



**Borough of Chester Heights
53 W. Baltimore Pike, 2nd Floor
Chester Heights, PA 19017**

**Work Session Meeting Minutes
October 23, 2023**

- Call to order** President Baum called the meeting to order at 7:00 PM and led those in attendance in reciting the Pledge of Allegiance.
- Members Present** Drew Baum, President
Laura M. Lim, Vice President
Natalie M. Anderson, Pro Tem
Marta Driscoll, Councilmember
Robert Sacks, Sr., Councilmember
Mayor, Ginamarie Ellis
- Officials Present** Matthew R. Houtmann, P.E., Engineer
Jerry Montella, Esq., Solicitor
- Public Comment:** Eileen Lehmann – Ask Council when their first terms began.
- Solicitor Report** **Opening of the 2023-2024 Winter Snow Removal Bids:**
1. Rocklynn Construction LLC
 2. McNulty Enterprises
 3. MOR Construction, LLC
- Solicitor Montella will forward information to Road Master Ward and Engineer Houtmann for review and recommendations.
- 8.Smithbridge Road:**
Solicitor Montella updated Council – Public Hearing for 8 Smithbridge Road has been rescheduled to November 20, 2023, at 7:00 PM.
- 2024 Animal Protective Services Contract**
Solicitor Montella sought authorization to draft 2024 Animal Protective Services Contract, with Mr. Strickland.

MOTION

Upon Motion, Council (Baum | Lim) voted and unanimously to authorize Solicitor Montella to prepare a draft of 2024 Animal Protective Services Contract with Mr. Strickland.

Borough Manager Ordinance

Solicitor Montella requested authorization to draft an ordinance creating the office of the Borough Manager, required by Borough Code and present to the Ordinance Committee.

MOTION

Upon Motion, Council (Baum | Sacks) voted and unanimously approved authorization to Solicitor Montella to draft an ordinance, required by Borough Code to create the office of the Borough Manager and to submit to the Borough Ordinance Committee.

Engineers Report:

Brookefield Bus Stop:

Representatives from Brookefield did not appear at the meeting to discuss the project. Engineer Houtmann highlighted what has been previously discussed. Brookefield needs to make a presentation to the Borough Council to grant an easement for a gathering area near the bus stop.

Mattson Road Bridge – Parking Cars

Engineer Houtmann needs to review the area and discuss with Council options of signage and/or blocking the area off. Engineer Houtmann will research and notify Council.

Finance | Insurance

Chair Laura M. Lim, Members Anderson, Timmins

2024 Preliminary Draft Budget, General Fund, Liquid Fuels, Fire Protection and ARPA Fund

General Fund:

Total Income: \$755,485 – highlighted item # 389 \$149,329 carried over from this year. New Construction permit fees, approx. \$170K being, paid this year, but inspector fees will not be paid out until next year.

Liquid Fuels:

Total Income: \$85,800 Total Expenditure \$85,800

Fire Protection:

Tax Collected \$134,000.00 - Small Carry over amount \$1,200.00 - Projecting \$800.00 in duplicate taxes. Total Expenses \$132,800

ARPA Fund:

Current \$147,000.00 in ARPA funds that will be allocated by 2024, and we have to spend the funds by 2026. \$2,000.00 in projected interest. Projected income is \$149,000.00. An estimated \$105,000.00 is being designated to Rolling Heights and Darlington Creek.

EMC | Road Master

Larry Ward

Larry Ward presented Training – G273 Floodplain Management – Delaware County Class – February 5th – 8th, 2023, Monday through Thursday from 8:00 am – 4:30 pm, cost in the amount of \$100.00

Borough Property | Parks | Open Space

Chair Drew Baum, Members Lim, Sacks

Robyn Jeney – Natural Lands Trust - Local Shares Grant

On behalf of Council, Robyn Jeney is preparing to submit a state local shares grant, which will be the 4th grant submitted. This grant is for the acquisition of approx. 40 acres from Lorraine Powell for public open space. The current grant application is for the Department of Community and Economic Development Local Share Act statewide program, which awards up to \$1 million. Funds would fill the funding gaps and cover transaction expenses, but also to reduce time between closing and grant funding. Application is due by November 30, 2023 and will be added to the agenda for Monday, November 6, 2023.

Vice President Lim requested a Motion to approve to Open Space Steering Group.

MOTION

Upon Motion, (Baum | Sacks) voted and unanimously approved the Open Space Steering Group.

Public Utilities | Trash | Recycling

Chair Laura M. Lim, Members Anderson, Driscoll, Ellis

Information Only – Walnut Hill Utility Grant Application Presentation

Hugh Martin, Treasurer of Walnut Hill Utility and Walt Fzaler, Engineer who are representing Walnut Hill regarding Local Shares grant application.

Walnut Hill qualifies for a sewer system grant but needs the Chester Heights Borough to be the applicant. The grant application is due on November 30. Discussion related to Borough applying for two separate million-dollar grants or one combined grant, and the importance of having a project plan before applying for funds. Discussion about scope of project. Walnut Hill has an old wastewater treatment plant that needs replacement, but there is no urgent need if they don't receive the grant. Discussion related to reimbursement agreements, legal issues, procurement processes, and requirements set by DCED. Discussion related to sub agreement between Walnut Hill and Borough.

Walnut Hill may have to wait since Powell Grant is priority. Council will review and determine options.

Old Business:

352.Danbury Court – Update

Councilman Sacks reported that Catania Engineering has inspected the property and the only renovation being made is the flooring. The HOA is considering a noise restriction at 6:00 PM for residents.

New Business:

Update on House Bill 1128 & Senate Bill 191 – PennDOT Subsurface Road Maintenance
Councilmember Driscoll reported that PennDOT does not repair substructure drainage on PennDOT roads. There is an update on the House Bill 1128 and Senate Bill 191 related to PennDOT road repairs for boroughs with fewer residents.

Advocacy efforts are being made through letters sent to representatives and PSAB support in expanding maintenance support from PennDOT for subsurface drainage issues faced by boroughs. Concerns about funding responsibilities are raised due to PennDOT's refusal to cover expenses for roads within borough limits that require repairs underneath the surface.

Additional Period for Public Comment:

Eileen Lehmann – Mattson Road parking concerns. Possibilities of Grant money to help residents connect to the sewer system.

ADJOURNMENT **Upon Motion, Council (Lim | Sacks) voted and unanimously adjourned Regular Council 8:13 PM Meeting at pm.**

Respectfully Submitted
Darlene Kurten

Land Development Dates:

8 Smithbridge, Plans submitted – 10.03.22, Planning Commission Review – 10.27.22, Extended on 01.23.23, until 04.23.23. Extended 07.22.23; Extended 10.20.23, Extended 01.18.24.