



**Borough of Ben Avon Heights**  
**Tuesday, December 10<sup>th</sup>, 2024 - Council Meeting Minutes**

A quorum is in attendance

**Present:**

Council Members: Berardi, Brown, Dawley, Lope, Morris, Neunder, Stiller

Police: Chief Hanny

Fire:

Mayor: Dismukes

Solicitor: Mongilio

Secretary: DiNuzzo

Residents:

**Call to Order:** Mr. Brown started the meeting at 7pm

- 1. Approval of November 2024 meeting minutes:** *A motion was made by Mr. Stiller to approve the November 2024 meeting minutes. Mrs. Neunder seconds the motion.* Mr. Lope noted there was an extra "the" in number 2 on page 1. Mr. Lope also rewrote the beginning of the green space update to include more details:

*Ms. Berardi updated Council that after sending out letters to 18 vendors, three companies submitted proposals for consideration. Of those three, the Greenspace committee decided to recommend spending \$11,000 to hire LSSE to perform community engagement, which will include a web survey and in-person meetings, and to create a prioritization plan for the maintenance of our current assets at the park. LSSEs experience with securing grant money for similar projects played a role in their selection. Mr. Brown noted that LSSE was also the lowest bid. A motion was made by Mr. Lope to accept LSSE as the vendor for this stage of the plan. Mrs. Neunder seconds the motion. Mr. Lope added that they feel community engagement is a necessary component of successful grant applications. Mrs. Neunder added that many of the vendors chose not to submit a proposal as they did not want to oversee community engagement. Mr. Dawley expressed his concerns over future park projects being grant based. Mr. Stiller explained that the motion was to engage a third party for discovery, to better understand the wants of our residents and to provide scope. Discussion took place. Mr. Brown noted that once we have the plan in place, Council as a body will need to make the decision on what grants would fit our needs all around. Motion passed.*

*Motion passed with edits provided by Mr. Lope.*

- 2. Approval of November 2024 financials:** *A motion was made by Mr. Lope to approve the November 2024 financials. Mr. Stiller seconds the motion.* Mr. Brown noted that the Borough was positive \$13,000 for the month of November, and continued that the budget performance report, the Borough are still under \$88,000 in real estate taxes; he spoke with the tax collector who noted there are a few homes that have not filed taxes, therefore there will be delinquent taxes outstanding. He continued that two properties had reassessments during 2022-2024 and therefore will receive refunds from the Borough for around \$2,000. He also made note that Council may have overestimated on the cable franchise fees as they are down approximately \$9,000. He added that they are over on the expenses side, specifically with the engineer, but that was expected with the multiple projects they have assisted with this year. He continued that we will put \$49,000 in the reserve account which will be done in December. Motion passed.

- 3. Emergency Management:**

- a. Fire: *No fire present.*

- i. Santa in the Park: Mr. Brown noted the annual tradition of Santa in the Park will be Christmas Eve from 5-6pm.
  - b. Police: Report below. Ms. Berardi asked if there was more detail that could be provided over crossing guard detail. Ms. DiNuzzo stated that the Borough currently only employs two part-time crossing guards, and with illnesses and personal appointments, Ohio Township Police steps in when they can to help cover crossing guard detail. Chief Hanny added that the number on the report is probably higher as some of the officers are still uncertain how to record details in their system. He continued that they try to make sure there is coverage for at least the younger children when there is an absence.

