



**Minutes of the Work Session Meeting
Of the Borough of Chester Heights
The Village of Valleybrook – Clubhouse
265 Bishops Dr., Chester Heights, PA 19017
March 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 Motion to approve the amended agenda.

MOTION Upon Motion, Council (Lim/Sacks) voted and unanimously approved the amended agenda.

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

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

Public Comment: Elizabeth McKinon – 333 Willits Way – Chester Creek Water Shed event update, dumping site concerns.

Postponed Public Hearing: Solicitor Montella reported - The Public Hearing for Ordinances #211 Medical Marijuana Growers, #212 Medical Marijuana, and #213 Sewer Ordinance are postponed until April 25, 2022 @ 7pm.

PSAB Annual Conference Vice President Lim requested that anyone who wants to attend the PSAB Conference to notify Secretary Timmins for pre-registration and payment.

Planning Commission Update Councilwoman Clarke updated Council on the Planning Commission meeting from March 24th. The Planning Commission is starting to review the 2013 Comprehensive Plan, they will start by reviewing three (3) chapters at a time. Councilwoman Clarke reported items to address as the review process starts: 1) to condense without losing pertinent information, 2) to make internally consistent, 3) to make it usable, 4) to identify the ordinance/code that needed to be updated and/or consistent. This will require effort from the Planning Commission and Ordinance Committee to collaborate.

Councilwoman Clarke requested any guidelines Council could give the Planning Commission to help with this process would be appreciated. A list can be prepared once information is received.

Bonnie Lane Update

Engineer Houtmann updated Council on the Bonnie Lane project. A plan has been created along with an estimated cost of \$21,750.00. Engineer Houtmann asked Council to consider the estimated cost for the bid process to be non-prevailing wages and by keeping the cost below \$25,000.00. This coming Monday, April 4, 2022, Engineer Houtmann would like approval to start the bidding process.

American Rescue Funds

Vice President Lim updated Council on the extended expenditure categories that have been updated through the ARPA funds. The Borough rents the Valleybrook Clubhouse 3 to 4 times a month because the Borough Office is considered a dense workspace. Any allocated expense due to COVID -19 from March 1, 2021, through December 31, 2024, could be considered upon approval. Vice President Lim would like to request the amount of \$3,150.00 for the Clubhouse rentals we have incurred, as long as the Borough office is deemed a dense workspace.

Community Park Water Update

President Baum updated Council that a couple of weeks ago he had a meeting with Hammond & Co. at the Community Park, 343 Valleybrook Road, Wednesday, March 30, 2022, they will install a frost free faucet/hydrant. The following Tuesday April 5, 2022, Chester Water Authority will be installing the water service at the Community Park.

DiSalvo Park Water Update

President Baum updated Council on DiSalvo Parks water situation. Hammond & Co. met with President Baum and investigated the possibility of line tapping the Fire Company's water line. Upon investigation Hammond & Co. recommended that the line tap into the cast iron water lines were a liability and would not recommend it. President Baum informed Council that on November 22, 2022, the CWA contract was signed and approved along with the check and that we should proceed with our own water line at DiSalvo Park.

Initial draft lights update at the community park

Vice President Lim updated Council on the estimated work and costs the need to be considered for bringing lights to the Community Park @ 343 Valleybrook Road. Also, by reaching out to the neighbors prior to any decision to proceed.

Engineer Houtmann updated Council on the contractor's plan: March 11, 2021, Higgins & Sons prepared a plan of action: Phase 1 – to bring lighting to the parking lot, Phase 2 – to bring lighting to the soccer field, Phase 3 – to make repairs to the lighting that illuminates the flagpole.

Originally the plan was for 8 lights at the soccer field. Engineer Houtman requested a light analysis from the vendor, for a design plan. For a youth park or recreational field, the standard would be 20 – 30 foot candles to cast illumination across the field. Some standards for informational purposes – high school 30-50 foot candles, college 100 foot candles, and 150-200 foot candles for professionals.

The design for the soccer field would require 3 (three) 20 foot candles on each side of the field, for a total of 6 poles. Each pole would have four light panels attached, for a total of 24 led light fixtures.

The original estimate was \$37,000.00 and has now increased to \$63,000.00. The price includes taking the power from the road, installing a transformer, underground conduit, installing poles and mounting fixtures and adjusting them for illumination of the field. The increase in pricing is partial to the added poles/fixtures

but the inflation of products is the main reason for cost increase. Also included with the analysis, the illumination from behind the poles to find out if there was impact for local residents. The use of LED lighting causes little to no bleeding from behind the poles (approx. 50 foot behind). Engineer Houtmann did request a second design which cut the candles to 10 foot, the cost would decrease about \$12,000.00 Engineer Houtmann requested Council to review the costs for lighting at the Community Park. The vendor who completed the analysis was Lithonia Lighting.

Public Comment:

Ron Surkin – 346 Valleybrook Road – Shared concerns about being a resident close to the park and possibly changing the use of the park.

PSAB UC Plan to join and approve \$1,500.00 for 2022 UC Payroll Tax Employers Portion

Vice President Lim presented the PSAB UC Plan for \$1,500.00, a plan for UC Payroll Tax Employers Portion. At this time the \$1,500.00 is not included in our budget, state and federal are budgeted for. A Motion will be requested at the Regular Council Meeting on Monday, April 4, 2022.

Approval of Minutes:

February 7, 2022, Regular Council Meeting Minutes

February 28, 2022, Work Session Meeting Minutes

President Baum requested to move the approval of February's Meeting Minutes to the Regular Council Meeting on Monday, April 4, 2022.

Identifying the interested Members of Council who would like to attend the Delaware County Executive Director Meeting

Councilwoman Driscoll received a letter from the Delaware County Executive Director requesting a meeting and supplied possible dates. The Director is meeting municipalities through out Delaware County on Fridays. Councilwoman Driscoll would like to know who on Council would like to attend and who would be available on the dates supplied and also suggested topics/issues or support that Council would like to discuss. Daytime availability 11am to 12:30pm – June 10th, 24th, August 5th, 12th, 26th, September 2nd. Afternoon availability 2:30pm to 4pm – August 12th, 26th, and September 2nd. Also, a meeting place needs to be chosen, whether it is at the Valleybrook Clubhouse, Borough Office or the Delaware County Executive Director's office. President Baum recommended the meeting be held at the Valleybrook Clubhouse and to present time selection at the next meeting.

Finance Committee Meeting

Vice President Lim announced the finance committee will be having a meeting May 9, 2022 @ the Village of Valleybrook Clubhouse @ 6:30pm.

Additional Period for Public Comment

Gabe Overhouser – Troop 154, St. Thomas Church, Life Scout – Eagle Project Little Library

EXECUTIVE SESSION President Baum announced in accordance with the Act 84, the Sunshine Law that Council will meet in Executive Session to discuss matters regarding Real Estate and Personnel. Council met in Executive Session starting at 7:51 pm until 8:01 pm.

ADJOURNMENT

Upon Motion, Council (Sacks/Adams) voted and unanimously approved to adjourn meeting at 8:01 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**