BOROUGH OF CHALFANT – WORK SESSION

July 7, 2026

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

ABSENT: None.

The work session began at 7:00 p.m. and ended at 8:31 p.m.

BOROUGH OF CHALFANT - REGULAR MEETING

July 8, 2026

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

ABSENT: Mr. Sauter

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

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

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

Motion by Fullwoods, 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.

MAYOR

Mayor Lilac advised that there were 161 patrols by the Forest Hills Police Department in June. There were 39, 911 calls.

Mayor Lilac advised that there was a report of shots fired, but the incident did not actually occur in Chalfant. Mayor Lilac said that he doubts Chalfant will be affected by the Parkway East closure this month since it's not along a detour route; he reminded residents to lock their car doors and encouraged them to share security camera footage with the police and borough officials when incidents occur in the borough.

SOLICITOR

No report.

FINANCE AND ADMINISTRATION

Motion by Fullwood, seconded Sivak, to pay the borough's Citizen Bank credit card invoice in the amount of $65.95 for the purchase of Delta Dust insecticide to treat the park refreshment stand and shed. The motion was unanimous.

Motion by Fullwood, seconded by Bissell, to pay Lauren Sivak's cleaning invoice in the amount of $85.00 for cleaning the Community Center on June 4, 2026. Hoover, Fullwood, Hillen, Royster, and Bissell voted in favor, with Ms. Sivak abstaining from voting. The motion carries.

Motion by Fullwood, seconded by Hillen, to pay the Gallagher Bassett invoice in the amount of $2,500.00 for their retention related to USDC Western PA case no: 2:26-cv-00048. The motion was unanimous.

Ms. Fullwood explained that The Woodland Hills School District has notified the Tax Collector, Carol Donahue, that taxing boroughs are now responsible for filing their bond and paying the filing fee. WHSD filed Ms. Donahue's current term bond, but moving forward, they will no longer file the bond on the borough's behalf. Motion by Fullwood, seconded by Royster, to pay the WHSD invoice in the amount of $97.25 for the filing fee for the current four-year term, effective January 1, 2026, through December 31, 2029. The motion was unanimous.

Motion by Fullwood, seconded by Bissell, to transfer $12,000.00 from the GFMM account to the GF Checking account to cover the July expenses. The motion was unanimous.

Ms. Fullwood reminded senior residents that they may be eligible to receive a $25.00 voucher for any farmers market in Allegheny County under the county's Senior Farmers Market Nutrition Program. Ms. Fullwood said that she had printed applications for anyone interested and asked that they please help themselves. Ms. Fullwood said that she hopes everyone enjoyed the last newsletter; the next edition will be published in late September or early October. Mr. Hoover thanked Ms. Fullwood for her work on the Newsletter and said she did a great job.

PERMITS AND ORDINANCES

Ms. Hillen advised that 2 new cases were opened in June and seven cases were closed. There were 54 continued cases and 45 citations before the magistrate as of June 30, 2026.

There were two total occupancy inspections, one with violations found. There was one occupancy permit issued.

Ms. Hillen advised that four dumpster permits and one building permit were issued in June. No solicitation permits were issued, and there are no current ongoing solicitation permits. Ms. Hillen mentioned that she included a paragraph in the recent newsletter about Code Enforcement's role in the borough, and she hopes residents understand that they are there to ensure the safety, health, and aesthetics of the community. All of the code officers are receptive to conversation and are happy to work with residents to find solutions.

ROADS AND PUBLIC WORKS

Mr. Hoover advised that Mr. Sauter continues to work alongside North Braddock's DPW. The DPW has been made aware of several resident concerns, and they are working to address them.

PUBLIC SAFETY AND WHEMS

Motion by Royster, seconded by Hillen, to transfer $437.75 from the GFMM Account to the WHEMS Account. This was the amount of WHEMS Tax collected in June. The motion was unanimous.

Mr. Royster advised that he's been having some issues with his email and did not receive the report from Woodland Hills EMS. He will report on June in August.

Mr. Royster advised that there were three calls reported in June by the Forest Hills VFD. Mr. Royster read the narrative for each call.

ALCOSAN/SEWER

Motion by Royster, seconded by Sivak, to pay the North Braddock DPW invoice in the amount of $1,174.00 for the Lynnwood Avenue Sewer Repair. NB replaced a collapsed section of outlet pipe. The motion was unanimous.

Motion by Royster, seconded by Fullwood, to transfer $1.174.00 from the Sewer Line Fund to the General Fund Checking to cover the expense. The motion was unanimous.

HEALTH AND COMMUNITY ENGAGEMENT

Ms. Sivak explained that residents should call the police to report parking complaints in the borough. Residents should also notify the police if they observe people checking car door handles. Ms. Sivak advised that the police do not look at the complaints and concerns posted online or on Facebook; residents need to call them directly to report an issue. A conversation ensued between members of council regarding reporting incidents to the police; Ms. Sivak reminded residents that they may remain anonymous when making a call.

Ms. Sivak advised that the I Scream Shop ice cream truck will be at Chalfant Park on Friday from 4:30 to 8:00 pm.

PARKS AND RECREATION/BOROUGH PROPERTY

Ms. Bissell explained there wasn't much new to report; the DPW is doing a good job at the park. WHYBA baseball is over for now; fall ball will start back up in August. Ms. Bissell advised that she is working on grant opportunities and future projects. Ms. Bissell said that she published a summary of the park survey in the last newsletter and interested residents can review the results there.