**4. Public Comment: No public to comment**

**5. Infrastructure and Operations:**

- a. Engineers report: (Memo below): Mr. Brown noted LSSE increased their fees by 2.5%. Mr. Heyl informed Council that all three of the permits for the speed signs have been approved by PennDot. The next step will be to wait until the Spring to see if the grant that was applied for last year is approved.
- b. LSA grant sewer project update: Mr. Heyl noted that while doing sewer CCTV work, the engineers found the main sewer line on Cambridge which carries the bulk of our Borough's sewer flow had partially collapsed. Therefore, a change order plan was discussed between Mr. Stiller, the engineer, and the contractor to remediate. The engineer stated we were fortunate to be able to fix this issue with the current sewer project before it manifested into a larger issue. Also, once the CCTV work was completed, an area that was previously identified as 10-inch line, was determined to be 12-inch line. In the new work order, the contractor will replace the over 40-foot area that collapsed with plastic pipe, and then line the entire run on Cambridge. He also noted that the sewer lining work on Banbury which required amended easements earlier in the year has been completed.
  - i. Work Order Change Regarding Additional Cambridge Sewer Work, vote: Mr. Stiller noted that there were some gives and takes with the work order change, and to offset some of the Cambridge expense, a portion of the Canterbury work from this phase will be moved to Phase two next year. Mr. Brown added that the price change decreased by \$11,790 for the sections removed from the work order, and that all work should be complete by December 27<sup>th</sup>, 2024. A motion was made by Mr. Stiller to accept the work order change regarding additional Cambridge sewer work. Ms. Berardi seconds the motion. Mrs. Neunder questioned if pipe size would be an issue moving forward with the sewer projects. Mr. Heyl did not believe so. Mr. Stiller added the line down Cambridge is one of two main lines and 80% of Ben Avon Heights sewage goes through this line. Motion passed.
- c. Signs update: Mr. Stiller updated Council that Avalon ordered the signs for the Borough in the area of Cambridge and Briar Cliff; he hopes they will be put up before the end of the year. The current sign reading "Road Closed" on Cambridge will be replaced by "No Outlet" to assist the navigation of home delivery trucks and emergency vehicles. He also added that the electronic speed signs that have been approved by PennDot to be placed on the three entry points into the borough (Perrysville, New Brighton, and Ben Avon Heights Rd) are budgeted to be installed in 2025, and the vendor stated that they will still honor the quote they issued in 2024.
- d. Alcosan Rate Resolution, vote: Mr. Brown noted that Alcosan passed on a 7% rate increase for 2025 and that it is just a passthru to our residents. Mr. Stiller stated that he hopes that the public is aware of these increases as they have been an occurring at 7% since 2021 and will continue through 2026. He also noted that the borough is not raising the municipal sewer rate and has not for several years. A motion was made by Mr. Stiller to approve the Alcosan rate resolution for 2025. Mr. Lope seconds the motion. Motion passed.

**6. 2025 Budget Resolution, vote: A motion was made by Mr. Lope to approve the 2025 budget resolution. Mrs. Neunder seconds the motion. Motion passed.**

**7. 2025 Real Estate Tax Resolution, vote: Mr. Brown noted this is to hold the milage rate at 7.95 mils. A motion was made by Mr. Lope to accept the 2025 real estate tax resolution. Ms. Berardi seconds. Mr. Stiller added Council should be commended that they have been able to hold this rate with all the pressures they have faced with cost increases. Motion passed.**

**8. Green Spaces Update:**

- a. Park Maintenance Update: Mr. Lope updated Council that the playground equipment replacement pieces arrived and they're just waiting to hear from GameStop on installation which they were hoping to complete in 2024. There is one part they are waiting on, which is a buckle replacement piece for the ADA compliant swing. He added that they also purchased new shovels and salt for the bus stops as well as the park Christmas tree. Mr. Morris noted that each joint comprehensive plan meeting he attends, the Ben Avon Heights Park sign stating the park is only for residents only is brought up. He also stated Ben Avon Heights residents have approached him about this sign. He

questioned that since we are getting state and federal funding for the park, this sign should be removed. Mr. Brown noted that there is a small part of the park that is not open to the public like the tennis courts. He suggested that this sign could be moved over onto the tennis courts so it is less confusing. Mrs. Neunder added her own personal experience of first moving into the neighborhood and she was questioned on whether or not she was a resident, with the person pointing to the sign in question. She added that it still continues to happen to new residents. Mr. Brown asked if the Greenspace Committee could look into where the sign could be moved to, and that this can be discussed in January's meeting.

- b. Park Beautification Plan: Ms. Berardi noted she is in the works of setting up a kick off meeting with LSSE.

**9. Insurance, vote:** Mr. Lope reminded Council the Commercial and Workers Compensation policies expire on January 17<sup>th</sup>, 2025. Mr. Lope provided Council with a sheet that broke down each quote they were able to obtain for both policies. They suggested staying with the McGowan Group and Jamie Northy for the workers compensation policy. They were trying to get another quote for the workers compensation policy through ACORD, but they did not feel the quote would be any less than what McGowan was presenting, therefore this was the recommended option. For the commercial policy, Selective, who the Borough currently uses, was still the lower bid; he also suggested staying with Selective for the commercial policy. A motion was made by Mr. Lope to stay with McGowan for the Boroughs workers compensation policy and Selective for the commercial policy. Mr. Stiller seconds the motion. Mr. Brown noted that he liked seeing that the workers compensation policy went down and that the commercial policy only went up slightly. He also approved of being able to stay with the same insurance providers. Motion passed.

