



**Minutes of the Work Session Meeting
Of the Borough of Chester Heights
The Village of Valleybrook – Clubhouse
265 Bishops Dr., Chester Heights, PA 19017
February 28, 2022**

Call to Order President Baum called the public meeting to order at 7:00 p.m. and led those in attendance in the reciting of the Pledge of Allegiance.

President Baum requested a Moment of Silence for the devastation happening in the world and the Ukraine.

Members Present Drew Baum, President
Laura M. Lim, Vice President
Natalie M. Anderson, Pro Tem
Bob Adams, Council Member
Susan Clarke, Council Member
Marta Driscoll, Council Member
Robert Sacks, Council Member
Ginamarie Ellis, Mayor

Officials Present Gerald C. Montella, Esq., Solicitor
Matthew R. Houtmann, P.E., Engineer
Mike Ciocco, P.E., SEO

Public Comment: **No Report**

Resolution Act 537 Engineer Ciocco presented and answered questions related to the Act 537 Plan Update. The ESA tunnel program and allocation of costs associated with implementation of this program. Unfortunately, the result of USEPA, mandated improvements to manage wastewater flows that occur during wet weather. DELCORA has been working on addressing wet weather issues with the goal of complying with regulatory requirements, improving water quality, and reducing neighborhood flooding. The USEPA mandates accelerating the schedule and increase in costs. These USEPA mandates are impacting both DELCORA's Western Regional Treatment Plant (WRTP) and Philadelphia Water's system by imposing, among other significant requirements, that both entities implement a long-term CSO control plan. DELCORA has not only financed our system improvements but also a portion of Philadelphia's CSO long-term control plan in accordance with our 2005 contract with Philadelphia Water. As presented in the Act 537 Plan you are considering, Philadelphia has informed DELCORA their costs to manage wet weather flows are escalating dramatically due to the USEPA-mandated improvements. As a result of the 537 Planning process, DELCORA has determined the disconnection from the Philadelphia system and the implementation of the ESA Tunnel Program will result in decreased (likely significantly) costs to all DELCORA rate payers over time.

Resolution of Act 537 Plan Update:

Resolution of the Council for the Borough of Chester Heights, Delaware County, PA
Whereas, Section 5 of the Act of January 24, 1966, P.L 1535, No. 537, known as the
“Pennsylvania Sewage Facilities Act”, as amended, and the Rules and Regulations of the
Department of Environmental Protection (Department) adopted thereunder, Chapter 71 of Title 25 of the
Pennsylvania Code, requires the municipality to adopt an Official Sewage Facilities Plan providing for
sewage services adequate to prevent contamination of water and/or environmental health hazards with
sewage wastes, and to revise said Plan whenever it is necessary to meet the sewage disposal needs of
the municipality, and

Whereas, Gannett Fleming, Inc. has prepared an Act 537 Update for the entire DELCORA Service Area.
This plan is for the sole purpose of addressing the PA DEP Act 537 requirements for the Eastern Service
Area Plan Update.

Whereas, the alternative of choice to be implemented is Alternative 2 – Construction of the Deep Tunnel
storage and conveyance facility and Upgrades to the Pumping and Treatment Facilities.

Whereas, Council for the Borough of Chester Heights, finds that the Act 537 Plan Update described above
conforms to applicable zoning and subdivision ordinances and to other municipal ordinances and plans,
and to a comprehensive program of pollution control and water quality management.

Now, Therefore, Be It Resolved, that the Council for the Borough of Chester Heights, Delaware County
hereby adopt and submit to the Department of Environmental Protection for its approval as an update of
the “Official Plan” of the Borough of Chester Heights the above referenced Act 537 Plan Update. The
Borough hereby assures the Department of the complete and timely implementation of the said plan as
required by law. (Section 5, Pennsylvania Sewage Facilities Act as amended.)

