

**Minutes of the Regular Council ZOOM Meeting
Of the Borough of Chester Heights
222 Llewelyn Road
Chester Heights, PA 19017
February 1, 2021**

Call to Order Vice President Ellis 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 Ginamarie Ellis, Vice President
Laura M. Lim, Pro Tem
Bob Adams, Council
Natalie M. Anderson, Council
Susan Clarke, Council
Fred Wood, Mayor

Officials Present Gerald C. Montella, Esq., Solicitor

Public Comment was given by:

Beth MacKinnon – 333 Willits Way

Approval of Meeting Minutes:

January 4, 2021 Regular Council Meeting Minutes

MOTION Upon Motion, Council (Lim.Anderson) voted and unanimously approved the January 4, 2021 Regular Council Meeting Minutes.

January 25, 2021 Work Session Meeting Minutes

MOTION Upon Motion, Council (Anderson.Lim) voted and unanimously approved the January 25, 2021 Work Session Meeting Minutes.

Approval of January 2021 Treasurer Report

Reciepts		
4th Qtr Franchise Fee	\$	8,548.89
LST Tax	\$	22.17
November Collections	\$	153.80
Reimburse Ivy Lane Road Program	\$	2,483.00
November Remit	\$	133.06
U&O Inspection	\$	90.00
U&O Inspection	\$	90.00
U&O Inspection	\$	90.00
		Comcast
		Berkheimer
		Maryann D Furlong, TC
		Concord Twp
		Treasurer of Del Co
		377 Radford Ct
		24 Ashley Ct
		86 Bayberry Ct

U&O Inspection	\$	90.00	160 Heather Ln
U&O Inspection	\$	90.00	212 Bishops Dr
Bldg Demo Permit	\$	810.00	Rose Hill
Septic Permit	\$	300.00	86 Bayberry Ct
Septic Permit	\$	550.00	209 Wawa Rd
Reimburse Sol Invoice	\$	246.50	Rose Hill
Reimburse Sol Invoice	\$	43.50	LeNape
Reimburse Eng Invoice	\$	231.88	240 Wawa Rd
Reimburse Sol Invoice	\$	101.50	240 Wawa Rd
Fire Hydrant Reimburse	\$	363.00	Brookefield
Fire Hydrant Reimburse	\$	181.50	Madison
TOTAL	\$	145.20	Darlington Woods
	\$	14,764.00	
Fund Balances,			
Certificates of Deposit Balance			
CD, 12 Month, @ 1.04% 5/2021	\$	46,229.27	Malvern Bank
EBond	\$	15,000.00	Bryn Mawr Trust
Total Certificates of Deposit	\$	61,229.27	
General Fund Balance			
PLGIT GF 01/29/21 @ 0.01%	\$	1,059,704.19	PLGIT GENERAL FUND
PLGIT I-Class 01/29/21 @ 0.02%	\$	305,143.66	PLGIT GENERAL FUND
Money Manager 11/30/20 @ 0.10%	\$	9,591.52	Santander #4079
Road Improv Fund 11/30/20 @ 0.10%	\$	62,852.94	Santander #4060
Total Funds	\$	1,437,292.31	
PA Liquid Fuels Fund Balance			
Checking Account 01/29/21 @ 0.01%	\$	102,255.67	PLGIT Acct #5116038
Open Space Fund Balance			
PLGIT/ I -Class 01/29/21 @ 0.02%	\$	12,225.57	PLGIT Acct #5116056
Fire Protection Fund Balance			
Fire Protect Fund Check 11/30/20	\$	136.72	BMTC Fire Protect Fund #9579
Expenditures			
December Rent	\$	1,500.00	Chester Heights Fire Company
U&O Inspections	\$	630.00	Chester Heights Fire Company
Office Cleaning	\$	160.00	Brenda Martin Cleaning Services
Monthly Storage Fee	\$	240.62	Mini U Storage
Various Bldg Permits	\$	2,801.66	Richard Jensen
U&O Inspections	\$	562.08	Richard Jensen
Zoning/Court Reporter/Car Wash	\$	171.50	Maria O'Neill, Inc.
Tax Collection Software	\$	850.00	Municipal Tax System LLC

