



DELMONT BOROUGH COUNCIL MEETING MINUTES

October 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	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 – Kevin Brett
Morris Knowles Report – N/A

RESIDENTS ATTENDING:

Joyce Dayton	Linda Wahl
Donald Dayton	Sally Salo
Stephanie Barnyak	Donald Craig
Linda Jobe	Phillis Craig
Brenda Gardone	Annamarie Stackiewicz
Rick March	Dennis Urban
Roseann March	

OTHERS ATTENDING

Penn Franklin – Ken Bustin – Not Present
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 September 9, 2025 Council Meeting Minutes. Stan Cheyne Made a Motion to Approve the September 9, 2025 Council Meeting Minutes as Amended. A Second Motion was Made by Chris Bigley. All Approved.

TREASURER'S REPORT:

After review of the September 9, 2025 Treasurer's Report, Krista Krautbauer, Made the Motion to Accept the September 9, 2025 Treasurer's Report. Pam Simpson 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. Chris Bigley Made a Second Motion. All Approved.

CITIZENS' COMMENTS

Brenda Gardone, of Suncrest Drive, expressed concern that her neighbor put a French drain in and since then, when it rains, water flows from the French drain into her house. Bill Heaps will review the pictures that Ms. Gardone submitted to the borough office, as well as visit the property next time it rains to confirm.

Dennis Urban, of Athena Drive, spoke to the name change of the Rose Wigfield Parklet. He believes that the name should stay the same and that Newhouse Park and Shields Farm have always retained the same name and does not believe that the parks should be renamed.

Roseann March, Rose Wigfield's granddaughter, spoke about the possible name change to the Rose Wigfield Parklet as well. She shared an article written in the Tribune Review from March 23rd, 2016, honoring her grandmother with Council naming the Parklet after her. She was a founding member of the Delmont Fire Departments Auxiliary. She was community driven, she loved Delmont, she loved her neighbors, her mailman, and her community. She expressed that 'sharing' the space, maybe honoring James Earnest with a plaque, would be an acceptable solution.

Annamarie Stackiewicz, of Aurora Drive, spoke on behalf of the Delmont Visionary Committee. She reported that they have 40 vendors for the Craft & Vendor Fair at the Delmont VFD on November 22nd. She also reported that they had their first Feasibility Study Meeting to choose the best route for the Westmoreland Heritage Trail. They will be holding a public meeting. Details to follow.

Sally Salo spoke on behalf of the Delmont-Salem Rotary. They would like to have a Car Show on Labor Day, September 7th, 2026 and are requesting Council permission to utilize Greensburg Street from the Borough Building to the intersection of East Pittsburgh Street to park cars on an angle on side of street. Council mentioned maybe just doing from the Parklet to the Stationhouse, however, they are requesting additional information, including whether the Stationhouse has an event scheduled that day, possible parking at Kunkle's, etc. They Tabled the decision.

Donald Craig, of Bierer Street, inquired about what brought on the sudden want to change the name of the parklet. Council members stated that Earnest used to have a gun shop adjacent to where the Parklet is now. Chris Bigley stated that the history is more of a vast history than just that and that one of Earnest's guns are on display in the State Capitol, believing that Delmont should show Earnest's historic notoriety. Mr. Craig agrees, and stated he also enjoys the historical component but feels that there are other ways to show his notoriety that doesn't involve changing the name of the Parklet.

Cecilia Smith, of Spring Lane, questioned why Council did not look into this history prior to naming the Parklet. Dan Hewitt, responded that Council simply adopted a Resolution, declaring the name of the Parklet and reserves the right to do that, as sees fit.

Tina Campbell, of Fairview Street, spoke in favor of Chris Bigley's opinion of changing the name and can agree with why he is saying to do so.

Elizabeth Hafer, of Jones Street, introduced herself as being up to fill the vacant seat of the Delmont Parks & Recreation Committee. She also mentioned that her father-in-law was a part of the committee years ago.

JUNIOR COUNCIL:

Junior Council Member Evangeline Cheyne reported that she is preparing to initiate a Card Donation Box, for residents to fill out cards and donate to Nursing Homes for the Holidays. She will place a box at the library and at the Borough Office. Council agreed that they like the idea.

