



DELMONT BOROUGH COUNCIL MEETING MINUTES

March 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	Present
Chris Bigley	Present	Dave Weber	Present

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:

Vicki Walters

OTHERS ATTENDING

Penn Franklin – Georgia Boring
Tribune Review – Patrick Varine – Not Present

CALL TO ORDER: Mr. Shissler calls meeting to order and join in the Pledge of Allegiance. Council had an Executive Session regarding litigation. No decisions were made.

STANDARD MONTHLY BUSINESS

MEETING MINUTES:

Council reviewed the February 11, 2025 Council Meeting Minutes. Stan Cheyne Made a Motion to Approve the February 11, 2025 Council Meeting Minutes, as amended. A Second Motion was Made by Pam Simpson. All Approved.

TREASURER'S REPORT:

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

CITIZENS' COMMENTS

Vicki Walters spoke on behalf of the Delmont Historical Society. She thanked Public Works for installing the historical markers in place. She reported that Westmoreland County Historical Society wants to revisit involvement in having a tour of historical sites in Delmont. This event is scheduled for September 20th. She requested the use of Shields Farm for parking. Council approved at no charge, stating that the County would just have to provide a Certificate of Liability for the event. Ms. Walters also reported that the watering trough is deteriorating. The Historical Society is looking into restoring using grant funds. They are currently waiting on an estimate from an Amish company to install a copper lining. She also sent an email and photos to Multi-Metals and First-Rate Metals for estimates.

JUNIOR COUNCIL:

Evangeline Cheyne followed up with additional details regarding her initiative to have a community event celebrating National Night Out on Tuesday, August 5th. This would be a 'block-party' type of event celebrating our first responders, including but not limited to, Police, EMS, VFD, K9 Officer Dirk and more. Chief Klobucar will look into the date, staffing, etc. and report back.

ENGINEERING REPORT – LSSE

A Motion was Made by Stan Cheyne to Adopt Resolution 2025-06: Applying for PA Small Water and Sewer Grant Program Request in the Amount of \$500,000. A Second Motion was Made by Dave Weber. All Approved. Stan Cheyne stated that he would try to obtain Letters of Support from our State Representatives and get them to LSSE for the grant process.

A Motion was Made by Stan Cheyne to Approve Partial Payment #5 for Contract No. 24-S3 in the Amount of \$90,946.35. A Second Motion was Made by Dave Weber. All Approved.



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MEMO

TO: Delmont Borough Council DATE: March 10, 2025

FROM: Kevin A. Brett, P.E. S. O. NO.: 398-001
 Dalton G. Mack, P.E.
 Gary M. Baird cc:

SUBJECT: Sewer Committee Items

CRAMER COA

- *Phase 1 Interceptor and Forcemain upgrades: Dual auger system was delivered; installation and startup tentatively scheduled for early April. Contractor is awaiting decision on Add Alternate No. 4 lateral. Contractor submitted Partial Payment No. 5 in the amount of \$90,946.35; LSSE recommends payment.*
- *Flow meters were installed to begin monitoring for reduction in infiltration/inflow, reduction in overflow events, and Equalization Tank sizing. Data collection is currently in progress.*
- *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; RUS provided response to questions to proceed ahead with response. LSSE will prepare response over next 30 days*

FTMSA COA

- *The FTMSA COA was executed by all entities dated August 29, 2019. The following milestones are required per the Order. The First Amendment to this COA dated January 16, 2025 was executed by all parties, revising milestones as follows.*
- *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 September 1, 2025, FTMSA shall commence and complete by April 1, 2026, 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 April 1, 2026, FTMSA shall develop a hydraulic model of the FTMSA Sewer System.*
 - b. *By September 1, 2026, 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”).*
- **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 (AMENDED January 16, 2025):** *The Municipal Entities shall each submit semi-annual (January 31 and July 31 of each year) 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.*
 - d. **Next report is due July 31, 2025.**
 - e. *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.*
- **2025 PA Small Water and Sewer Grant:** *LSSE is preparing application for Tollgate Lane. Application will be in the amount of \$500,000.00. Resolution for the application is attached for adoption (Attachment A).*

ENGINEERING REPORT – MORRIS KNOWLES

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



CONSULTING ENGINEERS REPORT

March 5, 2025

DELMONT BOROUGH MARCH ENGINEERS REPORT

Barrington Ridge Culvert Replacement:

Morris Knowles & Associates successfully obtained the GP-11 Permit for the Barrington Ridge culvert replacement. With the necessary permitting in place and construction now complete, the project is finalized. Moving forward, routine maintenance and inspections should be conducted as part of standard operations.

Greensburg Street Repaving Project:

On March 5, 2025, two employees from Morris Knowles & Associates met with Stanly Cheyne and Bill Heaps to discuss potential stormwater management improvements. During the site visit, everyone identified several opportunities for enhancement. However, before moving forward, it was recommended that sections of the stormwater piping beneath Greensburg Street be inspected using a camera to assess their condition. Future stormwater management plans will be evaluated upon review of the inspection results.

Development Reviews

1. None for February

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

Mr. Hewitt discussed Shields Farm, and the requirements of DCED regarding the community use of the land. Initially, DCED was requesting 4.6 acres be replaced due to the land used for the surface tank on the Shields Farm property. That has now decreased to less than acre. He suggested that the other Borough owned property that can be used as an alternate include Hart Alley and the Parklet.

Mr. Hewitt reported that there had been two complaints filed regarding properties that did not obtain the required sewage testing following their new mortgage financing. Several notices have been sent to residents with no action. The Borough is now awaiting hearing dates for these matters.

One violation notice was issued to a resident regarding property maintenance. He is reminding residents, with the weather improving, to please be a good neighbor and tend to their properties.