PSAB Unemployment Compensation UC Plan

Vice President Lim presented the PSAB Unemployment Compensation UC Plan for review by Council.
Vice President Lim would like to request at the next Regular Council Meeting the Borough approve
and adopt the PSAB’s UC Plan:

PSAB’s UC Plan is a municipal unemployment compensation group insurance fund which is sponsored
and administered by PSAB. The Plan is supervised by twelve Trustees who are local government officials,
appointed by the President of PSAB. The Plan has more than 630 participants which covers over 15,000
municipal employees.

All elected officials are exempt from UC Tax.

PA UC Law is an Act. establishing a system of unemployment compensation to be administered by the
Department of Labor and Industry and its existing and newly created agencies with personnel (with certain
exceptions) selected on a civil service basis; requiring employers to keep records and make reports, and
certain unemployed persons; providing procedure and administrative details for the determination,
payment and collection of such contributions and the payment of such compensation; providing for
cooperation with the Federal Government and its agencies; creating certain special funds in the custody
of the State Treasurer; and prescribing penalties.

The law provides funds to be set aside to be used as compensation for loss of wages by employed
workers during periods when workers become unemployed through no fault of their own. UC is insurance.
It is not based on needs. UC payments are made to persons who qualify. Persons who fail to meet all the
qualifying requirements are ineligible to receive compensation. UC payments are called “benefits”.

Compensation is payable to partially unemployed person as well as totally unemployed persons.

Insurance Renewal/General Liability/Workers Compensation

Vice President Lim presented the Borough of Chester Heights Property/Casualty Insurance Premium Summary – 2021/2022

Coverage	2021 – 2022 Expiring	2022 – 2023 Renewal	Difference
Property	\$2,442 (\$500 Deductible)	\$2,665 (\$1,000 Deductible)	\$223 (\$500 Deductible)
Crime Coverage	Incl in Above	\$250	\$250
General Liability	\$1,143	\$1,134	\$9 less than last year
Hire/Non Owned Auto	\$500	\$500	N/A
Public Officials Liability	\$1,486 (\$2,500 Deductible)	\$1,451 (\$2,500 Deductible)	\$35 less than last year
Employment Related Practices Liability	Incl in Above POL (\$2,500 Deductible)	Incl in Above POL (\$5,000 Deductible)	(\$2,500 Deductible)
Umbrella Liability	\$1,250	\$1,250	N/A
Package Sub-Total	\$6821.00	\$7,250.00	\$429.00 Increase (\$3,000 Deductible Increase)
Cyber Coverage	\$1,142 (\$2,500 Deductible)	\$1,439 (\$2,500 Deductible)	\$297
Package Sub-Total w/Cyber	\$7,963.00	\$8,689.00	\$726.00 Increase (\$3,000 Deductible Increase)
Workers's Compensation and Employers Liability	\$8,000	\$8,239	\$239
TOTAL ANNUAL PREMIUM:	\$15,963.00	\$16,928.00	\$965 Increase (\$3,000 Deductible Increase)

Vice President Lim addressed two property items added this past year, 1) playground equipment, 2) the DiSalvo Park – Fire Company signage.

Councilwoman Driscoll asked about the discrepancy in the change in total property values of \$49,837 vs. the cost of the playground equipment per the actual report (\$74,777.27).

Vice President Lim advised that the cost was provided to the insurer and they determined the property values.

Reasons of increases – per carrier:

- Workers Compensation increased due to carrier rate increases.
- Property & Casualty increase in some of deductibles is due to an increase in carrier guidelines and applies to all accounts written.
- Lastly, Cyber increased due to an overall increase in underwriting guidelines for Cyber coverage. This coverage is very volatile right now and is constantly in the news. Carriers have suffered millions of dollars of losses over the last few years and are continuing to improve systems for their clients to utilize to help mitigate losses in the future.

Vice President Lim requested a Motion to approve the Renewal Insurance/General Liability/Workers Compensation Premium for 2022 in the amount of \$16,928.00.

MOTION

Upon Motion, Council (Baum/Adams) voted and unanimously approved the expenditure of \$16,928.00 Renewal Insurance/General Liability/Workers Compensation for 2022.

