

MINUTES
BROOKHAVEN BOROUGH WORKSHOP MEETING
MONDAY, FEBRUARY 22, 2021

At 7:00 PM Council President Terry Heller called the regularly scheduled Brookhaven Borough Council Workshop Meeting to Order. Mr. Heller led in the Pledge of Allegiance to the American Flag.

Mr. Wilwert took a Roll Call and the following were present: Council President Mayor Leslie, Council President Mr. Heller, Councilpersons Mrs. Fooks, Mr. Gilroy, Mrs. Heller, Mr. Pappas, Ms. Sawicki, Mr. Vazquez, Solicitor Mr. Wills, Engineer Mr. Catania and Office Manager Mr. Wilwert. The minutes were recorded from the Zoom Teleconference by Planning Commission Secretary Mrs. Boyle.

PUBLIC DISCUSSION

Sue Fromhold, Board President of Family Promise, was present to give the Council information about Family Promise. Family Promise is a national organization that has 207 individual networks in 43 states. There are chapters in Montgomery County, Philadelphia and Buck's County. Delco's Family Promise has been up and running through our Interfaith Hospitality Network since 2007. The Program is about Interfaith Congregations that are interacting with temporarily homeless children and their families and helping them while they are trying to get back on their feet. The Program has no involvement with illegal immigrants, drug addicted or mentally ill persons. In normal times they attempt to have 13 congregations on a regular rotating basis for a week at a time from the hours of 6 pm to 5 am for overnight ministry. There are only three to four families with a maximum number of 14 individuals at any one time. Our van is only a 15 passenger van which travels between our host churches and our Day Center. They will be mostly children under the age of six. In normal times at 5 am, the children and their families are taken by our passenger van to the Day Center which is located at the former convent at Our Lady of Charity Parish in Brookhaven to begin their day. The children are bused to their former school and are not interrupted with their education. The adults leave for work if presently employed while also being helped with case management. Ms. Fromhold said that this past year due to the pandemic, host churches have not been able to host so the families are staying full time at the Day Center (former convent at Our Lady of Charity) until the Pandemic is over. No contact dinners are being dropped off daily. There are presently three families; two with a Mom and Dad and the other family is a single Mom. There are a total of five children, ages one through seven. It is the overall goal for Family Promise of Delaware County Interfaith Hospitality Network to provide temporary shelter to families affected by homelessness and assist those families through case management and community outreach to regain their independence. In Delaware County, when a family becomes homeless, their first call is to Community Action Agency of Delaware County where Case Managers determine if a family is best suited for the Family Promise Program. Historically families that are actively employed and dealing with an isolated incidence of homelessness, rather than chronic homelessness, are usually the best candidates for the Program. Families are in the Program only up to three months. At the time of referral, an appointment is set up with the head of the family and they have to provide ID, proof of income and the reason for the homelessness. Drug testing and background checks are done upon admission to the Program and proof of future savings while they are in the program will be necessary. The families are set up with churches to provide temporary and safe places for homeless families to stay. Since its inception, congregations provide dinner, overnight shelter and volunteers to help during evening and overnight hours. Normally congregations host the families for a week or so.

They are located in Chester, Swarthmore, Havertown and Media. The Day Center is necessary to serve as a home base for the families from 6 am to 5 pm daily, seven days a week. It has living space, kitchen, bathrooms and bedrooms for the families to store their belongings. The Day Center gives our clients a sense of residency by providing a mailing address and phone number. These are two essential elements needed when applying for employment or searching for permanent housing. The Day Center offers a place for families for housing searches, to find employment and a place for daycare and other services. Clients meet with the Director as they begin their journey back to permanency. The Day Center is also close to public transportation and close to our congregations. Ms. Fromhold said they are following CDC guidelines during this Pandemic.

Paula Troy, Treasurer for Family Promise, said that it was 2001 when the National Hospitality Network, located out of New Jersey, came to Delaware County to talk to the local ministerium and to set up meetings so they could start this Program in Delaware County. The early meetings with potential volunteers were held in the basement of Our Lady of Charity Church and then met in the Rectory Meeting Room. The first order of business was to apply for a 501c3 Profit, and with permission, they used the address of Our Lady of Charity Rectory. A number of years later the National Interfaith Hospitality changed the name to Family Promise and they changed their name for their 501c3. After they were meeting for six years, in 2007 they had sufficient funds and churches to host the Program. Volunteers were ready and they had a Day Center at the “Y” in Chester. They bought a van and hired a Director. We opened our doors in August 2007 and our first host church was Our Lady of Charity. There the Parish volunteers set up for dinners and overnight hosting in the Church basement. This was done with other churches on a rotating basis. In 2007-2008 there was a church undergoing renovations and could not host and so with permission they actually used the convent at Our Lady of Charity for night time. Families were brought in and were provided meals and overnight volunteers and then they left in the morning to go back to the Day Center. In February of 2016, the Day Center was moved to the convent at Our Lady of Charity and they are still there. Ms. Troy said they hope to continue until the building is sold. She said they will continue to strive to be good citizens while they are in the Borough of Brookhaven.