ENGINEERING REPORT – LSSE

Stan Cheyne shared an email from a resident wanting to tie into sewage. Bill Heaps will reach out to Allegheny Sewer & Plumbing to inspect. The Borough will call the resident back with more information.

A Motion was Made by Stan Cheyne to Approve LSSE Service Order Authorization for Bidding Phase and Construction Phase Services for Tollgate Lane Sanitary Sewer Replacement. A Second Motion was Made by Jeff Cunningham. All Approved.

A Motion was Made by Stan Cheyne to Adopt Resolution 2025-17 to Apply for the LSA Statewide Grant in the Amount of \$1,000,000 for the COA Phase II Equalization Tank. A Second Motion was Made by Dave Weber. All Approved.

A Motion was Made by Stan Cheyne to Adopt Resolution 2025-18 to Apply for the LSA Statewide Grant in the Amount of \$873,000 for the Freeport Street Paving and Stormwater Improvements. A Second Motion was Made by Jeff Cunningham. All Approved.

- b. *Within six years of the execution of this COA, 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 COA.*

- c. **Tollgate Lane Sewer Replacement:** *Borough received \$200,000.00 in funding through LSA Westmoreland County for the work. Two alternatives are being reviewed for sewer replacement: in place, and relocation to the roadway. LSSE has prepared concept drawings and cost estimates. LSSE met with Sewer Committee. LSSE will proceed with moving sewer line into the roadway. Potential funding notice for remaining funding through Statewide LSA program is tentatively expected in November. LSSE provided Service Order Authorization for Borough consideration to prepare bid package and conduct Construction Phase Services.*

- **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)**
 - a. *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. Complete.

Within 60 days of Cramer 537 Plan approval submit Part II for gravity sewer and forcemain. Complete.

Within 730 days of Part II approval construct gravity line and forcemain. Complete.

Within 270 Days of gravity line and forcemain to Cramer - submit revised Act 537 Plan to include the tank following post flow monitoring. Flow monitoring in progress.

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

Within 545 Days complete construction of EQ tank.

- **Construction of Improvements**
 - a. *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 January 1, 2026.**

Grants

- **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 was delayed to November 2025.*

- **2025 PA Small Water and Sewer Grant:** *LSSE submitted application for Tollgate Lane. Application will be in the amount of \$500,000.00. Award notification is projected for Winter 2025.*

- **FY26 Appropriations:** *Senators McCormick appropriations for Phase 2 Equalization Tank forwarded in the amount of \$1,000,000.00 for consideration. Negotiations will last over the next six to nine months; notice of award anticipated in March 2026.*
- **CFA Multimodal Program:** *LSSE resubmitted the Freeport Street road widening and repaving application for consideration. Award notification is projected for Spring 2026.*
- **2025 Statewide Local Share Account (LSA):** **LSSE is preparing applications for the COA Phase II Equalization Tank project for \$1,000,000.00 in funding and Freeport Street roadway and stormwater improvements project for \$873,000.00 in funding. Both applications require Resolutions adopted by the Borough. Resolutions for both projects are included as Attachments A and B to this Report.**

ENGINEERING REPORT – MORRIS KNOWLES

An Engineer's Report was not submitted by Morris Knowles.

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

A Motion was Made by Jeff Cunningham to Approve Resolution 2025-16 Appointing Elizabeth Hafer to the Parks & Recreation Committee. A Second Motion was Made by Pam Simpson. All Approved.

A Motion was Made by Stan Cheyne to Accept and Approve the Salvation Army Lease for 326 E. Pittsburgh Street. A Second Motion was Made by Jeff Cunningham. All Approved. The lease will run through the end of 2030. The Salvation Army will be held responsible for all of the utilities and the yard maintenance.

Dan Hewitt made mention that the Planning Commission will meet on Monday, October 27th, 2025 at 7:00 PM in regards to a lot consolidation plan. Owner of both parcels wants to combine to be able to place an accessory garage on the vacant lot.

Dan Hewitt requested a brief Executive Session following the meeting in regards to one potential item of litigation of Shields Farm.

