

**BOROUGH OF CHALFANT – WORK SESSION**

**December 9, 2025**

PRESENT: Mss. Fullwood, Hillen, Bissell, Messrs. Hoover, Sauter, Royster.

ABSENT: Mayor Perry, Ms. Sivak

The work session began at 7:00 p.m. and ended at 8:23 p.m.

**BOROUGH OF CHALFANT - REGULAR MEETING**

**December 10, 2025**

PRESENT: Mss. Fullwood, Hillen, Bissell, Messrs. Hoover, Sauter, Royster, Lilac Sol. Evashavik.

ABSENT: Mayor Perry, Ms. Sivak.

Mr. Hoover called the meeting to order and led the assemblage in the Pledge of Allegiance.

Motion by Sauter, seconded by Hillen, to approve the minutes from the last regular meeting. The motion was unanimous.

Motion by Hillen, seconded by Bissell, to approve the bank balances as read. The motion was unanimous.

Motion by Fullwood, seconded by Royster, to approve payment of the monthly bills after being properly countersigned. The motion was unanimous.

Motion by Hillen, seconded by Bissell, to approve the Tax Collection report as read. The motion was unanimous.

**COMMENTS FROM COUNCIL PRESIDENT**

Mr. Hoover explained that Chalfant Borough recently experienced quite a few passings of people of note. While the borough usually does not speak on such matters, Mr. Hoover said he wanted to acknowledge the loss of these important figures in the borough; it's been a tough couple of months. Resident Tom Dinardo passed in November; Mr. Hoover explained that Mr. Dinardo was a barber in Swissvale and that it was a rite of passage for many to have their hair cut by Mr. Dinardo. His wit was unmatched. Jim Libell also passed in November. Mr. Libell took care of his wife, Doris, and he took care of us, the community of Chalfant. Another recent loss was that of Rose Smith, Ms. Hillen's mother. While some people didn't know Ms. Smith, she shaped people who have helped shape the borough. Last, the loss of Donna Perry, Mayor Perry's wife. Over the years, Ms. Perry served the borough as Secretary and in other roles. She helped shape certain policies. Mr. Hoover asked those in attendance to join him in a moment of silence for these individuals, their families, and anyone else missing this holiday season.

**MAYOR**

No report.

**SOLICITOR**

No report.

**FINANCE AND ADMINISTRATION**

Motion by Fullwood, seconded by Hillen, to pay the borough credit card invoice in the amount of \$27.55 for two nameplates, one for new council member Ms. Bissell, and an updated nameplate for Mr. Sauter. The motion was unanimous.

**PERMITS AND ORDINANCES**

Ms. Hillen advised that two new cases were opened in November and 38 cases were closed. There were 55 continued cases and seven citations to the magistrate.

There was one initial occupancy inspection in November, found with violations and condemned.

There was one building permit issued in November and one dumpster permit issued. There were no solicitation permits issued and there are currently no ongoing solicitation permits. Ms. Hillen reminded residents to please be sure to clear their sidewalks of ice and snow.

**ROADS AND PUBLIC WORKS**

Mr. Sauter advised that the North Braddock Department of Public Works will be taking over next month; residents will begin seeing their trucks in the borough.

Motion by Sauter, seconded by Royster, to transfer \$11,817.89 from the Highway Aid Account to the General Fund Checking. This was the total street lighting cost for 2025 and will be paid from Liquid Fuels. The motion was unanimous.

**PUBLIC SAFETY AND WHEMS**

Motion by Royster, seconded by Sauter, to transfer \$35.05 from the GFMM account to the WHEMS MM account. This was the amount of WHEMS tax collected in November. The motion was unanimous.

Mr. Royster advised that there were 10 calls to WHEMS in November. He read the street, date, and outcomes of each call.

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Mr. Royster advised that there was one incident report for November from the Forest Hills VFD; he read the date, street, and nature of each call.

**ALCOSAN/SEWER**

Motion by Royster, seconded by Sauter, to transfer \$28,034 from the Sewer Line Fund to the General Fund Checking to cover the 2025 sewer expenses. This includes sewer and consent decree-related fees from Municipal Engineer, Robert Zischkau, fifty percent of a council person's salary, twenty percent of Ms. Schwoegl's salary, and a \$550 street sweeping invoice from the end of October. The motion was unanimous.

**HEALTH AND COMMUNITY ENGAGEMENT**

Ms. Hillen advised that the borough's annual Light up the Borough night will be held on Saturday, December 20th; it will begin at 7 p.m. and will conclude on the 200 block of Elizabeth. A panel of judges will award prizes for exceptional holiday decorations; the categories this year are: Classic, Brightest (The Griswold Award), and Most Animated.

**PARKS AND RECREATION/BOROUGH PROPERTY**

Motion by Bissell, seconded by Hillen, to pay the Clifford Keough Plumbing invoice in the amount of \$310.00 for the required backflow testing at the Public Safety Building and Community Center. The motion was unanimous.

Motion by Bissell, seconded by Fullwood, to pay the Air Systems Mechanical invoice in the amount of \$168.14 for two new air filters for the furnaces at the Community Center. The motion was unanimous.

**CRIME WATCH**

No report.

**TAX COLLECTOR**

Ms. Donahue advised that there's nothing new to report. If residents received a letter in the mail, they have until December 31st to submit payment before their delinquent taxes will be turned over to Jordan Tax Service

**CITIZEN PARTICIPATION**

None.

**OLD BUSINESS**

None.

**NEW BUSINESS**

Motion by Sauter, seconded by Bissell, to pass Resolution 586, the 2026 Budget and Tax Levy. The 2026 Budget has been advertised and is available for inspection at the borough office. There is no tax increase for 2026. The motion was unanimous.

Motion by Sauter, seconded by Hillen, to pay the Vargo Awards and Engraving invoice in the amount of \$190.00 for a plaque recognizing Mayor Perry's 48 years of dedicated service to Chalfant Borough. The motion was unanimous.

Motion by Fullwood, seconded by Bissell, to sign the 2026-2027 Hoffman Kennels contract. Cost for services will remain at \$105/month with one weekly patrol. The price for emergency calls will be \$120.00/call. The motion was unanimous.

**COMMENTS FROM COUNCIL**

Mr. Hoover wished everyone happy holidays and a happy New Year!

**ADJOURNMENT**

Motion by Sauter, seconded by Bissell, to adjourn the regular meeting at 7:21 p.m. The motion was unanimous.

ATTEST: \_\_\_\_\_  
Borough Manager Council President

