BOROUGH OF INGRAM

REGULAR COUNCIL MEETING

December 8, 2025

The December 8, 2025 Regular Council Meeting of Ingram Borough was brought to order by Council President Richard Nucci at 6:30 p.m. in the Ingram Municipal Building. The Pledge of Allegiance was led by Mayor Stetz.

Members Present:	Also Present Were:
Richard Nucci – President	Sharon Stetz – Mayor
Karen Dixon – Vice President	Robert Garvin – Solicitor
Denise Embrey	Bryan Flaugh – Engineer
Sue Radzanowski	Connie Klauck – Secretary
Samantha Wilfert	

REQUESTS FROM CITIZENS

Richard and Lori Kownacki, 5 Danvers Avenue, attended to see if a decision had been made on Mr. Kownacki's application for Handicapped Parking. President Nucci informed them that the application would be reviewed this week.

ENGINEER'S REPORT – Bryan Flaugh

Mr. Flaugh explained that the Pay Application Request for Jet Jack, Inc. on the Agenda is for 2 manholes that have been installed and that the liners will be installed this week.

He also explained that the Cycle 6 GROW grant needs two more digs to replace two manholes on Joel Street to complete the project.

POLICE REPORT – Jack Doherty

Due to the absence of Chief Doherty, no report was given.

PUBLIC WORKS FORMAN – Steve Palmer

Due to the absence of Mr. Palmer, no report was given.

APPROVAL OF MINUTES

A MOTION was made by Ms. Embrey; seconded by Ms. Dixon; to approve the minutes of the November 10, 2025 Regular Council Meeting. The Motion carried unanimously.

COMMITTEE REPORTS

GENERAL GOVERNMENT – Denise Embrey

A Motion was made by Ms. Embrey; seconded by Ms. Dixon; to advertise the 2026 Regular Meetings of Council for the second Monday of each month at 6:30 p.m. and the Pre-Council Meetings on the Thursday prior to the Regular Meeting at 6:30 p.m.

ROLL CALL:	Ms. Dixon	Yes	Mrs. Radzanowski	Yes
	Ms. Embrey	Yes	Mrs. Wilfert	Yes
	Mr. Nucci	Yes		

The MOTION carried unanimously.

A Motion was made by Ms. Embrey; seconded by Ms. Dixon; to advertise the Reorganization Meeting of Council will be held on Monday, January 5, 2026 at 6:30 p.m.; the Regular Council Meeting in January will be held on January 5, 2026 at 6:45 p.m.

ROLL CALL:	Ms. Dixon	Yes	Mrs. Radzanowski	Yes
	Ms. Embrey	Yes	Mrs. Wilfert	Yes
	Mr. Nucci	Yes		

The MOTION carried unanimously.

POLICE & FIRE – Jerry Ellis

Due to the absence of Mr. Ellis, there was no report.

HIGHWAYS, HEALTH & SANITATION – Karen Dixon

A MOTION was made by Ms. Dixon; seconded by Ms. Embrey; to approve the Pay Application Request No. 1 dated December 4, 2025 from Jet Jack, Inc. in the amount of $27,675.00. This is for work completed between November 1, 2025 and November 30, 2025 for the 2025 Ingram Borough Sanitary Sewer Source Reduction Project. As per the Engineer's letter dated December 5, 2025.

ROLL CALL:	Ms. Dixon	Yes	Mrs. Radzanowski	Yes
	Ms. Embrey	Yes	Mrs. Wilfert	Yes
	Mr. Nucci	Yes		

The MOTION carried unanimously.

A MOTION was made by Ms. Dixon; seconded by Ms. Embrey; to approve an expenditure, not to exceed the amount of $30,000.00, to Jet Jack, Inc. for an additional pipe point repair and manhole replacement as part of the Joel Street and Noll Avenue MH – MH Lining Contract. These repairs are necessary to complete the final 2 MH – MH liners on the contract. Once the work is completed, a final change order will be prepared.

ROLL CALL:	Ms. Dixon	Yes	Mrs. Radzanowski	Yes
	Ms. Embrey	Yes	Mrs. Wilfert	Yes
	Mr. Nucci	Yes		

The MOTION carried unanimously.

Ms. Dixon shared that her term is ending and that this will be her last Council Meeting. She thanked Council for their assistance during her 24 years as a Councilwoman and wished the new Council luck in the future.

PARKS & RECREATION – Samantha Wilfert

Mrs. Wilfert thanked all that were involved in the Light-Up Night. She reported that the event was a success and that there were many children enjoying the festivities.

After the first of the year, the Foster Park bathrooms renovation will start moving forward. They will be reviewing the plans and QV COG will start the advertising for bids.

Mrs. Wilfert reported that Ingram Borough received $180,000.00 for the Tot Lot Park Improvements with the help from State Representative Dan Deasy and State Senator Wayne Fontana.

FINANCE – Sue Radzanowski

A MOTION was made by Mrs. Radzanowski; seconded by Ms. Dixon; to ratify the payment of the November 13, 2025 payroll in the amount of $27,381.22 and the November 24, 2025 payroll in the amount of $29,849.67.

ROLL CALL:	Ms. Dixon	Yes	Mrs. Radzanowski	Yes
	Ms. Embrey	Yes	Mrs. Wilfert	Yes
	Mr. Nucci	Yes		

The MOTION carried unanimously.

A MOTION was made by Mrs. Radzanowski; seconded by Ms. Dixon; to ratify the payment of expenses of November 11, 2025 as follows: General Fund - $11,121.86; Payroll Fund - $2,642.44.

