

**BOROUGH OF CHALFANT – WORK SESSION**

**February 11, 2025**

PRESENT: Mayor Perry, Mss. Fullwood, Hillen, Sivak, Messrs. Hoover, Sauter, Royster, Lilac.

ABSENT: None.

The work session began at 7:00 p.m. and ended at 8:27 p.m.

**BOROUGH OF CHALFANT - REGULAR MEETING**

**February 12, 2025**

PRESENT: Sol. Evashavik, Mayor Perry, Mss. Fullwood, Hillen, Sivak, Messrs. Hoover, Sauter, Royster, Lilac.

ABSENT: None.

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

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

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

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

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

**MAYOR**

There were 192 routine patrols by the Forest Hills Police Department and 24, 911 calls in January. The majority of the 911 calls were:

3 - Domestic

3- EMS calls

3 - Parking complaints

2- Suspicious persons

2- Mental health calls

2- Miscellaneous disturbances

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There were no questions.

**SOLICITOR**

Sol. Evashavik advised that he attended the 3 Rivers Wet Weather Committee meeting and provided an update. Everyone is proceeding under the interim Consent Order and Chalfant is meeting all deadlines.

**FINANCE AND ADMINISTRATION**

Motion by Fullwood, seconded by Hillen, to transfer \$10,000 from the GFMM Account to the GF Checking to pay the February invoices. The motion was unanimous.

Motion by Fullwood, seconded by Lilac, to pay the Safeguard Business Systems' invoice in the amount of \$342.40 for checks for TCVCOG's computer service. The motion was unanimous.

The 2023 municipal audit is complete. Motion by Fullwood, seconded by Sauter, to advertise the summary results and availability of the borough audit report. The motion was unanimous.

Motion by Fullwood, seconded by Hillen, to sign the engagement letter from Turnley, Robinson, and Associates LLC, to conduct the 2024 municipal audit and financial report at a cost of \$5,500.00. The motion was unanimous.

Motion by Fullwood, seconded by Sivak, to reimburse Tax Collector, Carol Donahue, in the amount of \$60.00 for the 2025 PA State Tax Collector's Association dues. The motion was unanimous.

**PERMITS AND ORDINANCES**

Ms. Hillen advised that six cases were opened in January, 12 cases were closed, and 96 cases were continued.

There were three total occupancy inspections, two with violations, and one Certificate of Occupancy issued.

There were no dumpster, building, or solicitation permits issued in January, but Ms. Hillen noted that two solicitation permits were issued at the beginning of February; one will expire in April and the other will expire in May.

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Ms. Fullwood issued a word of caution regarding borough solicitors and encouraged residents to read all materials and understand what they are selling before signing anything.

Mr. Hoover noted that Code Enforcement will send violation notices to residents who have failed to clear their sidewalks of snow and ice; state laws require snow removal within 24 hours of a snowfall. Council discussed sidewalk snow removal with Mr. Hoover explaining that with the lack of snow over the past two winters, residents may have gotten out of the habit of shoveling their sidewalks.

**ROADS AND PUBLIC WORKS**

Mr. Sauter explained that during a snowfall, the Forest Hills DPW begins clearing the roadways after they receive a call from the police on duty advising that the roads need to be addressed. The DPW works to clear the main roadways in Forest Hills first before a truck splits off and comes to Chalfant to clear the streets here.

Mr. Hoover opened a hearing for Ordinance 445, an ordinance repealing Ordinance 411, establishing regulations related to street openings and restoration; and authorizing the borough to charge permit fees and establish bonding requirements. The ordinance was properly advertised in the January 16th edition of The Valley Mirror. There were no questions or comments and Mr. Hoover closed the hearing. Motion by Sauter, seconded by Lilac, to pass Ordinance 445. The motion was unanimous.

**PUBLIC SAFETY AND WHEMS**

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

There were no calls to the Forest Hills VFC in January.

Motion by Royster, seconded by Sauter, to transfer \$34.60 from the GF MM Account to the WHEMS MM Account. This was the amount of WHEMS Tax collected in January. The motion was unanimous.