Budget vs Actual 2021

Vice President Lim present the Budget vs Actual:

Overall 2021 Budget vs Actual – Gross Profit \$560,076.86 Expenditures \$744,935.62

Councilwoman Driscoll noted that per the publicly available treasurer’s reports the total of revenues and expenses did not match the final report. The final report understated approved revenues by \$3114.83, and understated the approved expenses by \$12,653.75. She requested that Council be Provided with a reconciliation of approved treasurer’s reports and the actuals to budget report.

Prior Year Carry Over Amount \$360,000.00 – majority used for the community park, also potential 2021 covid deficiencies cost approximately \$43,000.00. Net income 0.00 – because prior year carry over amount was used.

Liquid Fuels

Total Income \$53,312.11 Total Expenses \$69,797.18

Fire Protection Fund

Total Income \$88,900.87 Total Expenses \$82,111.25 Net Income \$6,789.62

Mr. Iannucci has requested the Borough leave the \$6,789.62 in the Fire Protection Fund until the final 2021 assessment appeals are completed.

American Rescue Plan

American Rescue Income \$143,501.49 American Rescue Expense \$34,500.00- Heather Lane Storm Water Management, American Rescue Reserved \$109,068.74

Councilwoman Driscoll requested clarification on how the borough will be structuring the final reporting for the ARPA funds whether the expenses will be qualified under the infrastructure portion of the grant or under the standard allowance of lost public sector revenue.

Vice President Lim reported that the funds will be spent as budgeted using the water, sewer broadband infrastructure segment of the grant.

Councilwoman Clarke requested that all future actual to budget reports presented to council include a Variance column to facilitate review.

Borough/Fire Tax/Disabled Veteran

Vice President Lim presented Council with a local disabled Veteran, documentation from the PA Department of Veteran Affairs confirms resident is 100% tax exempt. Documentation came through after January first. Vice President Lim & Fire President Sam Iannucci agree to waive tax fees in the amount of \$68.00. This will be presented at the Regular Council Meeting on Monday, March 7, 2022.

Darlington Creek Park/Draft Site Analysis Plan

Vice President Lim updated Council that Rick Tralies from Natural Lands Trust apologized for the delay with reporting. The site survey was completed, and Mr. Tralies will be preparing a site analysis within a week. After this next step is received and reviewed as a draft, Vice President Lim will report and update Council.

Councilwoman Driscoll requested that the borough consider sending letters to adjoining properties when the public meetings are scheduled.

Little Library

Anne Searl presented the “Little Free Library”:

1. Purpose – a catalyst for building community, inspiring readers, and expanding book access; and a great way to freecycle used books, games, etc.

2. Location – The preferred location would be Chester Heights Park because there is a parking lot and benches. DiSalvo Park is another suggested location.
3. Budget – Registration with Little Free Library and the cost of construction or purchase of a library structure. Resignation is free if you purchase the structure from Little Free Library. If you purchase the structure elsewhere or build a structure, the registration fee is \$40. Structures can range from \$150 to \$400 if purchased built.
4. Maintenance – The library will need a steward(s) who maintain the structure and keep it stocked with books, games, puzzles, etc. If the structure is in the park, the steward(s) could be a member of the park committee. Alternatively, the steward(s) could be a community group of interested residents.
5. Stocking the library –can be done through community outreach – borough newsletter, social media, etc. There could be an event to announce the library and ask attendees to bring an item to donate. Outreach to GVSD, Rachel Kohl Library, bookstores, or thrift shops, etc. as well for donations.

President Baum proposed a budgeted amount of \$700.00 (not to exceed) to be voted on the next meeting. Location of the Little Library – TBD.

Veteran’s Group

Vice President Lim reported a few residents have approached her with possibly organizing a veteran’s group for the Borough of Chester Heights. This idea is to bring veteran’s together in the Borough as an outreach program. Events hosted by the Borough could possibly bring veteran’s together for some volunteer opportunities. Vice President Lim is opening conversation up for any idea and thoughts.