Property Maintenance Invc #51	\$	475.00	Scott's Lawn Service
Borough Sign Landscaping	\$	1,430.00	Eva Manko
SEO/725 Darlington	\$	132.50	Catania Engineering Assoc
Reimburse/240 Wawa	\$	231.88	Catania Engineering Assoc
Sewer Mapping	\$	586.75	Catania Engineering Assoc
Zoning	\$	108.00	J Michael Sheridan, Esq.
General Matters/Zoning	\$	1,191.00	Peter J Rohana, Esq
General Matters	\$	1,957.50	Gerald C Montella, Esq.
Reimburse Rose Hill	\$	246.50	Gerald C Montella, Esq.
Reimburse LeNape	\$	43.50	Gerald C Montella, Esq.
Reimburse 240 Wawa	\$	101.50	Gerald C Montella, Esq.
Road Mst/EMC Compensation	\$	950.69	Larry Ward
Fire Marshal Compensation	\$	615.20	Michael Ciocco
Reimburse Office Software	\$	105.99	Michael Ciocco
St Thomas Flasher	\$	105.00	Charles A Higgins & Sons
Stoney Bank TL Overhead Signage	\$	560.00	Charles A Higgins & Sons
Fire Marshal PO Box	\$	118.00	USPS
Reimburse Borough PO Box Partial	\$	65.00	Darlene Kurten
Office Supplies	\$	29.67	Adams Tax Forms
Memorial Flowers	\$	108.57	Wise Originals
Memorial Flowers	\$	108.57	Wise Originals
Cloud Storage	\$	40.48	Idrive
Bank Fee	\$	52.00	BMTC
Animal Control Close Out	\$	5,346.07	Brandywine Valley SPCA
Membership Fee	\$	25.00	PSAB
Office Expense	\$	263.53	Office Basics
Recording Sec Compensation	\$	2,537.88	Darlene Kurten
PECO TL	\$	46.39	PECO
PECO SL	\$	793.83	PECO
Phone/Office/Fire Marshal	\$	117.91	Windstream
Subscription	\$	79.45	Newspaper Archive
Open Records Officer Compens	\$	508.56	Megan Killian
Office Expense	\$	36.85	Staples/Instacart
Office Expense	\$	113.40	Intuit
Office Expense	\$	45.00	Constant Contact
Office Expense	\$	56.17	Adobe
Meter Usage	\$	32.11	Graffen
Office Supplies	\$	105.99	Microsoft
Service Fee/4th Qtr Payroll PA	\$	3.95	OPC Tax Service
Postage	\$	56.80	USPS
941 Payroll	\$	3,976.46	EFTPS
Sec/Treas Compensation	\$	4,113.92	Susan Timmins
Dig Notifications	\$	23.20	PA One Call
Copier/Scanner	\$	161.42	De Lage Landen

3 Hydrants@ \$42.25 per Hydrant	\$	114.41	Aqua Pennsylvania
47 Hydrants@ \$36.30 per Hydrant	\$	1,706.10	Chester Water Authority
Total Expenditures	\$	36,543.56	
PA Liquid Fuels Fund Expenditures			
Snow Removal Invc #10561	\$	1,200.00	Mor Outdoor Rejuvenation
Total Expenditures	\$	1,200.00	
Fire Protect Fund Expenditures			
Open Space Expenditures			

MOTION Upon Motion, Council (Lim.Adams) voted and unanimously approved the January 2021 Treasurer Report.

Correspondence: Vice President Ellis reported 1 (one) complaint about a mattress on Llewelyn Road, the issue was removed.

INSPECTOR'S REPORTS

Building Inspector – No Report
Richard Jensen

Fire Marshal – Fire Marshal Ciocco reported 5 incidents for the month of January, one (1) of those was an elevator entrapment. Resident was safely removed and suggested a possible software malfunction could be the cause and will be handled. One (1) small fire at Madison by the trash dumpster was cleared.
Mike Ciocco

Fire Marshal Ciocco recognizes the address issues residents have in Chester Heights. Fire Marshal Ciocco has been working on this for 30 years in various ways with the same result due to Chester Heights being such a small community. The Chester Heights residents can receive their mail through the USPS and by receiving a P.O. Box number. Chester Heights has been using 6 – 7 zip codes we have a physical address and we have a mailing address. To have mail delivered directly to your home you need to use Garnet Valley, Aston, Boothwyn, Glen Mills, Wawa, Media etc. they will not deliver mail using Chester Heights. Fire Marshal Ciocco suggested if you want to receive deliveries from FedEx, UPS, Amazon that all you have to go is go online and fill out what is described as a contract (free of charge) a form to put your physical address in their system. To try and change your address would create a list of changes including check books, driver license etc.

Sewage Enforcement –No Report
Mike Ciocco

EMC – Roadmaster Roadmaster Ward reported “it was snowing” and the roads are being salted and kept clean.
Larry Ward Also, Engineer Houtmann marked the two areas, one (1) on Llewelyn Road and one (1) on Lenni Road, placement for the speeding poles to be installed. As soon as Higgins can install the poles the signs can be placed.

SOLICITOR'S REPORTS- No Report

ENGINEER'S REPORTS- Secretary Timmins reported a letter from PennDOT was received and approved for the MS329 that for County Aid that Engineer Houtmann applied for. Also, Secretary Timmins announced with that letter included the MS965 Liquid Fuels Fund she prepared was also received and approved.

MAYOR'S REPORTS- Mayor Wood reported that he signed a Declaration of Disaster January 31st, so we are currently under an Emergency Declaration due to the Winter Storm for State Funding if needed.