Mr. Robert Jordan, Board Member of Family Promise, thanked the Mayor and the Council for their time this evening. He said that he understands that the Certificate of Occupancy needs to be updated and they are willing to work with the right people at the Council to update the Certificate of Occupancy. He said that Family Promise now has the lease to rent Our Lady of Charity Convent. Mr. Charles Leslie, Brookhaven Fire Marshall, told Mr. Jordan that they have to bring the building up to the Fire Code. Mr. Leslie said there were meetings set up but they got cancelled. Mr. Jordan said that Joe German is the on-site Director and he and Mr. Jordan will meet with Mr. Leslie and his team to make sure that they get up to speed with the Fire Code. Mr. Leslie said that they could meet tomorrow. Mr. Jordan and Ms. McGettigan, Board Member, asked about any problems with the Fire Code. Mr. Heller said they could discuss this with Mr. Leslie at the meeting. Mr. Heller told Mr. Jordan that he welcomed this group at the meeting and if they needed anything to contact Mr. Wilwert or Mr. Heller. Valerie Biancianiello, Board Member, said it was nice to meet everyone on this Zoom meeting. She recently joined Family Promise on the Board of Advisors. She said she was excited to be a part of Family Promise; she works at Crozer Chester Medical Center and she sees first hand that the clients of Family Promise are often the most vulnerable in our community. She said they will meet with the Fire Marshall and to get everything up to code and they are looking forward to becoming more integrated into the community.

Mr. Heller told the members of Family Promise that he appreciates their program. Mr. Wills said that in addition to a Certificate of Occupancy permit, Family Promise will also need to acquire an application for a Zoning permit. Mr. Wills said that these two things are minimum requirements to make sure the property is being properly occupied and utilized.

SOLICITOR'S REPORT – MR. JAY WILLS

Arbor Developer – This is the two lot subdivision on Zoar Street. Mr. Wills said they are presently putting together a Developer's Agreement and a Municipal Public Security Agreement. Mr. Wills has drafted a Resolution for Borough Council's consideration at the March Council Meeting authorizing a release for excess funds not expended by the Borough's professional staff. In review of this Developer's Subdivision Plan, there are several hundred dollars that can be released back to the Developer. The Developer initially placed an escrow of \$3,000 for professional fees for the review of this Subdivision Plan. That Resolution will be before Borough Council for the March Council Meeting.

Pando Property – This is the eight lot Subdivision off of West Brookhaven Road. Mr. Wills has obtained a Deed of Dedication for Lot #8 and it has been filed with the Delaware County Recorder of Deeds Office and Mr. Wills is waiting for the return of that deed. The Developer is doing some final regrading and restoration with regard to Lot #8, which is the deed of dedication lot. Mr. Wills said that given the weather conditions it is not feasible or practical to do at this time but it should be completed in early Spring. When the process is completed, we will then be in a position to release whatever escrow monies that we are holding to ensure completion of the development.

4830-4832 Greenwood Street Minor Lot Line Relocation Plan- The Borough Planning Commission met on February 16, 2021 to do a formal review of that application and have recommended approval for the plan. We are presently waiting for review comments and recommendations from the Delaware County Planning Department. Mr. Wills said that the Borough will be prepared to act on this plan at the April Council Meeting.

Residences at Brookhaven Glen- This is our 55 and over community that we have off of Edgmont Avenue. Mr. Wills has a Resolution for Borough Council's consideration at the March Council Meeting to authorize a second partial escrow release in completion of certain public improvements. This escrow release has been recommended by the Borough Engineer.

Brookhaven Storage – We have a new Developer who has recently submitted a Land Development Plan for that storage facility. It is located on approximately 2.4 acres of undeveloped land on the south side of Brookhaven Road. Mr. Wills has been in consultation with our newly appointed Zoning Officer for any outstanding Zoning issues affecting the property. Borough Council and the Mayor have recently received a copy of the Zoning Officer's review letter. This land development plan is scheduled to go before the Brookhaven Planning Commission at their March 16, 2021 meeting. Mr. Wills will be present along with a representative from the Borough Engineer's Office.

Lowe's Store- This is a store that has been completed on Edgmont Avenue. Mr. Wills has drafted a Resolution authorizing the final escrow release on completion of certain public improvements. The escrow release has been recommended by the Borough Engineer. We are holding approximately \$6,800 in escrow. This development has been completed for quite some time; it was started prior to Mr. Wills' appointment as Borough Solicitor.

