



DELMONT BOROUGH COUNCIL MEETING MINUTES

November 18th, 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 – Dalton Mack
Morris Knowles Report – N/A

RESIDENTS ATTENDING:

| | |
|------------------------|-----------------------|
| Bill & Marion Earnest | Dana Soltesz |
| Kelly Mazon | Jim & Donna Earnest |
| David Piper | Franklin Piper |
| Bob Stackiewicz | Annamarie Stackiewicz |
| Brandy Walters | Bill & Sandy Smause |
| Tina & Richard Kemerer | Bob Walczer |
| Rick March | |

OTHERS ATTENDING

Penn Franklin – Ken Bustin – Not Present
Tribune Review – Patrick Varine – Not Present

CALL TO ORDER: Mr. Shissler calls meeting to order and join in the Pledge of Allegiance. An Executive Session regarding personnel was prior to the meeting. No decisions were made.

STANDARD MONTHLY BUSINESS

MEETING MINUTES:

Council reviewed the October 14, 2025 Council Meeting Minutes. Dave Weber Made a Motion to Approve the October 14, 2025 Council Meeting Minutes as Amended. A Second Motion was Made by Chris Bigley. All Approved.

TREASURER'S REPORT:

After review of the November 18, 2025 Treasurer's Report, Jeff Cunningham, Made the Motion to Accept the November 18, 2025 Treasurer's Report. Krista Krautbauer 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. Jeff Cunningham Made the Motion to Pay the Bills. Pam Simpson Made a Second Motion. All Approved.

CITIZENS' COMMENTS

Kelly Mazon, of Monticello Drive, spoke on behalf of the Monticello Lights. Event takes place on Saturday, December 13th and Sunday, December 14th. This year's two (2) charities are the WTAE Project Bundle Up and the Delmont Borough K9 Unit. They have raised over \$105,000 over the last five (5) years. Neighbors are requesting that the Police consider closing Monticello Drive on Friday, December 12th at 6:45 PM to allow for Monticello Drive residents and their families only to walk around and see the lights without the traffic. A Motion was Made by Stan Cheyne to Close Monticello Drive on Friday, December 12th from 6:45 PM to 9:00 PM. A Second Motion was Made by Chris Bigley. All Approved.

Jim Earnest spoke on behalf of the Earnest Family in regards to renaming the Rose Wigfield Parklet. Many friends and family came to meeting to show support. He recognized that the Historical Society honored J. Earnest with a plaque at the Parklet recently, but believes some research should've been in regards to the property, the owner and his notoriety. He believes that Rose Wigfield could be best honored in another way more appropriate for her work and status in the community.

Annamarie Stackiewicz, from Aurora Drive, spoke on behalf of the Delmont Visionary Committee. She respectfully requested the use of an empty mailbox at the Borough Building for the Visionary Committee, stating that they had a hard time with collecting donations and paperwork for an upcoming event because the mail usually goes to her house, then she went out of town and they changed to another member's house, then he went out of town. She thought it would be convenient if the Delmont Borough allowed use of a mailbox for the Delmont Borough Visionary Committee. Council will discuss and make a decision. Annamarie reported that they had their 2nd Feasibility Steering Committee Meeting on November 12th. With Delmont being a "Valley in the Hills", it makes for a challenging study to decide which ones to include in the study. Their next meeting will be sometime in January 2026. She also reported that the Holiday Craft & Vendor Show is this Saturday, November 22nd from 11:00 AM to 5:30 PM. There will be 28 crafters and 3

vendors in the hall and a Kettle Korn stand outside. They are offering free family photos with a seasonal backdrop, a cookie contest, free kids craft center where they can make cards for the Meals on Wheels recipients, and do other crafts. The Visionary Committee is providing free s'mores packets to take over to the Light-Up Delmont Event at the Rose Wigfield Parklet afterwards.

Annamarie also gave an update in regards to the Westmoreland Heritage Trail (WHT). GAI Consultants have been selected by the County to design the new section of trail and tunnel. They will create preliminary plans for the trail, restroom facilities, and the maintenance building at the State Route 66 Industrial Park site.