COMMITTEE REPORTS

School District – Education – Training – Library – Chair Susan Clarke, Members Ellis Firkser

Mary Kay Beirne reported the resignation of Richard Jones, 9 year member of the Garnet Valley School Board. The school board is accepting applications up until February 8, 2021, public interviews will be held via ZOOM February 16, 2021 at 6:00 P.M. Please contact Patricia Sharp in the superintendent's office and supply an application including resume. Requirements are you must live in the Garnet Valley School District for at least 1 (one) year to apply. Greg Chestnut reported that the position runs through December of this year, which means they would have to apply for the primary to run for elections. Mr. Chestnut reported the Garnet Valley School District was closed today due to weather but will be open tomorrow virtually.

Finance – Insurance – Chair Mayor Wood, Members Lim, Timmins

Mayor Wood reported the draft 2020 Budget vs Actual was prepared today for its first review. He requested Council to review to see if corrections need to be made and if anyone has any questions to email them to him or Pro Tem Lim. Pro Tem Lim announced the expenditures budgeted for 2021 is 8.9% less compared to the actual 2020 budget. The finance committee will keep track of this quarterly to update Council on the progress.

Sub-Committee – Fire Company Finance – No Report Chair Dave Firkser, Member Baum

Nominating Vacancy – No Report Chair Dave Firkser

Communications – Public Relations – Chair Ginamarie Ellis, Member Lim

Vice President Ellis requested a year in review and what each committee plans/expects for 2021. Each committee has 2 (two) weeks to submit information for the upcoming Spring/Summer Newsletter for 2021 all content is due on February 15, 2021. Please email all information or questions to Vice President Ellis or Pro Tem Lim.

Mayor's Event Committee –**Chair Mayor Fred Wood, Members Anderson, Ellis**

Mayor Wood announced there are a couple considerations for movie night. Due to COVID-19 and keeping the Borough residents safe Easter events can not be planned this year. Something is possible for Memorial Day planning is still in the works and a possible history day in September. Vice President Ellis included some information for the Borough not holding Easter events due to the Chester Heights Community Park playground being under construction and new playground equipment being installed at that time. Also, to keep residents safe from the deconstruction of old equipment and new equipment being installed and the on-site construction equipment.

Historical Committee –**Chair Sue Timmins, Member Firkser**

Secretary Timmins reported a resident dropped off historical records from Garnet Valley School District had started. Anne Searl is supposed to come and view them at the borough office. Secretary Timmins is planning to meet with the DeSalvo Family to create a sign at the park.

Planning – Zoning – No Report**Chair Susan Clarke, Members Baum, Firkser****Engineering – Construction – Inspections – No Report****Chair Susan Clarke, Members Baum, Firkser****Ordinance – Code Review –****Chair Susan Clarke, Members Baum, Firkser**

Councilwoman reported – updated Council that Solicitor Montella is in the process of creating draft ordinances for medical marijuana dispensaries and grower/processors. Both dispensaries and grower/processors need to abide by both state and local laws. PA law is referred to as Act 16 passed in 2016. Neighboring municipalities such as Aston and Corcord have ordinances in place that basically limit the locations of dispensaries and/or grower processors. The ordinance can define these entities as either a conditional use or special exception. Conditional uses are approved by the Borough whereas, special exceptions are approved by the Zoning Hearing Board. The ordinance is expected to regulate the purpose, location, intent, size, and how far away from residential zoning these medical marijuana facilities can be. Solicitor Montella recommended ordinance is reviewed with both the ordinance committee and the Zoning Enforcement Officer. After the elements of an ordinance are determined and agreed to by Council, the borough can plan and advertise a public hearing to get public input on the matter.

Public Safety – Environmental – No Report**Chair Drew Baum, Member Firkser****Borough Police Protection – Public Safety – No Report****Chair Drew Baum, Members John Ryan, Jack Higgins, Rich Wood Jr., Philip Block****Borough Property – Parks – Open Space –****Chair Drew Baum, Members Adams, Lim, Wood**

Pro Tem Lim reported the new playground equipment was purchased and will be arriving in a couple weeks. Once ground is broken it will take 2 – 3 weeks to complete this information will be posted on the

website. The park will be closed to the public while construction is in process the wish is the work will be completed by the end of April.

Pro Tem reported on the Strine property she is working on the continual use for the property with Councilman Adams. They will inspect property, site survey for some idea of what's to come for that location.

Highways – Transportation – No Report

Chair Dave Firkser, Member Larry Ward

Public Utilities – Trash – Recycling –

Chair Laura M. Lim, Members Anderson, Ellis

Pro Tem Lim announced Recycling Day will be held on September 11th, 2021 from 9:00 A.M. – 12 NOON.

OLD BUSINESS: No Report

NEW BUSINESS:

Vice President Ellis announced that Chester Heights has a new Eagle Scout resident who would like to remain private.

Additional period for public comment given by:

Marta Driscoll – 458A Lenni Road

Kate Nolt – 24 Bishop Drive

ADJOURNMENT: Upon Motion, Council (Lim.Adams) unanimously voted to adjourn meeting at 8:01 P.M.

Land Development Dates: Rose Hill Lot Line, Submitted Plans 09/24/20, Reviewed Planning Commission 10/22/20, Extension 01/20/21.

Respectfully Submitted,

Darlene Kurten

Recording Secretary