COMMITTEE REPORTS

Prior to committee reports, Andrew Shissler stated that due to a few Council Members with their last term ending, that there needs to be an adjustment to the committees in order to maintain knowledge of the committee. Council appoints Krista Krautbauer to the Buildings and Rentals Committee and Chris Bigley to the Streets and Roads Committee.

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

Chief Klobucar shared the February 2025 Police Department statistics. There were 109 calls for service, 23 traffic citations and 2 criminal arrests. He mentioned that they received 55 contacts regarding speeding on Athena Drive. He also shared the Delmont VFD stats on behalf of Fire Chief Cline, with the VFD having 24 calls for service. He also mentioned that he attended the Chiefs of Police meeting recently and they were discussing all of the staffing issues that the departments are having. He said some of the solutions discussed in other departments included hiring civilians and putting them through the academy, so that when they complete training, they are immediately placed within that department. Dave Weber added that another solution could be to hire Veterans.

BUILDING AND RENTALS Pam Simpson and Jeff Cunningham

Jeff Cunningham mentioned that the Public Works department has completed the room upstairs in the borough building and has begun demo on the second room. Lumber coming Thursday and Drywall coming on Friday. Estimating completion by April 1st.

STREETS/ROADS/STORM WATER Stan Cheyne and Jeff Cunningham

A Motion was Made by Stan Cheyne to Approve the Bid Specification and Advertisement for the Greensburg Street Paving Project, Pending Addition of Saw-Cutting. A Second Motion was Made by Chris Bigley. All Approved.

Stan Cheyne discussed the current Stormwater fee for the borough building, stating that the library had reached out to the Stormwater Authority requested that their monthly fee be shared by the borough building, as it is a shared parking lot. Council agreed that it was fair.

Stan Cheyne also discussed needing the Stormwater Authority meeting with the Borough Secretary to define the details of tracking expenses and types of expenses, project admin, etc. moving forward. Currently, the Borough office is tracking what expenses have been covered by the Borough thus far that will be reimbursed to Borough now that the Authority is generating income.

PERSONNEL/INSURANCE COMMITTEE – Chris Bigley and Krista Krautbauer

Chris Bigley reported that following the RFP (Requests for Proposals) that the Insurance Committee sent out to Insurance Brokers, they are recommending going with Henderson Brothers. Krista Krautbauer mentioned that this broker was the only broker that was able to handle all of the insurance accounts, without the need for an additional broker. That was the goal, they stated, to have one broker for everything, as currently they have multiple and it's just not efficient. In doing this, it will eliminate employees having to go through the borough office for insurance matters, deductible reimbursements, etc. and allow them to deal straight with the insurance company.

FINANCE COMMITTEE Andrew Shissler, Council President

A Motion was Made by Stan Cheyne to Approve the VFD Tax Credit for Donald Liprando. A Second Motion was Made by Jeff Cunningham. All Approved.

Andrew Shissler discussed paying the electric bill for the traffic lights and the borough street lights out of the liquid fuel account.

SEWAGE COMMITTEE - Stan Cheyne and David Weber

Andy Shissler stated that he will meet with the sewage committee to complete the sewage budget.

SHIELDS FARM – Andrew Shissler, Council President

A Motion was Made by Andrew Shissler to Approve the Contract for the Big Bounce Event at Shields Farm on June 14th. A Second Motion was Made by Jeff Cunningham. All Approved. There was discussion to also notify the coordinators of the event that a meeting would be necessary prior to the event, with Emergency Management Coordinator Dave Weber, Police Chief Klobucar, and Public Works Supervisor Bill Heaps to discuss emergency plan. Also, some Council members discussed concerns that if an additional officer would be needed on the day of the event, that the fee for their rate be covered by the event.

Andrew Shissler discussed the Farmhouse renovations needed to prepare the property for rental. He proposed that \$10,000 from the Shields Farm account be used for these expenses. The goal is to Rent out the property, with the rental income to replenish the Shields Farm account and at that time, starting to pay the properties expenses out of that Shields Farm account as well, including building repairs, utilities, etc.

GRANTS COMMITTEE – Dave Weber

Dave Weber mentioned that there still may be an opportunity to submit for the grant to have the garage roof redone and have solar panels installed. The application requires a prevailing wage bid for labor. He is currently looking to obtain that to complete the application process if possible.

CONTRACTED TRASH COMMITTEE – Dave Weber

Dave reported that a dumpster has been delivered to the borough building to aid in the restoration work upstairs.

COMPREHENSIVE PLAN COMMITTEE – Andrew Shissler and Jeff Cunningham

Andrew Shissler reported the he and Jeff Cunningham have a walk through scheduled with the EADs Group up at Shields Farm.

OLD AND NEW BUSINESS:

A Motion was Made by Stan Cheyne to Approve the Rental Rate FRAA for the Use of Newhouse Park Fields in the Amount of \$3.50 per day. A Second Motion was Made by Pam Simpson. All Approved.

A Motion was Made by Stan Cheyne to Approve the Placemaking Opportunity Grant Application through the National Association of Realtors to Obtain a Permanent Cornhole Game at Newhouse Park. A Second Motion was Made by Chris Bigley. All Approved.

Council, with the recommendation of Bill Heaps, set April 24th through April 26th as Delmont's Clean Up Days. A dumpster will be placed at the Borough Maintenance Garage for residents to dispose of materials that would otherwise not be able to be taken by Republic Services on their normal routes. Bill Heaps asks that no tires, paint, electronics be disposed there. Details will go out to residents.

ADJOURNMENT: Krista Krautbauer Moves to Adjourn. Pam Simpson Seconds Motion. Motion Carries.

Respectfully Submitted:

*Dawn Earhart
Delmont Borough Secretary
APPROVED:*