Update to Traffic Sign at Stoney Bank Road

Engineer Houtmann reported on the intersection of School House Ln & Stoney Bank Rd: Concord Twp. had a fatality at School House Land and Baltimore Pike and is suggesting changing that access point to a right turn only. Engineer Houtmann would advise that the change being made could drive traffic north of Baltimore Pike with more traffic coming out of Stoney Bank Road. Two major adjustments that will take place 1) mount as many signs as possible to existing traffic light poles 2) replace detectors underground beneath the pavement, with video cameras at the top. Engineer Houtman informed Council the pricing and permitting should be completed by the end of the month, and he will notify Council as soon as he receives the information.

Medical Marijuana Grower/Dispensary Ordinance

Councilwoman Driscoll announced the hearing for proposed ordinances related to marijuana grower/dispensary and sewer is scheduled for Monday, March 28, 2022 @ 7pm. She requested clarification as to where the public will be able to access the proposed ordinances prior to the meeting. Solicitor Montella clarified the Notice of Adoption of Proposed Ordinances will be published twice at least seven (7) days prior to Monday, March 28, 2022, in the Delco Times, copies will be submitted to the Delaware County Law Library.

Review of Middletown Pros Plan

Councilwoman Clarke reported the Middletown Pros Plan was submitted to the Planning Commission however, the last meeting was cancelled due to lack of content. Councilwoman Clarke has reviewed most of the plan, which is extensive but recommends it for review. The deadline for response is March 28, 2022.

DiSalvo Park Plan

Councilwoman Driscoll presented a document produced in 2017/2018 for DiSalvo Park.

Councilwoman Driscoll requested that Council to consider the prior plan for any possible future park use plan. She specifically inquired if the new park plan could include a walkway and a standing pad for the children in the Brookefield Development to address their current safety issues.

Councilman Adams reported the Brookefield HOA is planning to out in a sidewalk to address the issue. Councilwoman Driscoll inquired if the HOA had the right to install the sidewalk given that the land had been dedicated to the borough.

Councilman Adams noted that he was meeting with the engineer who will advise on the issue.

President Baum reported the plan issued in 2017/2018 is obsolete considering the park had been upgraded with the Borough and Fire Company signage installed in the park and a new plan would be needed.

Historical Signs for Residents

President Baum reported a resident contacted Councilwoman Driscoll about the historical signs distributed in September of 2021 and inquired if it was too late to participate. The resident in question was contacted by Vice President Lim and has not returned any communication.

PSAB Annual Conference

President Baum presented the PSAB Annual Conference and requested anyone who wants to attend to please email him or Vice President Lim including details of which days you would like to attend and for what events. Vice President Lim advised that the attendance to PSAB was budgeted for 2022.

Additional Period for Public Comment:

Roadmaster Ward: Walnut Hill Blvd. Tree is dead/rotting, Jr. Fire Fighter – Eagle Scout Project
Councilwoman Clarke asked that all future committee meeting dates be included in the published agenda.

Councilwoman Driscoll announced that CRC- will be sponsoring their annual Creek Clean Up on Saturday March 26th, 9am-11am our site number is #167 and requested that the communication committee share the information.

ADJOURNMENT: **Upon Motion, Council (Sacks/Adams) voted and unanimously approved to adjourn meeting at 8:21 pm.**

Land Development Dates: **Rose Hill Lot Line**, Submitted Plans 09/24/20, Reviewed Planning Commission 10/22/20, Extension 01/20/21, Reviewed Planning Commission 05/27/21.

103-109 Valleybrook Road, Kheny Sketch Plan Submitted 03/12/21, Planning Commission Reviewed 05/27/21.

53 W Baltimore Pike, Submitted Plans 06/18/21, Planning Commission Reviewed 08/26/21, Extension 11/24/21, Extension 02/24/22, Extension 04/04/22.

Respectfully Submitted
Darlene Kurten
Recording Secretary

