



**Minutes of the Work Session Meeting
Of the Borough of Chester Heights
The Village of Valleybrook – Clubhouse
265 Bishops Dr., Chester Heights, PA 19017
November 22, 2021**

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.

Members Present Drew Baum, President
Ginamarie Ellis, Vice President
Laura M. Lim, Pro Tem
Natalie M. Anderson, Council
Susan Clarke, Council
Fred Wood, Mayor

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

Public Comment: Marta Driscoll 458A Lenni Road

2022 Meeting Location/CDC Guidelines for indoor gatherings

President Baum reported due to Covid, and the CDC Guidelines, the Borough will need to consider renting the Valleybrook Clubhouse for all dates published for public meetings in 2022 at \$150.00 per meeting. The president of the HOA confirmed the dates and is in agreement with terms of rental use.

President Baum requested a Motion to approve the rental fee of \$150.00 per meeting, Regular Council Meetings, Work Session Meetings and Planning Commission Meetings for 2022, at the Valleybrook Clubhouse until the CDC Guidelines are revised.

MOTION Upon Motion, Council (Ellis/Lim) voted and unanimously approved the rental agreements and fee of \$150.00 per meeting, at the Valleybrook Clubhouse until the CDC Guidelines are revised.

Extension Letter 53 W Baltimore Pike

Solicitor Montella advised Mr. Damico sent a 90 day extension letter request on November 12th. The current land development plan ends on November 24, 2021. If approved the 90 day extension date will be February 24, 2022. Solicitor Montella requested Council to approve the 90 day land development extension through February 24, 2021.

MOTION

Upon Motion, Council (Baum/Ellis) voted and unanimously approved the 90 day extension for land development at 53 W Baltimore Pike, ending on February 24, 2022.

Present 2022 Animal Control Contract

Solicitor Montella presented - Animal Services Agreement – Allen R. Strickler: The current agreement ends December 31, 2021, Solicitor Montella requested Council approve a new one year contract starting on January 1, 2022 and ending on December 31,2022, without any new changes to the agreement. Mr. Strickler agreed to these terms with the Borough office and requested Solicitor Montella to proceed with the new agreement. In 2021, the borough incurred no fees for dog relocation. As opposed to spending approx. \$7,000.00 the previous year. President Baum requested a Motion to approve the January 1, 2022, through December 31, 2022, Animal Services Agreement – Allen R. Strickler.

MOTION

Upon Motion, Council (Anderson/Ellis) voted and unanimously approved to renew the Animal Services Agreement – Allen R. Strickler, January 1, 2022, through December 31, 2022.

Chester Water Authority Contracts

Solicitor Montella presented two (2) contracts from Chester Water Authority:
Water Service – DiSalvo Park – Valleybrook Road

1. Connection Fee	\$1,100.00
2. Capacity Part (standard 5/8" x 3/4" meter)	\$1,160.00
3. Distribution Part	\$1,000.00
4. Customer Facilities Fee (standard)	\$ 225.00
5. Security Deposit for Business Office	<u>\$ 75.00</u>
Total Cost	\$3,560.00

Water Service – Community Park – 343 Valleybrook Road

1. Connection Fee	\$2,200.00
2. Capacity Part (standard 5/8" x 3/4" meter)	\$1,160.00
3. Distribution Part	\$1,000.00
4. Customer Facilities Fee (standard)	\$ 225.00
5. Security Deposit for Business Office	<u>\$ 75.00</u>
Total Cost	\$4,660.00

President Baum requested a Motion to approve the water contracts with Chester Water Authority for DiSalvo Park – Valleybrook Road – Amount of \$3,560.00 and for the Community Park – 343 Valleybrook Road – Amount of \$4,660.00.

MOTION

Upon Motion, Council (Lim/Anderson) voted and unanimously approved the two (2) water contracts with Chester Water Authority for DiSalvo Park – Valleybrook Road – Amount of \$3,560.00 and for the Community Park – 343 Valleybrook Road – Amount of \$4,660.00.

Solicitor Montella presented two (2) plumbing estimates, for the plumbing work needed to be completed at the two (2) parks – DiSalvo Park and the Community Park to acquire water service through Chester Water Authority.