CRIME WATCH

Ms. Bouvier advised that the Crime Watch has a meeting scheduled with a sheriff's deputy on November 2, 2026, at 6:00 pm. The meeting will focus on various subjects, such as staying safe, scams, etc. Ms. Bouvier is hoping an officer from Forest Hills will attend as well.

Ms. Bouvier relayed several complaints that residents have made to the Crime Watch and explained that some residents are hesitant to call the police. Mr. Hoover advised that some of the issues mentioned have been addressed and the rest will be evaluated. Ms. Bouvier said that the Parkway Steps are in bad shape again and should be maintained as a historic landmark. Mr. Hoover explained that Council had a landscaper clear the area last fall, but the borough cannot afford to do that regularly. A discussion regarding the steps ensued between residents and council, with Ms. Bouvier volunteering to form a committee to help maintain the steps. Ms. Hillen said that she would be happy to help oversee that committee. Ms. Bouvier asked Ms. Bissell how many responses she received for the park survey. Ms. Bissell said that only 27 residents submitted responses. While the newsletter is by subscription, the survey was open to all residents and was also published to both Savvy Citizen and the homepage of the borough website.

TAX COLLECTOR

Ms. Donahue advised that Woodland Hills School District real estate tax bills have been mailed. If any resident has not received their bill, please contact the office. Not having your bill does not excuse you from paying your taxes. All payments must be postmarked by the date that the payment is due. The Discount period ends on August 31st; payments must be postmarked by then to receive the discount, and all payments must be made in the exact amount. Ms. Donahue recommended taking your payment to the post office and asking them to postmark it if it's getting close to the due date. Ms. Donahue advised that she will hold office hours at the end of August for residents that wish to pay in person.

CITIZEN PARTICIPATION

Gloria Smith, Parkway Avenue, expressed concern about tree branches overhanging Brighton St near the garages across the street from her. Ms. Smith said that large vehicles change lanes to avoid the branches and she's worried a child on a bike or a pedestrian could get hit. Ms. Hillen advised that Code Enforcement is aware of and addressing the issue.

Vaughn, Wilkins Avenue, asked if it would be possible to install a stop sign at Rossmore and Wilkins. Mr. Hoover said that the borough is in the process of updating the traffic ordinance and will look at that intersection. Vaughn asked if the borough could let residents know when roadwork is being done in the borough. Mr. Hoover explained that the borough does its best to notify residents via Savvy Citizen, but much of the DPW work is weather-dependent and depends on when they can fit it into their schedule. He explained that the street sweeper came through early last time because they saw a small window in an unfavorable forecast, but normally a Savvy will go out and it will be posted on the homepage's calendar. The borough does not have any control over utility work, though, and is not responsible for notifying residents on behalf of the utility companies. Vaughn asked when potholes will be filled in the borough. Mr. Hoover advised it will be sometime in the next few weeks, weather permitting.

Mark Swinney, West St., brought several concerns to Council's attention, including uncut grass on borough properties, an issue with the concrete jersey barrier on North, and a broken swing at the park. Mr. Hoover explained that the borough engineer will address the barrier. Ms. Bissell said she was unaware of the broken swing but that it must have happened recently. Mr. Swinney said the telephone poles on the hillside should be cleaned up and that the mulch looks terrible at the park. Mr. Hoover advised that the playground mulch was just replaced in 2024. Mr. Swinney said that the Westinghouse property needs to be cleaned up. Ms. Hillen advised that the matter is currently being addressed. A discussion ensued about the property, with Council advising the

property owner is working on a proposal for future use. Mr. Swinney said he was disappointed that the borough didn't do anything for the America 250 celebration or the veterans.

Cindy Breeger, Greenfield Avenue, brought potholes in the alleyway between Lynnwood and Greenfield to Council's attention and said the issue is especially bad down by Brighton. Mr. Hoover advised that the borough is in the process of submitting a Multimodal Transportation grant application to address the issue.

Cindy Roche, Fairview Avenue, said that her neighbor cleaned up an area that the DPW should have cut and said that while the DPW cut the grass today, there is still a weed bush growing in the area she's previously mentioned.

OLD BUSINESS

None.

NEW BUSINESS

Motion by Hillen, seconded by Bissell, to sign Resolution 590 requesting a Multimodal Transportation Grant of $189,000.00 from the Commonwealth Financing Authority to be used for Public Improvements, Road Reconstruction, Phase II, and naming Stephanie Schwoegl and Chad Hoover as the authorized officials to execute all documents and agreements between Chalfant Borough and the Commonwealth Financing Authority to facilitate and assist in obtaining the requested grant. The motion was unanimous.

Motion by Hillen, seconded by Fullwood, to issue a reimbursement to Maciej Skrzypczak in the amount of $528.66 for a broken window at 1013 Pin Oak Court. The borough acknowledges the window was broken by the DPW while cutting back knotweed. The motion was unanimous.

COMMENTS FROM COUNCIL

Mr. Hoover thanked residents who step up and take care of things that need to be done in their community. Mr. Hoover said council appreciates it very much; when the borough has to hire someone to do it, it costs the taxpayers money.

ADJOURNMENT

Motion by Bissell, seconded by Hillen, to adjourn the regular meeting at 7:48 p.m. The motion was unanimous.

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ATTEST: _____ _____

Borough Manager Council President