Mr. Wills will have a Resolution for Borough Council's consideration at the March Council Meeting authorizing this final release.

MAYOR REPORT – MAYOR LESLIE

Mayor Leslie had no report.

FIRE CHIEF – ROBERT MONTELLA

Chief Montella said he will have his regular report at the March Council Meeting. Mr. Heller asked about the Covid transports. Chief Montella said that in the last week and one-half there have been no Covid reports from the hospital.

CHAIR BUSINESS REVITALIZATION COMMITTEE, CHAIR RECYCLING, MEMBER FINANCE AND ADMINISTRATION, MEMBER GRANT COMMITTEE, CO-CHAIR HOLIDAY PARADE COMMITTEE, MEMBER LONG TERM AND COMPREHENSIVE PLAN COMMITTEE, CHAIR ORDINANCE COMMITTEE, CO-CHAIR RECREATION BOARD, LIAISON TO SCHOOL BOARD, MEMBER CONDO ASSOCIATION COMMITTEE, CO-CHAIR TECHNOLOGY AND COMMUNICATIONS COMMITTEE – MRS. FOOKS

Mrs. Fooks reported that the Ordinance Committee met on February 18, 2021 via Zoom about the Food Truck or Cart Request from Lowes to have a Food Truck on their property. The Ordinance Committee had questions about this and they are: how often the Food Truck would be used and if it is a Food Truck or portable cart and what will they be selling. Will it be hot dogs and soda or something more elaborate. Mrs. Fooks asked Mr. Heller if he could get that information from Lowes. The Ordinance Committee is still working on the fee for a Food Truck or portable cart. It was also requested by one of the Ordinance Committee members if it would be possible to hire someone part-time to pick up trash on the sides of the road. This was done in the past and Mrs. Fooks asked if we could revisit this. Mr. Heller said that as long as it does not become a full time position, he would not be opposed to it. Public Works is stretched now and this is something that we will discuss with Council. Mrs. Fooks said we will be adding some new information on the website on the left side of the website and it would be called Municipal Code. This is where the E-Code information will be located. We will load the link for this and put information on the page so that the people will know how to click on the link, where they will find the link, etc. The trash rebate information was uploaded on the website and that is listed under Departments. The application for the rebate is located in the office for anyone who is interested. This is for residents 65 and over with limited income; this is explained on the application.

MEMBER FINANCE AND INSURANCE COMMITTEE, MEMBER PUBLIC WORKS COMMITTEE, CO-LIAISON TO ZONING HEARING BOARD – MR. VAZQUEZ

Mr. Vazquez had no report. He wanted to thank everyone who has reached out to him and his family during this difficult time for them. It is much appreciated.

CHAIR ARBOR/SHADE TREE COMMISSION, CHAIR FINANCE AND ADMINISTRATION COMMITTEE, MEMBER LONG TERM AND COMPREHENSIVE PLAN COMMITTEE, MEMBER FIRE COMMITTEE AND CHAIR GRANT COMMITTEE – MS. SAWICKI

Ms. Sawicki had no report.

MEMBER CONDO ASSOCIATION COMMITTEE, PLANNING COMMISSION LIAISON, MEMBER PERSONNEL COMMITTEE, COUNCIL LIAISON TO CIVIL SERVICE COMMISSION, MEMBER POLICE COMMITTEE, MEMBER PUBLIC WORKS COMMITTEE, CO-LIAISON TO ZONING HEARING BOARD, CHAIR WORKPLACE SAFETY COMMITTEE – MR. PAPPAS

Mr. Pappas had no report.

MEMBER PERSONNEL COMMITTEE, MEMBER BUSINESS REVITALIZATION COMMITTEE, CHAIR EMERGENCY MANAGEMENT COMMITTEE, CO-CHAIR HOLIDAY PARADE COMMITTEE, CHAIR POLICE COMMITTEE, CO-CHAIR RECREATION BOARD AND CO-CHAIR TECHNOLOGY, COMMUNICATIONS COMMITTEE, CHAIR FIRE COMMITTEE– MRS. HELLER

Mrs. Heller reported that the Fire Committee met on February 11, 2021. There is a Rec Board meeting on February 25, 2021 at 7 pm. It is in person so everyone is welcome to attend; we are always looking for volunteers. Baseball and Softball sign-ups are ongoing. We are working with both of those organizations and Public Works on safeguarding the Snack Bar and spectator stands to follow the CDC regulations. Mrs. Heller wanted to thank Public Works, the Police Department and the Fire Department during these last snow emergencies for all their help.