- 1. Russ N.I. Plumbing Estimate \$2,600.00 for each –DiSalvo & the Community Park
- 2. Hammond & Co., Inc. Estimate \$2,275.00 for each – DiSalvo & the Community Park

President Baum requested a Motion to approve the expenditure of \$2,275.00 for each park – DiSalvo Park & the Community Park for plumbing to Hammond & Co., Inc.

MOTION

Upon Motion, Council (Lim/Ellis) voted and approved Hammond & Co., Inc. to install plumbing required for water installation, in the amount of \$2,275.00 for each park location. Councilwoman Clarke voted Nay.

Thornbury Township Draft Comprehensive Plan

Secretary Timmins received the draft comprehensive plan from Thornbury Township. Council noted its, common practice to notify nearby municipalities of newly revised comprehensive plans seeking comments and informational feedback from the Boroughs Planning Commission.

Councilwoman Clarke reported the Borough’s comprehensive plan is almost due to be revised by our Planning Commission and for Council to consider requesting the Planning Commission to review and start working on the project in the nearby future during 2022.

Public Sewer Tap – In Fees letter SW

Engineer Houtmann reported on the Rose Hill Sewer force main, providing the option for nearby residents to tap-in to public sewer, should they choose to do so. DELCORA is requiring an official letter from the Borough, to help ensure that as people request to tie-in to public sewer, that not only SWDCMA is contacted, but also DELCORA.

Drafted Letter:

Dear Mr. Willert:

Please be advised that Chester Heights Borough has agreed not to issue Building and/or Plumbing permits at the Borough level without confirmation of DELCORA approval of public sewer tie-in, where public sewer tie-in is applicable.

Secretary Timmins.

Engineer – Bridges

Engineer Houtmann received a phone call from an engineer from Delaware County about repairing the Mattson Road bridge which has a pothole towards the center of the bridge. Permits were pulled to close the road while repairs are made. The County wanted to make the Borough aware of the closing. Also, the County would provide traffic detour signs. The repair should be completed in a day.

PADEP One Smithbridge Road

Engineer Houtmann updated Council on One Smithbridge Road:

On October 29, 2021, correspondence from PaDEP concerning the sewage facilities planning modules for the Chester Heights Market. The Planning Modules for the Brookefield Development were approved with public sewer planning extending down Smithbridge Road. The Chester Heights Market property had to submit its own Planning Module to connect to the available public sewer at Brookefield and not to install the sewer to the Concord Township Boundary Line.

The pertinent part of the response letter:

To date, DEP has not received the planning to amend the Brookfield Development Planning Module to eliminate the sewer extension in Smithbridge Road. Please provide information.

Alternately, Chester Heights Borough may wish to leave the planning for the Smithbridge Road sewer extension in place. If this is the case, the following must be provided:

- a) The Borough must provide documentation of how the plan will be implemented. Specifically, please state whether the entire line will be constructed at once or whether the line will be extended gradually based on demand. In addition, please state the entity responsible for constructing the sewer extension (e.g., private property owners, Chester Heights Borough, SWDCMA, etc.) and a general timeframe for construction (e.g., 5 year sewer service area, 5-10 year service area, beyond 10 year sewer service area).

Suggested response prepared by the applicant's Engineer. Engineer Houtmann has reviewed the below response and believes the response is accurate and protects the interests of the Borough.

It is the Borough's intent to have this area serviced by public sewerage in the future once a need presents itself, such as:

- o In the event of a failure in accordance to Chapter 73, Title 25 of the PA Code wherein a conventional, on-lot sewage disposal system cannot be installed.
- o In the event of a substantial Land Development – either multi-dwelling, non-residential, or similar.
- o Multiple reports of failing on-lot sewage disposal systems confirmed and/or evidence of the same.

Responsibility of the installation of the line:

- o It is the Borough's position that either a private landowner or developer would be responsible for the installation of said sewerage extension.

Would the line be installed in part or in its entirety:

- o The Borough is unsure at this time if the line would be installed in phases or in its entirety as that would depend upon the location of the need for public sewage. The Borough would prefer the line installed in its entirety once the need for the same arises.