Brandy Walters, spoke on behalf of the Historical Society. She stated that the Applefest was excellent and they had excellent weather. She stated that they will probably have the Auxiliary parking next year, to help a little with traffic as well. The Historical Society is currently cleaning up the log cabin for the Pilgrimage. She also wanted to comment about the Parklet being renamed, stating that Earnest was also a Council Member and holds spots 11-13 for historical value.

David Piper, of Crest Drive, also spoke about J. Earnest and in favor of changing the name of the Parklet. He mentioned other areas of history in Delmont as well, and agreed that in his opinion, there should've been more research done in naming the park. Dan Hewitt mentioned, that the process for changing the park name, is approving a Resolution and this particular Resolution was passed in 2017.

JUNIOR COUNCIL:

Junior Council Member Evangeline Cheyne reported that she is currently helping out with the Holidaze Event.

ENGINEERING REPORT – LSSE

Dalton Mack, from LSSE, spoke in regards to the storm damage at the sewage pump station. At the October 27th meeting, a timing issue was found. No further issues since then though, however, only one pump is currently working. The surge protector needed since the storm damage is showing lead times until March. They are trying to get something expedited quicker though.

Dalton Mack also spoke to the process and terms of acquiring a PennVest Loan, and it's benefits to the Borough. These loans are 20-30 year loans, with payments starting after construction is complete, which may be 2028-2029. These are partial grant / reimbursement loans.

Dalton Mack reported that the LSA grant awards were to be announced today. On November 18th, however they are behind and it may take until January 2026. Also mentioning that Letters of Support requests for the LSA grant application should go out by Wednesday, sending to State Representative Jill Cooper, State Senator Kim Ward, etc.

- 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 will proceed with moving sewer line into the roadway. LSSE provided Service Order Authorization for Borough consideration to prepare bid package and conduct Construction Phase Services. **Potential funding notice for remaining funding through Statewide LSA program is tentatively expected in November. LSSE is preparing bid package.***
- **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.*

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 the Smith Subdivision Plan. A Second Motion was Made by Krista Krautbauer. All Approved.

COMMITTEE REPORTS

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

Chief Klobucar shared the October 2025 Police Department statistics. There were 104 calls for service, with 21 traffic citations. He also reported the Delmont Volunteer Fire Department had 26 calls for service and assisted with 8 special events.

Chief Klobucar wanted to remind residents of the Food Drive that the Delmont Borough Police Department is hosting to benefit the Westmoreland County Food Bank. The Food Drive will take place on Sunday, November 23rd from 11:00 AM to 4:00 PM, at the Borough Maintenance Garage on Bierer Street. There will also be donation boxes available at the Light Up Delmont Night on Saturday, November 22nd event.

BUILDING AND RENTALS Pam Simpson / Jeff Cunningham / Krista Krautbauer

The Borough Building had the annual alarm test and one of the rooms that the Daycare rents, failed the alarm test. This work needs to be repaired, as it is a safety issue.

The Borough maintenance Garage needs all of their lights replaced. LED lights were purchased. The garage was very dark, even needing a flashlight to put air in the tires.

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

A Motion was Made by Stan Cheyne to Approve Resolution 2025-19: Lighting Agreement for the State Route 66 new sidewalk lighting. A Second Motion was Made by Jeff Cunningham. All Approved. Stan Cheyne described the lights to be 10-foot poles (7 foot from the ground), equipped with banner hardware and outlets at the top for street décor. Public Works would not need a bucket truck for this work, as a ladder can be used.

A Motion was Made by Stan Cheyne to Accept the Plans for Maintenance and Landscaping of the new State Route 66 Sidewalk. A Second Motion was Made by Jeff Cunningham. All Approved.

PERSONNEL/INSURANCE COMMITTEE – Chris Bigley and Krista Krautbauer

A Motion was Made by Chris Bigley for the Borough to Absorb the Cost of the Employees Portion of their Dental and Vision Insurance for the Borough Employees. A Second Motion was Made by Krista Krautbauer. All Approved.