CHAIR VETERANS COMMITTEE, MEMBER POLICE COMMITTEE, MEMBER TECHNOLOGY AND COMMUNICATIONS COMMITTEE – MR. GILROY

Mr. Gilroy had no report but he wanted to talk about the Hometown Banner Project. This is the 4th Round and the deadline is March 5, 2021. Mr. Gilroy said it was discussed and the applicants will not be able to pick the location of the banners due to the overwhelming applications. The applications are available at Borough Hall and on the Hometown Hero page on the website.

PRESIDENT OF COUNCIL, CHAIRMAN BOARD OF HEALTH, CHAIRMAN BUILDING COMMITTEE, MEMBER BUSINESS REVITALIZATION COMMITTEE, MEMBER GRANT COMMITTEE, CHAIR HISTORICAL COMMITTEE, MEMBER LONG TERM AND COMPREHENSIVE PLAN COMMITTEE, MEMBER PUBLIC WORKS COMMITTEE – MR. HELLER

Mr. Heller talked about the Tax Bills. Some residents received their tax bills; some had an increase of \$30 to \$50; some had a decrease of \$30 to \$50; some had no tax change. Mr. Heller said there was no tax hike in Brookhaven; we had a Revenue Neutral Budget meaning that the amount of taxes taken in by the Borough is the same as last year. The change in taxes was due to the recent Tax Reassessment.

Since the beginning of the Pandemic, Brookhaven has 499 Covid cases and 12 deaths. We are slowing down and hopefully with the increased availability of vaccines we will move toward getting out of this Pandemic.

Mr. Heller said that the regularly scheduled March Council Meeting has been changed from Monday, March 1,, 2021 to Thursday, March 4, 2021 at 7 pm. It will be advertised in the Delaware County Daily Times as well as on the website.

Mr. Heller said Council is getting many questions from residents about getting vaccines. He said that Council has no power or no say about this. The vaccines go through the County, through pharmacies and other locations. We did offer the Brookhaven Municipal Center for a Vaccination Center. They will consider this and we should have an answer sometime in the Spring.

Mr. Heller said that with the Covid cases coming down, Council is considering returning to in-person meetings starting possibly with the April Council Meeting. We will have to adhere to the Government's capacity guidelines. Additional information will be available at the March Council Meeting.

ENGINEER'S REPORT – MR. CATANIA

Mr. Catania submitted his report to Council but reported the following:

Winter Road Salt for 2021-2022 - He is going to ask for Council's authorization to participate in Costars contract for next year. It is due by the middle of March.

Sewage Treatment Plant – DEP gave us a notice of violations that needed to be corrected; we received an email today from the DEP approving our plan. Mr. Catania wanted to move forward with this and asked Council to consider awarding two contracts at the March Council Meeting. One to Gannet Fleming to look at the overload situation. This would be about \$8,000. The other contract is for Dukes Technology for a sewer system evaluation of the sewer's treatment plan. This is for \$42,735.

The Contract Operator sent an email today for a few issues. They would like to have a spare pump on hand that is about \$1,300. They want to update the auto dialer there. The cost of this is \$4,700. We might put this on hold for now. They also would like a power monitor which costs \$150. Mr. Catania said we have been having issues with pumps burning out and we attributed to a lot of rags getting clogged in the pumps. Recently one of the electricians noticed that there has been intermittent power problems there. This may be attributed to these failures. .

DCNR Parks Grant – Mr. Catania wanted to remind Council that the application is due in mid-April so we need to pass a Resolution prior to that for what we want to submit for the application.

FIRE MARSHALL – MR. LESLIE

Mr. Leslie had no report. He addressed Mrs. Fooks and said that prior to the Food Truck/Cart being available that the Health Inspector and Mr. Leslie need to inspect it, especially with the propane being on it. They would like to inspect it possibly at the Borough Hall before it gets placed on site.

BOARD OF HEALTH

There was no report.

ZONING OFFICER –

There was no report.

PUBLIC DISCUSSION

Mr. Dykes, W. Brookhaven Road, said that the Hero Banner at 307 W. Brookhaven Road is completely gone as well as the standards for it. Mr. Heller said that we have about 16 banners that are down now. The banners on the main roads will be replaced when the utility truck comes in. Mr. Dykes reported that the Rec Board is planning a drive by Easter Program. We will need as many people as possible to stuff the bags. He asked Chief Montella if the Fire Department volunteers could help out. Chief Montella said he would give Mr. Dykes a date for them to come.

ADJOURMENT

There was no other business to come before Council. Mrs. Fooks made the motion and it was seconded by Mr. Gilroy to adjourn. Motion carried by unanimous vote. The meeting was adjourned at 7:40 pm.

Respectfully Submitted,

Mrs. Joan Boyle
Brookhaven Planning Commission Secretary