Timing on installation:

- o Given the lack of failures or complaints relative to sewage disposal systems serving a few small business and residential, detached dwellings – the Borough foresees this area of Smithbridge Road as 10+ years for service by public sewage facilities.

2022 Proposed Budget updates

Pro Tem Lim reported the 2022 Proposed Budgets were posted online November 15th, the Borough is taking public comments till November 25th. Comments from the public are being reviewed upon receipt. Some suggestions are good and some are noted as a difference of opinion.

The 2022 Proposed Budgets are the best estimates for what is planned or expected for 2022.

There are a few changes that will be made. On November 15th a letter was received at the Borough office from the Board of Assessment Appeals:

Chester Heights Borough:

This is to certify that the total taxable assessment for (06) Chester Heights Borough for the year 2022 is \$499,703,635 subject to revisions that may be required by law. The exempt total is \$12,747,410.

On the second page of letter item 6, Mayor Wood mentioned what was missing are the farm properties.

With the new information this does change the Proposed Budget and the Fire Protection Budget.

Through research and discussion with Maryann Furlong, most residents pay early so they can take advantage of the 2% discount offered on their taxes, which affects the value of the budget numbers. 90% pay using the 2% discount and about 10% of residents pay at face value.

Per Engineer Houtmann the American Recovery Act funds can pay for the issues on Bonnie Lane and Wawa Road. So these costs will be modified. The issues with the storm drain on Valleybrook Road between PennDOT and the Borough will be included in the 2022 budget. Noted the Borough is to pay for the labor and PennDOT is paying and supplying the materials. Also, the water culvert on Wawa Roads bridge can be added to the 2022 Budget, these costs are within the water infrastructure and complies with the American Recovery Act plan.

Old Business

Engineer Houtmann updated Council – Heather Lane Inlet – Quote received from DeRosa.

To form the walls on inside of inlet and repair the roadway in front of the inlet, quote for repairs \$4,250.00. Engineer Houtmann recommends accepting the quote and agrees with repairs.

This will be added to agenda for the Regular Council Meeting December 6th.

Engineer Houtmann updated Council on the lighting at 343 Valleybrook Road – Community Park.

Higgins requested a plot plan for the lighting, which Engineer Houtmann has just created. Mr. Houtmann will submit the information to Higgins along with requesting placement options, number of lights, bulb wattage, an outlet box for possible plug ins, and also to reenergize the lighting at the flagpole. Engineer Houtmann sent all correspondence to Higgins and is awaiting an estimate.

Pro Tem Lim included information from nearest residents Ron & Erica Surkin who were included in a meeting at the park along with President Baum. The suggested lights are directional, meaning they will be focus on lighting the field. Due to heavy tree coverage nearby residents should not be affected. Light usage would also only be available from approx. 5:30 pm – 8:30 pm through the fall and winter.

Solicitor Montella updated Council on the 2021 -2022 Winter Services Agreement – MOR Construction Services. There was one amendment allowing 2 hour notice which was agreeable with Borough Roadmaster. Solicitor Montella requested Council approve the 2021-2022 Winter Services Agreement with MOR Construction Services.

MOTION

Upon Motion, Council (Ellis/Lim) voted and unanimously approved the 2021 – 2022 Winter Services Agreement with MOR Construction, with the amended 2 hour notice.

Solicitor Montella reported on litigation pending from a motor vehicle accident which occurred at the intersection of Baltimore Pike and Valleybrook Road. The plaintiff's attorney is requesting Megan Killian, the Borough's Right to Know Officer, provide a brief deposition, Solicitor Montella will also be present. The Borough is not a party to the action.

New Business

Vice President Ellis thanked Sam Iannucci for offering the Borough use of the Fire House for Lunch with Santa on Sunday December 5, 2021, from 11:30 to 1:30. Lunch will be provided, pictures and arts and crafts.

Additional Public Comment:

ADJOURNMENT

Upon Motion, Council (Ellis/Lim) voted and unanimously approved to adjourn meeting at 8:17 p.m.

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 – March 12, 2021, Planning Commission Review – May 27, 2021.

53 Baltimore Pike – Submitted – June 18, 2021, Planning Commission, Review August 26, 2021 – Extension November 24, 2021, Extension February 24, 2022.

Respectfully Submitted
Darlene Kurten
Recording Secretary