



**Borough of Ben Avon Heights**

**Tuesday, November 11<sup>th</sup>, 2025 - Council Meeting Minutes**

A quorum is in attendance

**Present:**

Council Members: Berardi (7:02pm), Brown, Dawley, Lope, Morris (7:06 pm), Neunder, Stiller

Fire:

Police: Chief Hanny

Mayor: Dismukes

Solicitor: Puchalski

Secretary: DiNuzzo

Residents:

Call to Order: Mr. Brown started the meeting at 7pm

1. **Approval of October 2025 meeting minutes:** *A motion was made by Mr. Stiller to approve the October 2025 meeting minutes. Mr. Lope seconds the motion. Motion passed.*
2. **Approval of October 2025 financials:** *A motion was made by Mr. Lope to approve the October 2025 financials. Mr. Stiller seconds the motion.* Mr. Brown wanted to highlight some areas of the financial reports to Council; He noted that in the budget performance report, the collected real estate tax is only \$2,300 away from what Council budgeted for 2025. He added, the Borough collected more in delinquent taxes this year than the Borough had budgeted. He continued on, earned income tax is still below, \$8,000 less than what Council budgeted. On the income side, he pointed out that the franchise fees for both Comcast and Verizon were down as well. In the expenditures, line 404.21, he noted Council budgeted for Phase II for 2025, the project will most likely be complete in 2025, but payments and grant money will not come in until 2026. Line 408.01, \$20,000 was put aside for the Courtney Mill Road project the Borough partnered with Killbuck to complete. Line 410.15, this was more than Council had budgeted, the Borough will reach out to the accountant and discuss this. Mr. Lope would also like to look at line 401.05 as both insurance policies combined should be less than \$7,200; He also pointed out that the PA 1 Calls, line 401.07 are higher than what Council budgeted for. Lastly, he added that line 410.07 should be for the park beautification project, which at this time would just be invoices from LSSE. The Borough will pull all invoices from 2025 and work with the accountant on this. *Motion passed.*
  - a. **Approval of payment of bills ending in October:** *A motion was made by Mr. Stiller to approve the bills ending in October. Mrs. Neunder seconds the motion. Motion passed.*
3. **Emergency Management:**
  - a. Fire: *No fire present.*
  - b. Police: *Report below.* Chief noted there was an incident where some Halloween decorations were taken from a resident's lawn.
4. **Public Comment:** *None present.*
5. **2026 Budget:** Council reviewed the proposed 2026 budget line by line. Mr. Brown highlighted some areas; on the income side, pointing out the mileage was going to stay the same, he adjusted the delinquent real estate tax and also reduced the earned income tax collection proposed amount by \$10,000 as 2025 was lower than they had projected. He continued, the franchise fee, also reduced due to lower than projected numbers for 2025. Mr. Stiller proposed to add additional seasonal traffic patrols coverage to improve intersection safety. This will be a pilot, three times a year to see if traffic improves and to see how much citations will offset the additional cost. Some discussion took place over what RAD money can be used towards. Mr. Dismukes raised concerns over the future funds of RAD money received by the Borough if the Borough does

not use the funds or monies. Mr. Brown suggested opening a greenspace account like the Borough did previously for the roads fund. Discussion on the state of the tennis court resurfacing took place. Greenspace reminded Council some of the residents would like to keep the court locked; therefore, any work performed on the tennis court must be self-funded. Council agreed that any funding of the tennis courts will not come from RAD money, it would come from Borough reserve funds, or general funds.

Mr. Brown continued on, he noted that in 2026 after the Borough pays their final payment in February 2026, the Borough will have no more debt. A motion was made to Advertise the 2026 budget for Ben Avon Heights by Mr. Stiller. Mr. Morris seconds the motion. Motion passed.

