



DELMONT BOROUGH COUNCIL MEETING MINUTES

December 9, 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 – N/A

RESIDENTS ATTENDING:

Susan & Carl Pierce	Tina Campbell
Julie & Bob Walczer	David & Franklin Piper
Tracy Frampton	Clint McClutheon
Annamarie & Bob Stackiewicz	Katie Feola
Mark Simpson	

OTHERS ATTENDING

Penn Franklin – Ken Bustin – Not Present
Tribune Review – Patrick Varine – 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 November 18, 2025 Council Meeting Minutes. Stan Cheyne Made a Motion to Approve the November 18, 2025 Council Meeting Minutes as Amended. A Second Motion was Made by Pam Simpson. All Approved.

TREASURER'S REPORT:

After review of the December 9, 2025 Treasurer's Report, Stan Cheyne, Made the Motion to Accept the December 9, 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. Dave Weber Made the Motion to Pay the Bills. Chris Bigley Made a Second Motion. All Approved.

CITIZENS' COMMENTS

Franklin Piper, Crest Drive resident, notified Council that the pedestrian crossing button seems to be broken at the W. Pittsburgh Street and State Route 66 intersection. Council requested that public works take a look at it and repair, if applicable.

Julie Walczar, W. Pittsburgh Street resident, acknowledging that the Comprehensive Plan on the Agenda for this evening is up for Council approval, believes that the Plan is not consistent with what the original deed intended the property used for. She is opposing the approval of the Plan based on that. She mentioned that she had a copy of the original deed. Andrew Shissler asked if he could review a copy of it.

Annamarie Stackiewicz, Aurora Drive resident, in following up with the earlier citizen's comment re: the pedestrian crossing button, mentioned that the pedestrian light at Manor Road and State Route 66 is broken as well. Bill Heaps will look into it. Annamarie also spoke on behalf of the Visionary Committee. She wanted to thank the cookie contest judges from the Vendor Show that they had at the VFD, Dave weber, Mayor Alyce Urban, and Chief Klobucar were participating judges. She also reported that the Delmont Borough / Visionary Committee was the only Borough that was awarded the MAP grant in the amount of \$10,000 from DCED for the Walking Trail Spur Head. They will have their first meeting of the year on January 15th at 5:00 PM. The meeting will be virtual.

David Piper, Crest Drive resident, expressed that he was upset that he received a letter regarding the concrete block and debris on the sidewalk in front of his house. Bill Heaps responded that the Ordinance addresses the concrete blocks and debris on the sidewalk as a safety hazard and a letter was necessary, as it was a violation of the Ordinance. It was discussed that it communicated to the resident's wife that the retention wall did not need to be replaced or demolished at this time, only the hazardous conditions removed from the sidewalk. Mr. Piper also added that he agreed

with the prior resident regarding the Shields Farm Comprehensive Plan not being compliant with the intended use of the land.

Tracy Frampton, from the EADS Consulting Group wanted to thank the Steering Committee, which includes Stan Cheyne, Andy Shissler, Dan McCool, Jeff Cunningham and Chris Askins for all of their support in developing the Shields Farm Comprehensive Plan.

JUNIOR COUNCIL:

Junior Council Member Evangeline Cheyne reported that this would be her last meeting as Delmont Borough's Junior Council Person. She thanked the Mayor in her absence, as well as Council for making this a great experience for her, stating that she was able to interview the Mayor in her time here, help with many community events and thanked Council again for the opportunity.

ENGINEERING REPORT – LSSE

Dalton Mack reported that he plans to meet with the new Council's Sewage Committee to discuss ACT537, which has a March 3rd deadline.

Dalton also referenced the Engineer reports, attached below.



846 Fourth Avenue, Coraopolis, PA 15108
(412) 264-4400 • (412) 264-1200 Fax

MEMO

TO: Delmont Borough Council
FROM: Kevin A. Brett, P.E.
Dalton G. Mack, P.E.
SUBJECT: Sewer Committee Items

DATE: December 9, 2025
S. O. NO.: 398-001
cc:

