

**BOROUGH OF CHALFANT – WORK SESSION**

**November 11, 2025**

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

ABSENT: None

The work session began at 7:00 p.m. and ended at 8:57 p.m.

**BOROUGH OF CHALFANT - REGULAR MEETING**

**November 12, 2025**

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

ABSENT: None.

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

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

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

**MAYOR**

There were 170 routine patrols by the Forest Hills Police Department and 35 911 calls in October. The majority of the 911 calls were:

4- Domestic

4 - Suspicious incidents

2- Abandoned vehicles

3- Parking complaints

2- Business burglar alarms

There were no questions from Council.

**SOLICITOR**

Sol. Evashavik advised that he reviewed the proposed Public Works contract with North Braddock and does not see any issues with it.

**FINANCE AND ADMINISTRATION**

Motion by Fullwood, seconded by Sivak, to pay the PSAB UC 2026 solvency fee in the amount of \$33.39. The motion was unanimous.

Motion by Fullwood, seconded by Hillen, to transfer \$8,000 from the GF MM Account to the GF Checking to cover the November invoices. The motion was unanimous.

**PERMITS AND ORDINANCES**

Motion by Hillen, seconded by Bissell, to sign the 2026 Turtle Creek Valley Council of Governments Code Enforcement Collaborative Membership Agreement. The cost of service for 2026 will be \$30,796.47. The motion was unanimous.

Ms. Hillen advised that seven cases were opened in October and nine cases were closed. Continued cases are currently under review. The majority of cases are on Greenfield Ave., Highland Ave., Lynnwood Ave., and North Ave.

There were five occupancy inspections in October, three with violations and two without violations; one certificate of occupancy was issued, and one temporary certificate of occupancy was issued.

There were two building permits issued in October. There were no dumpster or solicitation permits issued; there are currently no ongoing solicitation permits.

**ROADS AND PUBLIC WORKS**

Mr. Sauter advised that Forest Hills DPW will be conducting leaf collection next week, weather permitting. Residents should have their leaves ready for collection on Monday morning. Please pile leaves on the curb, not in the street.

Mr. Sauter explained that Chalfant advertised a request for proposals for Public Works services for 2026. North Braddock submitted a proposed contract, which was discussed by Council at last night's work session.

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Motion by Sauter, seconded by Sivak, to sign the 2026 Joint Municipal Agreement for Public Works Services. The cost of services for 2026 will be \$72,908.48 plus an equipment fee of \$16,900.00. The motion was unanimous.

**PUBLIC SAFETY AND WHEMS**

Motion by Royster, seconded by Fullwood, to transfer \$19.20 from the GFMM account to the WHEMS MM account. This was the amount of WHEMS tax collected in October. The motion was unanimous.

Motion by Royster, seconded by Hillen, to sign the 2026 through 2028 Joint Municipal Agreement for Law Enforcement Services with Forest Hills Borough. The cost of services will be \$76,779 for 2026, \$79,850 for 2027, and \$84,842 for 2028. The motion was unanimous.

Mr. Hoover and Mr. Royster encouraged residents to call 911 whenever necessary; the borough is paying for the service. Please use it!

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

Mr. Royster advised that there were two incident reports for October from the Forest Hills VFD; he read the date, street, and nature of each call.

Mr. Royster explained that the Forest Hills VFD patrolled the borough during Trick-or-Treat along with the Forest Hills Police. The FH VFD will be sending along additional fire safety information for the holidays, and the Allegheny Health Network will be conducting a Person/Pet Mobile Health Clinic at the FH VFD on November 20th.

**ALCOSAN/SEWER**

Motion by Royster, seconded by Fullwood, to pay the Urban Construction Services, LLC invoice in the amount of \$15,500.00 for the double storm inlet replacement on Rossmore St. This invoice will be paid at the end of November. The motion was unanimous.

Motion by Royster, seconded by Bissell, to transfer \$15,500.00 from the Sewer Line Fund to the General Fund Checking to cover the expense. The motion was unanimous.

**HEALTH AND COMMUNITY ENGAGEMENT**

Ms. Sivak advised that the borough's annual Light up the Borough night will be held on Saturday, December 20th, at 7 p.m. Santa Claus, Mrs. Claus, and the Grinch will all be in the borough to celebrate the season. 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**

Ms. Bissell advised that the park is wrapped up for winter; the porta-john has been removed by Mr. John, the picnic tables have been placed into storage, and the damaged equipment has been disposed of.

Motion by Bissell, seconded by Sauter, to accept the Security Systems of America proposal to install a professional-grade, wireless security system at the Community Center that will protect all key access points and interior areas. The proposal's purchase price is \$1,149.66 total including labor. The monthly service fee will be \$49.95. The motion was unanimous.

