved.

Stan Cheyne mentioned Delmont Parks & Recreation Events coming up:

- March 22<sup>nd</sup>: Chili Cook-Off at Yellow Bridge Brewing.
- April 19<sup>th</sup>: Easter Egg Hunt at Newhouse Park.
- May 10<sup>th</sup>: Pickleball Tournament to mark the opening of the new pickleball court at Newhouse Park. Parks & Rec will be having a BBQ. There will be two divisions, Beginner and Advanced.
- Music Nights at Newhouse Park: Dates on website calendar, Thursdays at 6:00 PM.

Krista Krautbauer stated there be a date coming out soon for a Light-Up Night Meeting for those who would like to be involved. Light-Up Night will be held at the Parklet on Greensburg Street on the weekend after Thanksgiving. More details to follow.

In the Mayor's absence, the following information was shared: There is a Delmont Daze meeting scheduled for Monday, February 24<sup>th</sup> at 6:30 PM at the Borough Building.

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

*Respectfully Submitted:*

---

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