ROLL CALL:	Ms. Dixon	Yes	Mrs. Radzanowski	Yes
	Ms. Embrey	Yes	Mrs. Wilfert	Yes
	Mr. Nucci	Yes		

The MOTION carried unanimously.

A MOTION was made by Mrs. Radzanowski; seconded by Ms. Dixon; to ratify the payment of expenses of November 19, 2025 as follows: General Fund - $6,392.40; Recreation Fund - $406.50; Liquid Fuels Tax Fund - $4,378.45.

ROLL CALL:	Ms. Dixon	Yes	Mrs. Radzanowski	Yes
	Ms. Embrey	Yes	Mrs. Wilfert	Yes
	Mr. Nucci	Yes		

The MOTION carried unanimously.

A MOTION was made by Mrs. Radzanowski; seconded by Ms. Dixon; to adopt Resolution No. 13 of 2025 setting the 2026 Real Estate Tax Millage as follows: General Fund – 6.20 mills; and Recreation Fund - .20 mills; for a total tax millage of 6.40 mills. (same as last year)

ROLL CALL:	Ms. Dixon	Yes	Mrs. Radzanowski	Yes
	Ms. Embrey	Yes	Mrs. Wilfert	Yes
	Mr. Nucci	Yes		

The MOTION carried unanimously.

A MOTION was made by Mrs. Radzanowski; seconded by Ms. Dixon; to adopt the 2026 Budget as follows:

General Fund:	$2,028,246	Sanitary Sewer Fund:	$1,522,833
Recreation Fund:	$205,105	Capital Improvement Fund:	$1,898,871
Liquid Fuels Fund:	$326,527		

ROLL CALL:	Ms. Dixon	Yes	Mrs. Radzanowski	Yes
	Ms. Embrey	Yes	Mrs. Wilfert	Yes
	Mr. Nucci	Yes		

The MOTION carried unanimously.

A MOTION was made by Mrs. Radzanowski; seconded by Ms. Dixon; to approve the 2026 salaries of all Borough employees as presented on Attachment 1, which will be made part of the December 8, 2025 minutes.

ROLL CALL:	Ms. Dixon	Yes	Mrs. Radzanowski	Yes
	Ms. Embrey	Yes	Mrs. Wilfert	Yes
	Mr. Nucci	Yes		

The MOTION carried unanimously.

A MOTION was made by Mrs. Radzanowski; seconded Ms. Dixon; to transfer $145,000.00 from the General Fund to the Capital Improvement Fund as follows:

$7,500 to Future Bridge Repairs	$50,000 to Future Road Repairs
$10,000 to Future Police Cars	$20,000 to Future PW Vehicles
$50,000 to Future Fire Service	$7,500 to Future Roof Replacement

ROLL CALL:	Ms. Dixon	Yes	Mrs. Radzanowski	Yes
	Ms. Embrey	Yes	Mrs. Wilfert	Yes
	Mr. Nucci	Yes		

The MOTION carried unanimously.

A MOTION was made by Mrs. Radzanowski; seconded by Ms. Dixon; to ratify the payment of expenses of December 1, 2025 as follows: General Fund - $1,037.62; Recreation Fund - $269.20; Sewer Fund - $344.34; Payroll Fund - $2,458.74.

ROLL CALL:	Ms. Dixon	Yes	Mrs. Radzanowski	Yes
	Ms. Embrey	Yes	Mrs. Wilfert	Yes
	Mr. Nucci	Yes		

The MOTION carried unanimously.

A MOTION was made by Mrs. Radzanowski; seconded by Ms. Dixon; to pay the expenses of December 8, 2025 as follows: General Fund - $130,068.43; Recreation Fund - $54.86; Sewer Fund - $200,197.93.

ROLL CALL:	Ms. Dixon	Yes	Mrs. Radzanowski	Yes
	Ms. Embrey	Yes	Mrs. Wilfert	Yes
	Mr. Nucci	Yes		

The MOTION carried unanimously.

<u>BUILDING & ZONING / CODE ENFORCEMENT</u> – Peter Fiset

Due to the absence of Mr. Fiset, there was no report.

MAYORS REPORT – Sharon Stetz

Mayor Stetz had no report.

SECRETARY'S REPORT – Connie Klauck

Ms. Klauck had no report.

SOLICITOR'S REPORT - Robert Garvin

Solicitor Garvin reported that he worked with City of Pittsburgh solicitors and Ingram Borough was able to enter into a 10-year Intergovernmental Agreement for fire protection with the city.

A recent Pennsylvania Supreme court case clarified the Sunshine Act and being able to amend the Meeting Agenda in order to vote on an action of Council. The ruling states that Council is able to make a motion to amend an Agenda and vote for any reason as long as there is a majority vote.

PRESIDENT'S REPORT – Richard Nucci

President Nucci expressed his thanks to Ms. Dixon for all of her volunteer hours, serving as a Councilwoman for the past 24 years. He wished her the best on her future endeavors.

He also reported that the demolition of 16 Charlton is still moving forward and that Char-West COG will be putting the work up on Penn Bids soon.

OLD BUSINESS

There was no Old Business.

NEW BUSINESS

There was no New Business.

PUBLIC COMMENT

There was no Public Comment.

MOTION TO ADJOURN

A MOTION was made by Ms. Embrey; seconded by Ms. Dixon; to adjourn the Council Meeting. The Motion carried unanimously. The Regular Council Meeting was adjourned at 6:49 p.m.

Respectfully Submitted,

Connie Klauck, Secretary