**10. Building, Zoning and Code Enforcement:**

- a. Zoning Ordinance update: Mr. Brown noted that December's meeting had been canceled and will discuss the working session meetings later in the meeting.
  - i. December Working Session - Canceled
- b. Code enforcement issues: None reported by Harshman for the month of November. Mr. Dawley asked if that meant there were no fees. Mr. Stiller confirmed, if there are no issues to review, there would be no fees.
- c. Zoning Applications, Building Permits: For the month of November there were no applications submitted for zoning applications. Harshman reported for the month of November there were no building permits issued.
- d. Planning Commission Update: Joint Comprehensive Plan: Mr. Morris was appointed our representative for the Borough and has been attending monthly meetings. Moving forward, there will be a section included on the agenda for updates. He also added there is a document he would like Council to review and vote on at our next meeting.

**11. Administration:**

- a. PRC – Letter of Support, vote: Mr. Brown noted that PRC is looking to have a permanent recycling location in the North Hills area with no chosen location as of yet. The PRC is looking for support from residents and municipalities. Mr. Brown believes as a municipality he is in favor for a letter of support. A motion was made by Mr. Stiller to write a letter of support from Ben Avon Heights Council in favor of this. Mrs. Neunder seconds the motion. Mrs. Neunder questioned if this was a temporary setup or a permanent location. Mr. Dismukes noted this would be a permanent location. Motion passed.
- b. Parking permits: For the month of November, there were no parking permit requests submitted.
- c. 2024 Holiday Luncheon: Mr. Brown noted the Borough holiday luncheon is December 20<sup>th</sup> from 11am-2pm.
- d. 2024 Annual Report: Mr. Stiller noted that he started to edit the 2024 Annual Report. After the close of the calendar year, he will reach out to each subcommittee to update their section with a summary of events that occurred in 2024.
- e. 2025 Council Meetings: Ms. DiNuzzo noted that regular Council meetings will be on the second Tuesday of each month. The location will either be at the Shannopin Country Club or the Avalon Fire Hall (when Shannopin is closed in the winter months or is unavailable). The meetings will be advertised as follows: January 14<sup>th</sup>, February 11<sup>th</sup>, March 11<sup>th</sup>, April 8<sup>th</sup>, May 13<sup>th</sup>, June 10<sup>th</sup>, July 8<sup>th</sup>, August 12<sup>th</sup>, September 9<sup>th</sup>, October 14<sup>th</sup>, November 11<sup>th</sup>, December 9<sup>th</sup>.
- f. 2025 Working Session Meetings: Council agreed to continue meeting in working sessions to continue editing the drafted zoning ordinance, or any other business that working sessions are warranted. In 2025, the meetings will continue on the 4<sup>th</sup> Tuesday of each month at Avalon Volunteer Fire Hall: January 28<sup>th</sup>, February 25<sup>th</sup>, March 25<sup>th</sup>, April 22<sup>nd</sup>, May 27<sup>th</sup>, June 24<sup>th</sup>, July 22<sup>nd</sup>, August 26<sup>th</sup>, September 23<sup>rd</sup>, October 28<sup>th</sup>—with two exceptions for the November and December meetings. Mr. Stiller proposed that December's meeting be cancelled for the Christmas holiday. Council also agreed that November's meeting was too close to the Thanksgiving break, therefore it will occur November 18<sup>th</sup> instead.