## **6. Infrastructure and Operations:**

- a. Engineers report: (Memo below): Mr. Heyl noted there was a backup in the sewer line on Canterbury that LSSE flushed this past week. He also added that LSSE reviewed the CCTV work completed at 7 Biddeford Road, there were no issues seen, but he did note that part of the plumber's report for the dye test was missing. The Borough obtained the missing portion of the dye test. The question was raised on what type of fine is involved with violating this ordinance, closing without completing this; the fine is \$1000.00. The Borough can potential fine any party involved, this could include the sellers, buyers, realtors, closing agency. Legal will follow-up with a draft letter to relevant parties.
- b. Phase II sewer project: Mr. Heyl noted that all the CCTV work is complete for this project and that lining work would begin shortly. There are several exception areas that will need to be addressed on a Phase II part 2 once the basic manhole-to-manhole work is complete. It is believed that the additional work will fit within the grant money awarded.
- c. Canterbury Road sidewalk grants award update: Pre-construction meeting with the contractor is scheduled for November 17<sup>th</sup>. Mr. Stiller asked Mr. Heyl to consider the holidays are coming up with driveway egress for residents being an issue. Mr. Dismukes reminded all how important it will be to keep Shannopin updated with this project. Mr. Brown added, if the majority of this project could be completed in January and February, the club is closed at this time of the year. On the call, Mr. Stiller was going to ask if the project could be delayed until next year and what the impacts were if delayed.
- d. Courtney Mill Update: According to Killbuck Township, this project is complete. Mr. Dismukes questioned the project scope as he believed this was supposed to be a gravel replacement. Mr. Brown agreed, they will look into this.
- e. Speed Signs: Mr. Stiller noted the Borough is considering moving the speed sign on Perrysville to another location a further down the hill that receives more consistent sunlight. The sign continues to struggle with battery life with less sunlight during the autumn months.

## **7. Green Spaces:**

- a. Park Maintenance update: A&N continues to collect leaves beginning every Monday.
- b. Beautification Plan update: The greenspace committee presented Council a draft LSSE recently presented to them during their 4<sup>th</sup> meeting. They noted they added age-appropriate play structures, minimized the chain linked fence, and added more greenery and reduced asphalt. They continued that the newest area they created was a spot near the bus stop that would allow more space and comfort for the families and children waiting. LSSE noted that this sketch is the final step in the current agreement, Phase I. If the Borough would like a final master plan of this sketch, that would need to be approved by the Borough as Phase II which would include more 3D rendering.
  - i. LSSE Phase II Park beautification plan: A motion was made to move to Phase II Park Beautification Plan, while not exceeding \$10,000.00 by Mr. Brown. Mr. Morris seconds the motion. Motion passed.
- c. Cambridge Road property lines off of Briar Cliff: Residents on Cambridge had concerns that A&N were blowing the leaves over the hillside down onto their property. The Borough reached out to A&N to confirm they were not doing this. Council members raised a concern where the property lines for these properties are, as the Borough has been maintaining unruly weeds and shrubs. It was noted that the contract states A&N is to collect leaves, not blow them over the hillside, therefore this is not A&N but a resident or private landscape company hired by a resident.

## **8. Services/Contracts:**

- a. Avalon DPW and Snow/Salt 2026 agreement: Mr. Brown noted there was a new add in service called administrative fee; Mr. Stiller feels these increases are fair based on past increases and that there hasn't been an increase since 2023. A motion was made by Mr. Dawley to accept the 2026 Avalon DPW and the snow and salt agreements. Mrs. Neunder seconds the motion. Motion passed.
- b. Jordan Tax: Mr. Brown noted our Jordan tax fees for their services are slightly increasing for the 2026-2029 agreement. A motion was made by Mr. Dawley to accept the 2026-2029 Jordan Tax agreement. Mrs. Berardi seconds the motion. Mrs. Neunder opposed. Motion passes.

- c. Tucker Arensberg: Mr. Brown noted there was no official contract on file for Tucket Arsenberg, he decided it would be a good idea to have one. A motion was made by Mr. Dawley to approve the Tucker Arensberg agreement. Mr. Stiller seconds the motion. Motion passed.
- d. Auditors: Mr. Brown noted that the auditors slightly increased their fee. He added they are extremely easy to work with. A motion was made to accept the Auditors agreement by Mr. Dawley. Mr. Lope seconds the motion. Motion passed.

