

BOROUGH OF CHALFANT – WORK SESSION

June 9, 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 9:30 p.m.

BOROUGH OF CHALFANT - REGULAR MEETING

June 10, 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 Hillen, seconded by Fullwood, to approve payment of the monthly bills after being properly countersigned. The motion was unanimous.

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

MAYOR

Mayor Lilac advised that there were 157 patrols by the Forest Hills Police Department in May. There were 47, 911 calls. The majority of calls were:

4- Traffic stops

3- Abandoned vehicles

2- Animal complaints

Mayor Lilac advised that there is an issue with cars running stop signs in the borough and that FH PD is working on traffic-calming measures. Mr. Lilac thanked Council for the new lights recently installed at the park. The park is well-lit, and the police can see the grounds at night. Mr. Lilac mentioned that he's been enjoying the baseball games at the park, and it's nice to see the kids have fun. Mr. Lilac wished everyone a Happy 4th and asked everyone to please be careful. There were no questions from Council.

SOLICITOR

Sol. Evashavik provided an update regarding a pending summary appeal; all briefs have been submitted. He advised that it can take two months to a year for the Commonwealth to issue an opinion.

FINANCE AND ADMINISTRATION

Ms. Fullwood advised that due to the increased number of incorrect tax payments and the costs associated with issuing refunds, the borough finds it necessary to enact a new policy. Refunds will no longer be automatically processed for overpayments of \$10.00 or less for Borough Real Estate Tax. Property owners must now request a refund in writing for any overpayment in the amount of \$10.00 or less. Overpayments of less than \$1.00 will not be refunded. Motion by Fullwood, seconded by Bissell, to approve this policy. The motion was unanimous.

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: 25-cv-1007. The motion was unanimous.

Motion by Fullwood, seconded by Sivak, to pay the Borough Credit Card invoice in the amount of \$591.83. Of this amount, \$460.86 was for Mr. Hoover's accommodations at the ALOM conference, and \$130.97 was for a lock and key set from Home Depot for borough properties. The motion was unanimous.

Motion by Fullwood, seconded by Hillen, to transfer \$50,000 from the GF MM Account to the GF Checking to cover the June invoices. The motion was unanimous.

Ms. Fullwood advised that she compiled a report comparing the refuse and recycling services for several local municipalities; she said the borough receives complaints about our service, and she wondered if they were unique to Chalfant or problems that everyone experiences. Ms. Fullwood said that after doing some research, she concluded that Chalfant has one of the better refuse collection services. She said if anyone is interested in taking a look at her report, copies are available. Ms. Fullwood added that she is working on the newsletter and anticipates publishing it on June 22nd or 23rd. If anyone or Crime Watch has anything to contribute, please reach out as soon as possible.

PERMITS AND ORDINANCES

Motion by Hillen, seconded by Bissell, to sign a contract with Local Level Consulting Services, LLC for Planning Consulting Services, Chalfant Borough Zoning Ordinance and Map Update. Work will be billed at \$80/hour; Local Level Consulting Services has committed to completing all work at a price not to exceed the total estimated cost of \$9,120. The motion was unanimous.

Ms. Hillen advised that 20 new cases were opened in May and 11 cases were closed. There were 59 continued cases, and there were 62 citations before the magistrate as of May 31, 2026.

There were five total occupancy inspections, and three with violations found. There was one occupancy permit issued.

Ms. Hillen advised that there was one dumpster permit issued in May; there were no building or solicitation permits issued. There are no current ongoing solicitation permits. If a solicitation permit is issued, a notice will go out on Savvy Citizen and the borough webpage will be updated.

ROADS AND PUBLIC WORKS

Mr. Hoover advised that a to-do list has been submitted to the DPW that includes patching, weed removal, and some other odds and ends.

PUBLIC SAFETY AND WHEMS

Motion by Royster, seconded by Hillen, to transfer \$690.15 from the GFMM Account to the WHEMS Account. This was the amount of WHEMS Tax collected in May. The motion was unanimous.

Mr. Royster advised that there were six calls to WHEMS in May; he read the date, street, and outcome of each call.

Mr. Royster advised that there were five incident reports from May from the Forest Hills VFD. Mr. Royster read the narrative for each call.

ALCOSAN/SEWER

No report.

HEALTH AND COMMUNITY ENGAGEMENT

Motion by Sivak, seconded by Bissell, to refund resident Paul Ohodnicki in the amount of \$175.00 for a canceled Community Center rental. The motion was unanimous.

Ms. Sivak urged residents to please bag their trash and advised that Swissvale can deny pickup if the garbage is not properly bagged in kitchen or trash bags, or the bags weigh more than 30 lbs. Ms. Sivak said her number can be found on the borough website, and residents with an issue or concern can text her, she is in contact with Swissvale's manager, and would like to address problems as they arise.

PARKS AND RECREATION/BOROUGH PROPERTY

Motion by Bissell, seconded by Fullwood, to pay the Clifford R. Keough Plumbing, Heating, & Air Conditioning LLC Invoice in the amount of \$1,610.00 to install a new backflow and fix the toilet at Chalfant Servicemen's Memorial Park. The motion was unanimous.

Motion by Bissell, seconded by Hillen, to pay the Molyneaux Electric, Inc. invoice in the amount of \$3,555.00 for a lighting upgrade at the park. The motion was unanimous.