COMMITTEE REPORTS

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

Chief Klobucar shared the September 2025 Police Department statistics. There were 109 calls for service, with 21 traffic citations and 2 criminal arrests. He also reported the Delmont Volunteer Fire Department recently put out their annual fundraiser mailers, reminding residents to check their mailboxes.

Chief Klobucar reported that the speed trailer was recently put on Crest Drive due to complaints of speeding. He also shared the trailer's recorded data from it's time on Crest Drive. From September 22nd to October 13th, 7,736 cars traveled the road from the Borough Building onto Crest Drive at an average speed of 14 MPH, at 98% below average. Traffic moving towards the Borough Building the average speed was 19 MPH, at 79% below average. Residents also voiced concern re:

speeding down School Street from the Borough building, assuming this is parents who drop off and pick up their children at the Salem Crossroads Daycare. A resident requested the Borough issue a letter to the Daycare imploring parents stop speeding. It was also mentioned that they do not stop at the stop signs when they are utilizing Crest Drive, School Street, Bierer Street and E. Pittsburgh Street.

Chief Klobucar thanked Bill Heaps and Brian Dunford from the Public Works Department, for all of the help with traffic over the Apple & Arts Festival weekend, also thanking Dave Weber and the new EMA Coordinator, Mike Bowen. He stated that he believes this year to have been the busiest of the 27 years he has been here for the Apple Festival. He also shared that the K-9 Unit Police Booth raised \$5,530 in donations and t-shirt sales and reminded residents that the K-9 Unit is funded only by community donations.

BUILDING AND RENTALS Pam Simpson / Jeff Cunningham / Krista Krautbauer

Jeff Cunningham mentioned that the committee is in the process of changing cleaning companies, as well as looking into a mat cleaning surface.

STREETS/ROADS/STORM WATER Stan Cheyne / Jeff Cunningham / Chris Bigley

Krista Krautbauer reported that there are still issues with traffic due to the address of the window company and Contact Place. The window company is currently changing their address to an E. Pittsburgh Street address. Stan corrected on Google Maps however, he believes it can be changed by anyone at any time. Chief Klobucar stated that he will reach out to Public Safety – 911 and get confirmation of process. Stan Cheyne reminded everyone folks will search “Shields Farm” or “Apple & Arts” before they will google a specific address, so until it’s changed in Google, it’s still going to take them to the wrong place.

Stan Cheyne mentioned that there was a recent meeting with PennDOT regarding the State Route 66 Paving Project, specifically the Street Lighting. PennDOT is requesting that the Borough apply for a grant for the street lighting, as the Borough would like to have poles that would accommodate future use of hanging banners, etc. Unfortunately, the best grant has already opened and closed, so Tabling the Motion until early next year.

A Motion was Made by Stan Cheyne to Authorize the Change of Scope for Awarded Grant C000081785 to include the initial construction for the Apple Hill Basin. A Second Motion was Made by Jeff Cunningham. All Approved.

PERSONNEL/INSURANCE COMMITTEE – Chris Bigley and Krista Krautbauer

Nothing to report.

FINANCE COMMITTEE Andrew Shissler, Council President

Andrew Shissler and Council scheduled Budget Session #1 for October 28th at 6pm and Budget Session #2 for November 6th at 6pm. The office was asked to send an advertisement to the Penn Franklin.

A Motion was Made by Andrew Shissler to Cancel the November 11th, 2025 Council Meeting and Reschedule to November 18th, 2025, due to the Veteran’s Day Holiday. A Second Motion was Made by Stan Cheyne. All Approved.

A Motion was Made by Andrew Shissler to Open an Additional Event Fund Account Specifically for HoliDaze Event. A Second Motion was Made by Chris Bigley. All Approved. A discussion of what amount would go into that account. Andrew Shissler reminded Council that they agreed on a \$2,000 donation from the General Fund into the Event Fund during last year’s budget sessions. Andrew Shissler reviewed event fund activity and confirmed an amount to transfer from the Event Fund into a new HoliDaze Event Fund as an initial opening balance. A Motion was Made by Andrew Shissler to Transfer \$1,963.52 from the Current Event Fund into the New HoliDaze event Fund. A Second Motion was Made by Chris Bigley. All Approved.