**CRIME WATCH**

Ms. Bouvier advised that she does not have a date rescheduled yet for the Crime Watch meeting with the Caulfields and the assistant District Attorney. Ms. Bouvier said that turning the clocks back is a good time to check your smoke detectors and cameras. She explained that she has a network of residents who have cameras and she tells them they should check them daily. Ms. Bouvier said that she is seeing a lot of foot traffic on Brighton St. between one and four o'clock in the morning.

**TAX COLLECTOR**

Ms. Donahue advised that the end of the year is nearing; she will be sending letters to delinquent residents before their taxes are sent to Jordan Tax Services to be collected.

**CITIZEN PARTICIPATION**

Mark Swinney, 127 West St., asked about the DPW contract and if Chalfant was going with North Braddock due to costs or performance? Mr. Hoover advised that both performance and cost lead to the decision. Mr. Swinney asked if North Braddock was equipped to handle Chalfant. Mr. Hoover explained that they actually have more trucks than Forest Hills. Like Forest Hills, North Braddock borders Chalfant Borough. Mr. Swinney said he has not heard or seen many incidents at Tugboats in the last month, noting that it seems quieter now. Mr. Swinney thanked Council and the police for their attention to the issue. Mr. Hoover thanked Mr. Swinney for his comments.

Bob Lasser, 243 Lynnwood Ave., explained that he ran for mayor and spent time outside of the polls talking to residents. He met a lot of new and younger faces and said it was a humbling experience. He thanked the residents who came out, voted, and did their civic duty.

Michael Aducci, 923 Greensburg Pike, asked about speeding on the Pike and asked if the County was addressing the problem. Mr. Hoover said he spoke with County Council and they will not put traffic calming measures on a four lane highway. Mr. Hoover explained that the district manager would be the one to speak with about issues with the Greensburg Pike and offered to give Mr. Aducci contact information following the meeting. Mr. Aducci asked if the borough accepts televisions for disposal. Mr. Hoover advised that no, he will need to find a private contractor for disposal/recycling.

Luanne Bouvier, 101 Highland Ave., asked Mr. Sauter about the occupancy limit being posted at Tugboats. Mr. Sauter advised that the complaint has been relayed to the building code official, and he is looking into it. Ms. Bouvier said she feels the radar speed sign on Brighton St. isn't located in the best spot, it is sort of in a blind spot where people are slowing down already. She asked if the police had been notified of the radar's readings. Mr. Sauter advised that the radar speed sign actually counts the cars going up and down Brighton St., he can see it from his house, and it is collecting some interesting speeds. When the study is complete, the results will be sent to the police chief. Ms. Bouvier asked about speed humps. Sol. Evashavik advised that it is Council's decision, but there are many factors to consider. Mr. Hoover explained that the Borough Engineer is not in favor of speed humps because they can open the borough to liability issues and are costly. Mr. Hoover explained that he has watched many people in the city simply speed between the speed humps anyway. Ms. Bouvier asked Ms. Bissell what she wants to do in her council position and if she is going to propose removing basketball hoops at the park. Ms. Bissell advised that she would like to get a survey from residents on what they would like to see at the park. Ms. Bouvier asked about getting mirrors installed so the track walkers can see behind the

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refreshment stand. Mr. Hoover advised that he has the mirrors but has not installed them yet. Ms. Bouvier said she witnessed a potential drug deal at the park and called the police.

**OLD BUSINESS**

None.

**NEW BUSINESS**

Motion by Sauter, seconded by Hillen, to advertise the 2026 Budget and Tax Levy. The budget will be available for inspection at the borough office by appointment. There is no tax increase for 2026. The motion was unanimous.

Motion by Sivak, seconded by Bissell, to advertise the 2026 caucus meeting and regular meeting dates. The motion was unanimous.

Mr. Hoover explained that the Cohen Law Group has concluded franchise renewal negotiations with Verizon. Motion by Sauter, seconded by Royster, to pass Resolution 585, A Resolution authorizing the execution of a cable franchise agreement between the borough and Verizon Pennsylvania LLC. The motion was unanimous.

Motion by Sivak, seconded by Hillen, to make a \$100 contribution to the Allegheny County Boroughs Association's 2025 beneficiary, Presents from Police. Donations will be presented to Presents from Police at the ACBA General Membership Meeting on December 11th.

**COMMENTS FROM COUNCIL**

Ms. Bissell explained that [Findhelp.org](https://www.findhelp.org) is a great website to connect residents in need with available support. Findhelp can help people navigate available resources such as food pantries, housing, financial assistance, mental health services, etc. Ms. Bissell encouraged residents to utilize the support and resources available to them.