Ms. Bissell advised that she is working to get things done, including a cleanup at the Parkway Steps. Ms. Bissell encouraged residents to go to the park this summer; the park has been very busy so far. It is looking tidy; the DPW and WHYBA are doing a good job. Mr. Hoover advised that more is to come at the park.

CRIME WATCH

Ms. Roche advised that the Crime Watch is working to get the sheriff to meet with the Crime Watch and residents this fall.

TAX COLLECTOR

Ms. Donahue advised that Woodland Hills School District real estate tax bills will be mailed on July 1. WHSD increased the milage rate for 2026 by 1.25 mils; total milage is now 29.08.

The borough real estate tax is now due at Face Value. Ms. Donahue advised that she has mailed reminder letters to property owners to please get their taxes paid. Mr. Hoover said Ms. Donahue is the only tax collector who mails reminders; he thanked her for her efforts.

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CITIZEN PARTICIPATION

Vaughn, Wilkins Avenue, asked if the borough could develop a no-knock list for solicitors. Sol. Evashavik advised the borough could develop it, but noted that there are organizations exempt from solicitation permits, including religious and political organizations. Sol. Evashavik advised that a sign in the yard is probably sufficient for deterring solicitors, and residents are not required to open their doors for anyone. A discussion ensued regarding solicitors in the borough, with Mr. Hoover encouraging residents to call the police if they encounter a solicitor without a permit. Mr. Hoover reminded residents that they may remain anonymous when dialing 911. Vaughn then asked about the traffic calming measures mentioned earlier in the meeting. Mr. Hoover advised that one measure is Vascar enforcement for speeding. Vaughn then asked about the Annual Report of Occupancy that they received from the borough last week; they said they are very disturbed that a borough would force residents to disclose who lives in their house and that they believe it is a constitutional violation to try to compel property owners to do so. Vaughn said the response they received from Stephanie about the matter was that the ordinance was not enforced. Vaughn asked if anyone had been fined for not completing the occupancy report. Sol. Evashavik advised that it's still a violation even if it's not enforced, and that he has not seen the letter she is referring to but asking who lives in a property is not a constitutional violation; many instances such as occupancy permits and licensing permits require the disclosure of the tenants living in a property. Mr. Hoover said that no one had been fined; he added that there is important information on the report including questions about residents with disabilities and/or who utilize oxygen therapy, this information is relayed to the police and fire department for their safety and the safety of the resident. The Annual Report of Occupancy is also how residents can sign up to receive the newsletter and indicate if they would like to share footage from their security cameras with the police when incidents occur in the borough. Mr. Hoover said, though, if someone is uncomfortable completing the report, they may choose not to complete it. He confirmed the ordinance is not enforced and it is Council's decision. Vaughn then asked about the sign at the entrance to the borough that says "We Support Our Police" and said they find it offensive and inappropriate for it to be on public property. They said it is a tacit threat against non-white residents. A discussion about the sign ensued between residents in attendance and Council. Mr. Hoover explained that several residents like to post seasonal decor and signs at that corner; he wasn't sure who posted the sign, but noted that Chalfant does support the police and he doesn't think the sign is offensive. He thanked Vaughn for their opinion.

A person in attendance on behalf of a Chalfant property owner introduced herself as Maria and asked about the annual Non-Owner-Occupied Registration and whether it is also voluntary. Mr. Hoover advised that, no, it is not voluntary; all non-owner-occupied residential properties are subject to an annual registration and fee of \$75 per unit. Maria asked what the fee gets property

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owners, what benefit do they get in return? Sol. Evashavik said the fee is to cover the administrative costs of managing non-owner-occupied properties for the borough and code enforcement. Mr. Hoover added that the fee has been evaluated to be sure it is in line with administrative costs. Sol. Evashavik advised that property owners can challenge the ordinance in court by filing a lawsuit.

Bob Lasser, Lynnwood Avenue, let Council and residents know about the Amateur Astronomers Association of Pittsburgh's upcoming Star Parties; the parties are free and open to the public. Details can be found on the AAAP website.

Bill Vaughn, Highland Avenue, asked if the permits and citations referenced earlier in the meeting are public information. Sol. Evasavik advised that some may be; Mr. Vaughn would need to file a Right to Know request for specific public filings. Each request is reviewed individually. Some requests may be for publically available records, and some may fall under one or more of the 28 exceptions to the RTK law. Generally, any pleading is public and can be found online unless it's been sealed.

OLD BUSINESS

None.

NEW BUSINESS

Fire proceeds in the amount of \$28,000 for 205 Fairview Avenue were received by the borough in April from the Wroblewskis' homeowner's insurance provider, Allstate, and have been held in escrow for the demolition of 205 Fairview, which is now complete. Motion by Fullwood, seconded by Hillen, to pay the Minniefield Demolition Services, LLC invoice in the amount of \$19,000.00 for the demolition of 205 Fairview Avenue. The motion was unanimous.

Motion by Bissell, seconded by Sivak, to refund Eileen Wroblewski the remaining fire proceeds in the amount of \$9,000.00. Both the refund and invoice will be paid at the end of June. The motion was unanimous.

COMMENTS FROM COUNCIL

None.

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ADJOURNMENT

Motion by Bissell, seconded by Sivak, to adjourn the regular meeting at 7:46 p.m. The motion was unanimous.

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ATTEST: _____
Borough Manager Council President