**12. Executive session, Personnel: 7:46pm**

**13.** Regular session began: 7:49pm

**14. Meeting adjourned at:** 7:50pm

Jessica DiNuzzo, Secretary

**CALL SERVICE REPORT GROUPED BY DESCRIPTION  
INCIDENTS REPORTED BETWEEN 11/01/2024 AND 11/30/2024  
BEN AVON HEIGHTS**

DESCRIPTION	NOVEMBER CALLS	YTD CALLS
Abandoned Vehicle	1	2
Accident/Hit-Run	0	1
Accident/Non-Reportable	0	1
Animal Complaint	0	1
Animal Complaint - Injured/Deceased Deer	0	1
Assist Other Agency	0	1
Burglar Alarm-Business	0	1
Burglary Alarm - Residence	0	1
Civil Dispute	0	1
County Ordinance Violation	0	1
Disorderly Conduct	0	1
Domestic Disturbance	0	2
DPW Request	0	7
EMS Call	0	15
Fire Alarm - Natural Gas	0	1
Fraud	0	1
Harassment	0	1
Juvenile Disturbance	0	1
Local Ordinance Violations- Fireworks Complaint	0	1
Local Parking Ticket	0	7
Lost/Found	0	1
Mental Health	0	1
Parking Complaint	0	3
Parking Tickets	0	29
Police Detail - Crossing Guard	4	12
Police Detail - Directed Patrol	71	754
Police Info.	1	1
Property Damage	0	1
Road Hazard	0	3
Suspicious Persons	0	3
Suspicious Incident	0	1
Traffic Citations	3	29
Traffic Complaint	0	3
Traffic Post	0	2
Traffic Stops	0	5
Trees on Wires	0	1
Utility Complaint	0	1
Warnings - Traffic	0	7
Welfare Check	0	1
Wires Down	0	1
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# MEMO

TO: Ben Avon Heights Borough                      DATE: December 5, 2024

FROM: Kevin A. Brett, P.E.                      S. O. No.: 0452-01  
John R. Heyl, P.E., CPESC

cc:

SUBJECT: **December 10, 2024 Meeting  
Engineering Report**

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Following is a summary of the engineering services provided since the last Engineering Report:

1. **Phase II Consent Order and Agreement (COA)**

*Task for the remainder of the Order include continued O&M and reporting of SSOs.*

2. **Sanitary Sewer Operations and Maintenance (O&M)**

**Phase I O&M Repairs – Contract No. 23-S1 (Re-Bid):**

- *Borough was awarded \$149,905.00 LSA Grant*
- *Base Bid and Add Alternate No. 1 were awarded via letter dated August 2, 2024 to Jet Jack, Inc.*
- *A Pre-Construction field meeting was held on September 16, 2024.*
- *The Notice to Proceed was transmitted to the Borough on September 24, 2024.*
- *PennDOT Highway Occupancy Permit has been renewed on November 4, 2024.*
- **A thirty (30) day temporary easement was enacted on November 11, 2024 for the property at 22 Banbury Lane in order to facilitate the full manhole to manhole liner repair of pipe segment SMH 805-1002A to SMH 804-1002B.**
- **Contractor completed installation of two new manholes along Banbury Lane and Cambridge Road on November 11, 2024 and November 12, 2024, respectively.**
- **During pre-construction CCTV inspection between newly installed SMH 805-09 and existing manhole 805-08 along Cambridge Road, it was discovered that an approximately 45 linear foot long section of the existing sanitary sewer is partially collapsed and will require in-trench replacement before the planned CIPP liner repair of this pipe segment can be completed.**
- *Progress Meeting No. 1 was held on November 22, 2024.*
- **Change Order No. 1 is currently being processed to address defects that have been identified in the sewers and additional work discussed with the Borough Sewer Committee representatives.**

**Phase II O&M Repairs:**

- *PA Small Water and Sewer Grant awarded in the amount of \$257,053.00.*
- *Design completed and to include Add Alternates 2, 3 and 4 from Contract No. 23-SI.*
- **Bidding tentatively scheduled for early 2025.**

**Phase III Sanitary Sewer O&M Repairs:**

- **LSSE has developed a repair scope and project design has been initiated.**
- **LSSE has submitted the 2024 grant application for the Local Share Account (LSA) Statewide.**

**3. MS4 Permit**

*MS4 Waiver was approved through 2028.*

**4. Canterbury Road Sidewalk and Curb Improvements**

*Ben Avon Heights Borough received an LSA Grant in the amount of \$181,000.*

**5. Electronic Speed Sign Permitting**

**PennDOT has issued the permit for two of the three signs. Responses to PennDOT comments were issued on November 26, 2024 (Attachment A) for the final sign location.**

*The final executed ARLE Grant application documents were submitted and a copy transmitted to the Borough on June 27, 2024*