FINANCE COMMITTEE Andrew Shissler, Council President

A Motion was Made by Andrew Shissler to Approve and Advertise the Proposed 2026 Budget for \$1,621,734.00 A Second Motion was Made by Chris Bigley. All Approved.

A Motion was Made by Andrew Shissler to Reject the 2026 Solvency Fee. A Second Motion was Made by Pam Simpson. All Approved.

A Motion was Made by Stan Cheyne to Approve the VFD Tax Credit. A Second Motion was Made by Dave Weber. All Approved.

A Motion was Made by Andrew Shissler to Transfer the \$1,241. From the Comprehensive Plan Account to the General Fund and Close the Comprehensive Plan Account at S&T Bank. A Second Motion was Made by Jeff Cunningham. All Approved. These funds will be used towards the EADS Group Invoice when paid.

A Motion was Made by Andrew Shissler to Open an Interest-Bearing Savings Account with \$5,000 from the General Fund to hold funds for the Renovation of the Shields Farmhouse. A Second Motion was Made by Dave Weber. All Approved.

Council discussed the possibility of taking a Tax Anticipation Loan (TAN). They decided to table that discussion for now.

SEWAGE COMMITTEE - Stan Cheyne and David Weber

Dave Weber stated that he spoke with the insurance company in regards to the Insurance Claim from the storm damage and that there are only minimal anticipated invoices left to submit. It was advised that the Borough send a letter to the insurance company putting in writing the remaining invoices and a deadline, if applicable, of the claim to be closed.

SHIELDS FARM – Andrew Shissler, Council President

Andrew Shissler requested Council to consider allowing himself and the Scouts to continue the trail maintenance after his term ends on the Delmont Borough Council. Dan Hewitt advised to place this request on January's Agenda for the new council, stating that they should be the ones who decide.

GRANTS COMMITTEE – Dave Weber

Nothing to report.

CONTRACTED TRASH COMMITTEE – Dave Weber

Nothing to report.

COMPREHENSIVE PLAN COMMITTEE – Andrew Shissler and Jeff Cunningham

The Motion to Approve the Shields Farm Comprehensive Plan was Tabled. A formal resolution needs uploaded, along with the last document sent to Borough before any funds can be requested and the grant can be closed out.

OLD AND NEW BUSINESS:

Discussion regarding Stan Cheyne to continue to do the reporting for the Parks Grant, in his capacity as a Parks & Recreation Board Member, was tabled for January 2026 with the new Council.

Dave Weber, in his capacity as a Concerned Citizen Board Member, asked if the Borough would have any use for the old Salvation Army building at 9 Freeport Street. That the understanding is that Concerned Citizens is not permitted to sell the building, only donate it to another local non-profit or give to Delmont Borough. Dan Hewitt said he would pull the deed and do some research on whatever provisions exist on the property first.

A Motion was Made by Jeff Cunningham to Accept the 2026 Westmoreland County Transit Agreement. A Second Motion was Made by Stan Cheyne. All Approved.

Stan Cheyne gave an update regarding the Deer Management Program that is going well. Two (2) bucks have *met their maker*.

Krista Krautbauer updated council and residents of the upcoming borough events.

Saturday, November 22nd – Light Up Delmont 5:30 PM, also Resident of the Year, adult and youth group, will be announced.

Sunday, November 23rd – Food Drive @ Borough Garage 11:00 AM to 4:00 AM

Sunday, December 14th – Holiday Event at Faith Global Methodist Church 3:00 PM to 6:00 PM, with a “quiet hour” at 2:30 PM. Please RSVP for the quiet hour. The GRINCH will be there, as well.

Ongoing Toy Drive – Drop off locations at the Borough Office, Ace Hardware, John’s Barbershop, and Red Barn Winery. They need older kid gifts the most. Deadline to donate is December 5th.

Stan Cheyne gave an update about the tree planting. Public Works has planted trees on Crest Drive by the Borough Building. They were going to plant on E. Pittsburgh Street, but the water and gas lines makes that difficult, he stated. They will revisit areas.

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

Respectfully Submitted:

*Dawn Earhart
Delmont Borough Secretary
APPROVED:*