**9. Building, Zoning and Code Enforcement:**

- a. Zoning Ordinance update: Mr. Stiller updated Council that the Borough just received an edited version from the solicitor today as was requested by council at the October meeting. Once he reviews, he will share with Council for notes. Ms. Puchalski noted that she had a chance to review the document, she feels most of the changes made would not be substantial enough for the county to review again, but could be if further substantial changes were made in the future. If this does happen, she does not feel this would delay Council's timeline to hold a public workshop early next year. Mr. Brown questioned if these changes could be accepted during a Council meeting.
- b. Zoning applications, Building permits, Code enforcement:
  - i. Code enforcement: There were no violations submitted for the month of October. The zoning officer has not had an update from the owner at 6 Stratford Road regarding the shed issue.
  - ii. Building permits:
  - iii. Zoning Applications: For the month of October there were 2 applications submitted: 20 Oxford to install a 4-foot fence in the rear of the property; 21 New Brighton to add a second story addition over the existing addition from the rear, as well as convert side porch into an all-season porch by installing windows and doors.
- c. Joint Comprehensive Plan Update: Mr. Morris noted they are still on hold.

**10. Administration:**

- a. Election Results: Mr. Stiller noted that everyone who ran in this election will receive a letter from the county if they won. The write-ins needed to be officially counted by the county, but it would appear that Mrs. Berardi won both the two- and four-year seat; she would then be able to choose which seat she would like to have and then the other seat would need to be appointed for a two-year term. He added that the two other winners appeared to be Mr. Morris and Richard "Evan" Hudson.
- b. Parking permit requests: None for the month of October.
- c. 2025 Holiday Luncheon: The Borough will send out their Holiday invites over the next week for an end of year gathering at Shannopin Country Club on December 19<sup>th</sup>.

**11. Executive Session: Legal**: Started at 9:06pm

**12. Regular meeting session**: began at: 9:14pm

**13. Meeting ended at: 9:15 pm**

Jessica DiNuzzo, Secretary

**CALL SERVICE REPORT GROUPED BY DESCRIPTION**  
**INCIDENTS REPORTED BETWEEN 10/01/2025 AND 10/31/2025**  
**BEN AVON HEIGHTS**

DESCRIPTION	OCT CALLS	YTD CALLS
911 Hang-up	0	2
Accident/Reportable	0	1
Animal Complaint	0	2
Burglar Alarm-Residence	1	3
Disabled Vehicle	0	2
DPW Request	0	20
EMS Call	1	8
Fire Alarm-Business	0	2
Fire Alarm-Natural Gas	0	1
Fire Alarm-Residence	0	1
Juvenile Disturbance	0	2
Loitering/Prowling (At Night)	0	1
Parking Complaint	2	2
Parking Ticket	0	1
Police Detail - Crossing Guard	0	7
Police Detail - Directed Patrol	68	500
Police Info	0	1
Road Closed/Open	0	2
Road Hazard	0	4
Service of Official Documents	0	1
Solicitor Complaint	0	2
Suspicious Incident	0	2
Suspicious Persons	0	1
Suspicious Vehicle	1	3
Theft	1	1
Traffic Citations	0	24
Traffic Complaint	0	1
Traffic Post	0	1
Tree Down	0	2
Trespassing of Real Property	0	1
Utility Complaint	0	1
Vehicle Lockout	0	2
Warnings - Traffic	1	57
Welfare Check	0	2
Wires Down	0	1
	75	664



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## MEMO

TO: Ben Avon Heights Borough      DATE: November 11, 2025

FROM: Kevin A. Brett, P.E.      S. O. NO.: 452-001  
John R. Heyl, P.E., CPESC      cc:

SUBJECT: November 2025 Meeting  
Engineering Report

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Following is a summary of the engineering services provided since the last Engineering Report:

1. **Phase II Consent Order and Agreement (COA)**

*Task for the remainder of the Order includes continued O&M and reporting of SSOs.*

2. **Sanitary Sewer Operations and Maintenance (O&M)**

**Phase II-V O&M Repairs – Contract No. 25-S1**

- *PA Small Water and Sewer Grant awarded in the amount of \$257,053.00; and*
- *On May 15, 2025, the Commonwealth Financing Authority approved utilization of the PA Small Water and Sewer Grant funds for an expanded scope of work including repairs in the Year 4 (2023) and Year 5 (2024) O&M areas. The bid was awarded to Jet Jack, Inc. in the amount of \$218,390.00. Pre-Construction meeting was held on August 13, 2025. LSSE sent meeting minutes and Notice to Proceed to Contractor and Borough on August 22, 2025. Fully-executed Contract Documents were sent to Contractor on August 14, 2025. This work includes O&M repairs for Phases 3 through 5. Jet Jack, Inc. has completed the pre-construction CCTV inspection. Jet Jack, Inc. to begin lining repairs at the end of November. The additional funding from the grant is in reserve for a couple dig repairs that may be required to complete the O&M repairs.*