SEWAGE COMMITTEE - Stan Cheyne and David Weber

Dave Weber gave an update regarding the pumpstation. A third submission for payment was made to the Insurance Company for the Insurance Claim for storm damage to the pumpstation.

SHIELDS FARM – Andrew Shissler, Council President

Andrew Shissler mentioned that he got a call from Zane from Fort Allen, wondering if they could bring in a box trailer on wheels and park it behind the Cider Barn to permanently store the plastic jugs without critters getting into them. Council discussed possibly having it there if he can enclose it somehow. They will discuss with Zane.

Andrew Shissler also discussed addressing the power outage at the Apple Festival. The utility company will be putting a separate box up at the Farm for Mutual Aid to utilize during the Apple & Arts Event moving forward.

GRANTS COMMITTEE – Dave Weber

Nothing to report.

CONTRACTED TRASH COMMITTEE – Dave Weber

Dave Weber thanks Republic Services for having the dumpsters up at Shields Farm for the Apple & Arts Festival.

COMPREHENSIVE PLAN COMMITTEE – Andrew Shissler and Jeff Cunningham

It was reported that there would be a public meeting on October 15th at 6:00 PM in regards to the Shields Farm Draft Plan. The EADS Group will be hosting the meeting and have a Q&A session.

OLD AND NEW BUSINESS:

Mayor Alyce Urban mentioned that she and husband, Dennis Urban, would be hosting a FREE Haunted Walk outside of their house on Athena Drive on Halloween night from 6:00 PM to 8:00 PM for residents. The Salvation Army will have the Canteen parked over in the Ace Hardware parking lot. The Salvation Army will be serving hot dogs and all donations will benefit the Salvation Army of Delmont.

Mayor Urban mentioned that resident Ed Washburn wanted to host a Veteran's Day event at the Rose Wigfield Parklet from 6:00 PM to 6:30 PM, honoring Veterans. A Motion was Made by Stan Cheyne to Waive the Fee for the Parklet for the Veteran's Day Event. A Second Motion was Made by Pam Simpson. All Approved. She also reminded everyone to vote in the November 4th election.

There was additional discussion regarding the name change of the Rose Wigfield Parklet. Council decided to table the discussion so that the Earnest Family can be notified and be given the opportunity to speak before Council.

There was discussion among Council members for the Borough to have a social media presence in lieu of misinformation among the non-official Facebook Pages. The Official Page would be for informational purposes only and is required to be maintained by a Borough Employee, leaving Dawn Earhart, the Borough Secretary, as the prospective administrator. The Pennsylvania State Association of Boroughs (PSAB) has several guidelines for utilizing social media. The Borough Secretary has attended the trainings outlining some of these practices. A Motion was Made by

Chris Bigley to Create an Official Government Facebook Page. A Second Motion was Made by Jeff Cunningham. Stan Cheyne Opposed. Motion Carries with a six (6) to one (1) vote.

Krista Krautbauer discussed the Light Up Delmont Event at the Parklet on Saturday, November 22nd, along with the Holiday Craft & Vendor Show at the Delmont VFD that is being hosted by the Delmont Visionary Committee. Details are on the Borough website at www.delmontboro.com in the Events section. A Motion was Made by Krista Krautbauer to Close a Section of Greensburg Street in Front of the Parklet at 4:30 PM on November 22nd. A Second Motion was Made by Chris Bigley. All Approved.

Stan Cheyne reminded residents and Council that the Delmont Parks & Recreation Committee is hosting a Pumpkin Painting and Hayride event on Saturday, October 25th at 12:00 PM at Newhouse Park. Kids are FREE and Adults are \$10.

Stan Cheyne gave an update in regards to the Shields Farm Deer Management Program. There had been forty-six (46) applicants total. Fifteen (15) of them were Delmont residents. Four (4) residents were randomly picked and three out the four have completed the qualifications. The fourth applicant was out of the country at the time of the qualifications, so will have the opportunity to complete that when he returns.

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

Respectfully Submitted:

Dawn Earhart
Delmont Borough Secretary
APPROVED: