



BOROUGH OF CHESTER HEIGHTS
222 Llewelyn Road
P. O. Box 658
Chester Heights, PA 19017

Borough Council Work Session Meeting Minutes

October 24, 2022

The Village of Valleybrook Clubhouse
265 Bishop Drive at 7pm to include Public Hearing on
Ordinance 215: Number of Planning Commission
Members, Amendment to Chapter 26, Section 26-2

Call to Order President Baum called the public meeting to order at 7:02 p.m. and led those in attendance in the reciting of the Pledge of Allegiance.

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

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

Public Comment
No comments

Public Hearing for Ordinance 215: Number of Planning Commission members, Amendment to Chapter 26, Section 26-2.
Began at 7:05pm. Published as required.

An Ordinance amending Chapter 26, Planning Commission Section 26-2 Appointment of Members, Compensation, reducing the number of Planning Commission members appointed by Council from nine (9) to seven (7) members amending the first sentence of Section 26-2 removing the word "nine" and substituting the word "seven" including a repealer and severability clause and effective date.

Public comment

Eileen Lehmann – address provided - Solicitor Montella clarified the change from 9 members to 7 members to the public.

Concluded Public Hearing at 7:07pm.

MOTION Upon Motion, Council (Baum, Clarke) voted and unanimously approved to adopt Ordinance 215, Amendment to Borough Code Chapter 26 Planning Commission Section 26-2, to remove nine (9) members from text and substitute with seven (7) members.

Approval of the September 19, 2022, Work Session Meeting Minutes

MOTION Upon Motion, Council (Lim, Sacks) voted and unanimously approved the September 19, 2022, Work Session Meeting Minutes with a requested revision by Councilmember Lim.

PROPOSED BUDGETS PRESENTATIONS (4)

2023 Budget Timeline

- Initial Presentation of Proposed Budgets 10/24/2022
- Consideration for Adoption of Proposed Budgets 11/07/2022
- Advertise Proposed Budgets and notice when public can examine budgets for 10 calendar days
- Preliminary Budget will be available for 10 calendar days in November
- Budget Hearing 12/05/2022 Consideration of Adoption of Final Budgets and Adoption of 2023 Tax Levy

Council reviewed and corrected the proposed General Fund 2023 Budget. The Fire Company budget was presented with new proposed millage. 2023 General Fund Proposed Budget on file. Highlights, comments, and edits presented by Finance Committee Chair, Councilmember Lim. **2023 Proposed Budgets and information is a draft and subject to change.**

Financial Budget vs Actual, 3rd quarter General Fund

- January-September 2022
Actual Expenses \$448,219.95
Budgeted Expenses \$527,449.95
Net Ordinary Income Actual \$54,721.57
Net Ordinary Income Budgeted (\$19,985.55)
- Councilmembers request variances listed for actual vs. budget, also final statements requested to have a comment section or narrative for variances

Fire Protection Fund

- January – September 2022
Actual Expenses \$86,775.81
Budgeted Expenses \$87,444.00
Net Income Actual (-\$711.33)
Budgeted Income \$6551.00

Liquid Fuels Fund

- January – September 2022
Actual Expenses \$97,466.08
Budgeted Expenses \$80,602.50
Net Income Actual (\$-38,486.63)
Budgeted \$2,009.01
- Variance is due to 2021 Mattson Rd program

American Rescue Plan

- January – September 2022
Actual Expenses \$35,984.50

Budgeted Expenses \$140,000
Net Income Actual \$108,510.29
Budgeted Income \$3,591.10

Solicitor's Report

Resolution 10-22-E Council established eligibility requirements for participation in the Chester Heights Borough 401a and 457(b) Defined Contribution CBIZ InR Plan by Resolution No. 10-22-B and will match the eligible full-time employee's contributions to the Borough's 401a and 457(b) plan, to a maximum of 3% of base salary.

MOTION Upon Motion, Council (Baum, Lim) voted and unanimously approved Resolution 10-22-E establishing contribution CBIZ InR Plan by Resolution No. 10-22-B and will match the eligible full-time employee's contributions to the Borough's 401a and 457(b) plan, to a maximum of 3% of base salary

Lease negotiations for Borough office moving to 53 W Baltimore Pike are ongoing.

Amendment to Fire Tax Ordinance/Millage

The Fire Tax Ordinance 97-35B will be amended to reflect the new millage. Council discussion on Resolutions and Ordinances in regards to millage.

MOTION Upon Motion, Council (Baum, Sacks) voted and unanimously approved to authorize Solicitor to amend Fire Services Tax Ordinance. After Council discussion, with clarity to amendments to Fire Services Tax Ordinance, Upon Motion (Lim, Baum) voted and unanimously approved to authorize Solicitor to amend the Fire Services Tax Ordinance millage.

MOTION Upon Motion, Council (Clarke, Baum) voted and unanimously approved to authorize Solicitor to publish a legal notice to advertise for the millage increase and to advertise for a public hearing

Solicitor Montella drafted Business Privilege Tax Ordinance to be presented November 7, 2022, Regular Council Meeting.

Mr. Houtmann updated on the Valleybrook Road culvert. PennDOT was contacted on material availability. Materials should arrive mid-November. The detour will be Llewelyn and Bodley Roads. Other sections of Valleybrook Road requested by Council to be considered during the road closure. Larry Ward, Roadmaster/EMC, offered a section behind the Fire Station if needed for materials or staging.

Planning/Zoning

Comprehensive Planning Committee update given by Councilmember Clarke. The first meeting was October 10, 2022. Members of Committee are 3 Councilmembers (Clarke, Adams, Baum), Mayor Ellis, and 3 members of the public. Summary: control of development, open space preservation, sense of community, historical preservation, laying a foundation for the updating the Zoning and Subdivision Ordinances. Next meeting November 14, 2022.

Permit Fee Analysis

Permit fees have not increased since 2001. Permit fees would increase 37% overall which is estimated at 1.8% increase per year. Per Bureau of Labor Statistics, \$100 in 2001 equals \$170 in 2022 so estimated 3% per year. An analysis was requested to show Borough permit expenses closely matched to the revenue, where 2022 revenue was used. A Permit fee Resolution will address the updated fees.

Accessory Building Ordinance has been readdressed and Council will review the revisions.

8 Smithbridge Land Development Plan. A variance would be needed for 13,600 square foot building.

Light pole replaced at Route 1 and Valleybrook Road, from the accident that occurred along Baltimore Pike on September 7, 2022. Driver insurance will cover partial costs and the Borough has filed a claim with our insurance company for the difference.

Letter accepted for resignation of alternate Zoning Hearing Board member Paul Weyhmuller.

A revision to the plan for Valleybrook Road and Baltimore Pike has been added to include a No U-turn sign. Left turns to be addressed.

MOTION Upon Motion, Council (Sacks, Lim) voted and unanimously approved to have Higgins Charles A & Son to install a No U Turn sign not to exceed \$1000.

Community events –Budget has been exhausted so events will continue in 2023.

2023 Council Meeting Calendar presented. Council will review.

New Business: Councilmember Driscoll reported on Public Pool and SEO inspections from Delaware County Health Department.

Additional Period for Public Comment

Eileen Lehmann – address provided – 53 W Baltimore Pike Office lease inquiry. Requested a copy of the Sewer and Septic System map.

Angie Hartje – address provided – inquiry on signage for Hidden Driveway on Llewelyn

Councilmember Driscoll reported on correspondence of an accident that occurred at Valleybrook and Llewelyn Road. Discussion on any signage to alert drivers of the intersection.

ADJOURNMENT: Upon Motion, Council (Lim) voted and unanimously approved to adjourn the meeting at 8:27pm.

Next Regular Council Meeting – November 7, 2022

Next Work Session – November 21, 2022

Land Development Dates:

8 Smithbridge, Submitted plans -October 3, 2022, Planning Commission Review - October 27, 2022

Respectfully submitted,
Amy Langa
Recording Secretary