Mr. Royster explained that WHEMS utilizes the former DPW garage at the Public Safety Building to store EMS vehicles. They have requested that Council consider sharing the cost of installing new remotes for the existing garage door opener and have received a quote from Garage Door Doctor, Inc. in the amount of \$634.00. Motion by Royster, seconded by Lilac to approve the cost of new remotes in the amount of \$317.00. Council discussed the motion and Mayor Perry said that he thought that it was pathetic, that WHEMS is overstretching their

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bounds and he doesn't think that it's right. Mr. Royster said that he understands Mayor Perry's opposition but that the remotes might make a difference in WHEMS' response time and he feels that is important. Ms. Schwoegl asked for a roll call of votes; Hoover, Fullwood, Hillen, Sauter, Royster, and Lilac voting yea while Sivak voted nay. The motion carries.

**ALCOSAN**

Motion by Royster, seconded by Sauter, to pay the State Pipe Services, Inc. invoice in the amount of \$1,040.00 to investigate the Lynnwood Avenue sinkhole as recommended by Borough Engineer, Robert Zischkau. The motion was unanimous.

Motion by Royster, second by Sivak, to transfer \$1,040.00 from the Sewer Line Fund to the General Fund Checking account to cover the expense. The motion was unanimous.

**HEALTH AND COMMUNITY ENGAGEMENT**

Ms. Sivak advised that the Chalfant Easter Egg Hunt will be held on Saturday, April 12, from 1:00 p.m. to 3:00 p.m. at the Chalfant Community Center. Ms. Sivak will be bringing her reptiles to present to the kids; drinks and treats will be provided. Crime Watch will help out as well.

**PARKS AND RECREATION/BOROUGH PROPERTY**

Mr. Lilac said the Port-a-Potty will return to the park in April. The Community Center has received a new stand-by generator and furnace which required a gas line upgrade. The furnace had an issue following the installation of the upgraded line; a service call was required and it was determined that a new part will be needed.

Motion by Lilac, seconded by Fullwood, to sign the 2025 rental contract with Mr. John. The monthly service charge will be \$130 with a \$10 environmental fee; there is a \$15 stake down fee and a \$60 transportation fee that will be included on the first bill. The motion was unanimous.

**CRIME WATCH**

Ms. Bouvier advised that a few of the issues that she addressed in her confidential CW report are still unresolved. She asked to speak with Mayor Perry and Mr. Hoover following the meeting to be sure the issues are being addressed. Ms. Bouvier said that the CW is happy to assist with the Easter Egg Hunt in April. Ms. Bouvier also asked about scheduling a Redd Up Day around Earth Day. Council and Ms. Bouvier discussed dates and decided to plan for April 26th, weather

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permitting. Ms. Bouvier asked Council why Wilkins Township DPW was picking up trash along North Avenue. Mr. Hoover advised that part of that hillside is located in Wilkins Township.

**TAX COLLECTOR**

Ms. Donahue advised that the 2025 Chalfant Borough Property Taxes will be mailed on March 1st. If residents don't receive their tax bill, please reach out to Ms. Donahue. Not receiving a tax bill does not excuse residents from paying taxes. The 2024 taxes have officially been closed; all delinquent taxes have been sent to Jordan Tax Service for collection. Ms. Donahue advised that Allegheny County has mailed their tax bills as well. Mr. Hoover explained that property owners who are volunteer firefighters are eligible for a discount on their county taxes.

**CITIZEN PARTICIPATION**

Luanne Bouvier, 101 Highland Ave., complimented Mr. Lilac on his Valentine's Day decorations. Mr. Lilac said wait until you see St. Patrick's Day!

**OLD BUSINESS**

None.

**NEW BUSINESS**

All delinquent 2024 WHSD and borough taxes have been turned over to Jordan Tax Service for collection. Motion by Sauter, seconded by Hillen, to exonerate Tax Collector, Carol Donahue, of the 2024 taxes. The motion was unanimous. Ms. Donahue thanked Council.

Motion by Sauter, seconded by Fullwood, to pay the TCVCOG invoice in the amount of \$240.00 for Mr. Hoover, Ms. Hillen, Ms. Sivak, and Ms. Schwoegl to attend the Annual Dinner on February 28, 2025. The motion was unanimous.

**COMMENTS FROM COUNCIL**

Mr. Hoover wished everyone a happy New Year. He said that he is looking forward to a big year in the borough with grants for the buildings and roads.

**ADJOURNMENT**

Motion by Sauter, seconded by Fullwood, to adjourn at 7:37 p.m. The motion was unanimous.

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