3. **MS4 Permit**

*MS4 Waiver was approved through 2028. LSSE issued a summary memo on the Draft 2026 General Permit Updates on March 12, 2025.*

**4. Canterbury Road Sidewalk and Curb Improvements**

*LSA Grant awarded in the amount of \$181,100.00, effective from October 22, 2024, to June 30, 2027. LSSE to provide a service order for engineering services. Surveys have been completed. LSSE to review draft plans with Borough at Council meeting. LSSE has completed the bid documents and provided the Borough with the Advertisement on September 4, 2025, to be placed in the local paper. LSSE sent Borough bid documents on September 19, 2025. LSSE sent Borough bid report on October 2, 2025. LSSE sent award letter to Borough on October 15, 2025. LSSE sent Contract Documents to Borough on October 29, 2025. Pre-construction meeting to be scheduled*

**5. Park Maintenance and Beautification Plan**

- *Community Engagement meeting held on April 22, 2025.*
- *Functional Diagrams and presentation/discussion with Greens Committee finalized 7/23/2025.*
- *Community Engagement Meeting No. 2 with the Greens Committee held September 11, 2025.*
- *LSSE met with the Greens Committee on October 6, 2025, to review the results of Community Engagement Meeting No. 2 and created an outline of the next steps. The Conceptual Plan has been provided to the Borough for review.*

**6. Miscellaneous**

- *7 Biddeford CCTV: CCTV has been reviewed, no defects were identified.*

**Grants Due Next Quarter:**

None.

**CFA – Local Share Account - Statewide:**

**Opens September 1, 2025 Due November 30, 2025**

- *Projects with total project cost over \$25,000.00;*
- *Max Grant Award - \$1 Million;*
- *0% Match; and*
- *Projects in public interest. Projects that improve the quality of life of citizens in the community. Very broad range of eligible projects.*

**Grant Award Summary:**

Project	Grant Source	Grant Award	Match	Status
Canterbury Road Pedestrian Improvements	2023 – CFA LSA	\$181,100.00	\$0.00	Design ongoing
Sanitary Sewer Improvements Project	2023 – CFA Small Water and Sewer	\$257,053.00	15%	Bid awarded
2022 Sanitary Sewer Lining Repairs	2022 – CFA LSA	\$149,905.00	\$0.00	All work is complete

**Billing Summary:****Billing summary for the month of September:**

Project	Invoice Number	Invoice Date	Project Total (Since July)	Invoice Amount
Meetings as Requested	202511369	10/8/2025	\$1,729.84	\$350.95
Miscellaneous Services-2025 Miscellaneous Services	202511370	10/8/2025	\$3,446.74	\$597.85
Engineering Services -5 Devon Lane Dye Test/ CCTV Review	202510270	10/8/2025	\$680.50	\$0.00
10 Oxford Sewer Lateral Review	202511371	10/8/2025	\$192.00	\$192.00
Phase 2 COA			\$208.00	\$0.00
2023 Sanitary Sewer O &M Projects			\$39.50	\$0.00
2024 Sanitary Sewer O&M Repairs Project	202511372	10/8/2025	\$6,615.71	\$2,414.75
COA Services	202511373	10/8/2025	\$252.78	\$132.78
Park Maintenance and Beautification Plan			\$4,765.19	\$0.00
Canterbury Road Sidewalk Improvements	202511374	10/8/2025	\$13,338.04	\$1,968.62
23 Banbury Lane CCTV / Dye Test	202511375	10/8/2025	\$163.75	\$130.00
2025 Roadway Improvement Program	202510274	10/8/2025	\$26.66	\$0.00
2024 GEDTF Grant	202510275	10/8/2025	\$130.00	\$0.00
			<b>Billing Total</b>	<b>\$5,786.95</b>