CRAMER COA

- *Flow meters were installed in December to begin monitoring for reduction in infiltration/inflow, reduction in overflow events, and Equalization Tank sizing. Flow meters were pulled at the end of August. Data review is currently in progress to size the equalization tank. LSSE to schedule a meeting with Sewer Committee once size is determined; anticipated to meet in early January after new council is seated.*
- *Report due to DEP in July and December each year. Next report is due December 31, 2025. LSSE is preparing report.*
- **Cramer Lift Station Storm Damage:** *LSSE was contacted by Metiri Group (lift station operators) on June 6, 2025, who reported that the lift station was offline following what seemed to be a lightning strike or a power surge; immediate damage observed included the VFDs and the dual auger unit. LSSE recommends the Borough submit an insurance claim for the damage due to items noted above. Pumps were reinstalled and reconnected to the lift station. Schultheis ordered replacement power surge protection. Kappe performed field review of Dual Auger screen. Replacement dual auger components were delivered to Borough; installation is on hold pending Manufacturer request that new surge protector be online prior to work. Meeting held with PumpMan and Schultheis to discuss issues with Pumps on October 27, 2025; it was found that timing issues were present for pump startups; no pump issues noted since. New surge protector tentatively anticipated to be delivered in March following significant delays; provider is looking for faster alternative.*

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.*
 - **CCTV and Clean – August 29, 2024 for FTMSA, Cramer is 365 days from when Order is signed for CRAMER**
 - a. *Within five years of the execution of this COA, televise the portions of their SSS that are referenced in this COA 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.

- 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 January. 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.

December 9, 2025

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 January 2026.*

• **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 early 2026.*

- **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 submitted 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. Copies of the applications were provided for Borough files.*

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 2026 Tax Rate, Remaining at 20 Mills. A Second Motion was Made by Krista Krautbauer. All Approved.

Dan Hewitt reported that he has delivered his file records to the Borough Secretary and has been continuing to work with the office ton being able to handle the monthly research and notifications for properties that had deeds or mortgages recorded without the required sewage lateral testing. He is also wrapping up the ongoing property concerns with a few residents.

Lastly, Andrew Shissler read aloud the resignation of Mayor Alyce Urban, in her absence. A Motion was Made by Chris Bigley to Accept the Resignation of Mayor Alyce Urban. A Second Motion was Made by Pam Simpson. All Approved. Dan Hewitt will reach out to PSAB (Pennsylvania State Association of Boroughs) to get confirmation on process of reorganization meeting without President or Mayor.

COMMITTEE REPORTS

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

Chief Klobucar shared the November 2025 Police Department statistics. There were 98 calls for service, with 24 traffic citations.

Chief Klobucar reported that the Pilgrimage was really nice. No incidents. Light Up Delmont Night was great event, as well. He stated how nice it is to see all the people in the community come together and enjoy themselves. Chief Klobucar gave notice of the 2nd Annual Spaghetti Dinner Fundraiser for the Police K9 Unit. The event will take place on February 21st at the Delmont VFD from 2:00 PM to 6:00 PM.

Dave Weber wanted to thank Bill Heaps and Dave Martin of the Public Works Department, stating that at Light Up Delmont Night, a visitor was in from Wyoming, visiting a family member in Delmont during the event. They accidentally dropped their rental car keys down the catch basin. Bill Heaps and Dave Martin went and got the backhoe, lifted the grate and was able to retrieve the car keys

for the couple. They tried to pay Bill Heaps, but he refused, so they made a donation in the amount of \$250 to the Delmont Borough.

Mike Bowen, our EMA Coordinator, spoke about the Westmoreland County Project Lifesaver. This program provides transmitters to those who have a cognitive disorder with a tendency to wander off. The technology helps law enforcement and emergency responders to find these citizens when they wander. Additional information is available in the Borough Office. Residents can also visit pls@westmorelandcountypa.gov.

DRAFT

BUILDING AND RENTALS Pam Simpson / Jeff Cunningham / Krista Krautbauer

The Buildings and Rentals Committee is still interviewing for new cleaning company for the Borough Building.

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

A Motion was Made by Andy Shissler to Pay the Tresco Paving Invoices for Greensburg Street, E. Pittsburgh Street and Shields Farm, in a total amount of \$226,851.31. A Second Motion was Made by Stan Cheyne. All Approved.

PERSONNEL/INSURANCE COMMITTEE – Chris Bigley and Krista Krautbauer

Nothing to report.

FINANCE COMMITTEE Andrew Shissler, Council President

A Motion was Made by Andrew Shissler to Approve the 2026 Budget for \$1,621,734.00. A Second Motion was Made by Jeff Cunningham. All Approved.

A Motion was Made by Stan Cheyne to Make the Annual Transfers of \$6,000. to the Vehicle Fund and the \$5,000 to the Building Fund, as per the Ordinance. A Second Motion was Made by Dave Weber. All Approved.

A Motion was Made by Dave Weber to Issue the Annual Budgeted Donation to the Delmont Public Library in the Amount of \$3,000. A Second Motion was Made by Jeff Cunningham. All Approved.

A Motion was Made by Stan Cheyne to Issue the Annual Budgeted Donation to the Delmont VFD in the Amount of \$7,000. A Second Motion was Made by Pam Simpson. All Approved.

SEWAGE COMMITTEE - Stan Cheyne and David Weber

Dave Weber reported that both of the pumps at the Cramer Station are working.

SHIELDS FARM – Andrew Shissler, Council President

Andrew Shissler stated that a reminder email was sent out to the Salvation Army to complete and return the lease, along with an invoice for the utility bills at the Salvation Army building for 2025.

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 was Made by Dave Weber to Approve the Shields Farm Comprehensive Plan. A Second Motion was Made by Pam Simpson. All Approved.

A Motion was Made by Jeff Cunningham to Approve Payment to The EADS Group in the Amount of \$20,000 for the Development of the Shields Farm Comprehensive Plan. A Second Motion was Made by Stan Cheyne. All Approved.

It was discussed that the Borough received a \$20,000 grant from DCNR to cover the cost of the Shields Farm Comprehensive Plan. The Plan is a draft and it was reiterated that aspects of the Plan can be added or deleted. The Plan was necessary to obtain any future funding from DCNR for development at the location.

OLD AND NEW BUSINESS:

A Motion was Made by Chris Bigley to Advertise the Reorganization Meeting Scheduled for Monday, January 5, 2025. A Second Motion was Made by Pam Simpson. All Approved.

A Motion to Approve the Animal Control Contract was Tabled by Council, for the January's Meeting. There was a brief discussion about alternative options.

A Motion was Made by Stan Cheyne to Allow Residents to Drop Off Property Taxes at the Borough Building on Wednesdays and Thursdays from 10:00 AM to 3:00 PM, to Approve the Use of the Borough Address, 77 Greensburg Street, Delmont, PA 15626 for Mail-In Payments, and to Approve the Use of an Unused Phone Line for Tax Collector Voicemails, Effective January 2026. A Second Motion was Made Pam Simpson. All Approved. A resident inquired whether the position of Tax Collector, in a dual position as a Borough Secretary/Treasurer, would be a conflict. Section II of that Tax Collector Manual published by the Department of Community and Economic Development (DCED) was reviewed prior and Council found the Secretary to be eligible. It was also stated that other Borough's within our district also have or have had the Secretary in a dual position. It was also asked if it would be a conflict to have the Secretary collect payments at the Borough Building during Borough office hours. This was found to be standard practice for those who hold dual positions. Section VI of the DCED Tax Collector Manual, states that there are no stipulations concerning office space, meaning it is at the discretion of the Tax Collector whether they choose to do from a home office, however, it is ultimately the responsibility of the Taxing District to provide a facility for their residents to pay their property taxes. Also, the office hours provided to residents are for dropping off payments only and all processing will be done outside of Borough office hours.

A Motion was Made by Dave Weber to Set Fee for a Tax Certificate for \$25. A Second Motion was Made by Jeff Cunningham. All Approved.

A Motion to Approve the Use of a Mailbox for the Visionary Committee was Tabled by Council, to be decided by the new Council. It was noted that often, many community entities receive mail at the Borough Office.

Dave Weber brought up the prior discussion about renaming the Parklet, proposing that they rename the Parklet to honor Jacob Earnest and, in turn, renaming Bierer Street to Rose Wigfield Way, stating that Rose Wigfield lived on that street, and currently the only residential property still on that street. No decisions were made.

Resident Mark Simpson, recognized and thanked Andy Shissler, Dan Hewitt, Stan Cheyne and Jeff Cunningham for service to the Delmont Borough over the years. This would be their last Council Meeting of their term. Council and attending residents acknowledged and thanked as well.

Krista Krautbauer updated Council and residents of the 2nd Annual Holiday Event scheduled for Sunday, December 14th from 3:00 PM to 6:00 PM, with a “quiet hour” at 2:30 PM for those with sensory sensitivities. She stated there is 600+ toys that kids will be able to choose from, 21-22 bicycles with helmets for a free raffle, many gift baskets up for raffle, food trucks, live entertainment and Santa.

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

Respectfully Submitted:

*Dawn Earhart
Delmont Borough Secretary
APPROVED:*