



**Minutes of the Regular Council Meeting
Of the Borough of Chester Heights
The Village of Valleybrook – Clubhouse
265 Bishops Dr., Chester Heights, PA 19017
April 4, 2022**

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
Laura M. Lim, Vice President
Natalie M. Anderson, Pro Tem
Bob Adams, Council Member
Susan Clarke, Council Member
Marta Driscoll, Council Member
Robert Sacks, Council Member
Ginamarie Ellis, Mayor

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

Public Comment: John Bowers – 329 Danbury Ct – Walnut Hill Utility Board

Stipulation – 52 W Baltimore Pike:

Year 2021 Effective January 1, 2021, for the Borough of Chester Heights: \$36,000,000.00
Effective January 1, 2021, for the County of Delaware
Effective July 1, 2021, for the Garnet Valley School District

President Baum requested a Motion to approve the revised assessment at 52 W Baltimore Pike in the amount of \$36,000,000.00 for the year 2021.

MOTION Upon Motion, Council (Lim/Sacks) voted and approved the revised assessment at 52 W Baltimore Pike in the amount of \$36,000.00 for the year 2021. Councilwoman Driscoll voted Nay.

Year 2022 Effective January 1, 2022, for the Borough of Chester Heights: \$34,500,000.00
Effective January 1, 2022, for the County of Delaware
Effective July 1, 2022, for the Garnet Valley School District

President Baum requested a Motion to approve the revised assessment at 52 W Baltimore Pike in the amount of \$34,500,000.00 for the year 2022.

MOTION Upon Motion, Council (Lim/Anderson) voted and approved the revised assessment at 52 W Baltimore Pike in the amount of \$34,500.00 for the year 2022. Councilwoman Driscoll voted Nay.

Approval of February Meeting Minutes

February 7, 2022, Regular Council Meeting Minutes

MOTION Upon Motion, Council (Sacks/Anderson) voted and unanimously approved the February 7, 2022, Regular Council Meeting Minutes, including changes requested.

February 28, 2022, Work Session Meeting Minutes

MOTION Upon Motion, Council (Lim/Adams) voted and unanimously approved the February 28, 2022, Work Session Meeting Minutes, including changes requested.

Approval of March Meeting Minutes

March 7, 2022, Regular Council Meeting Minutes

MOTION Upon Motion, Council (Lim/Adams) voted and unanimously approved the March 7, 2022, Regular Council Meeting Minutes.

March 28, 2022, Work Session Meeting Minutes

MOTION Upon Motion, Council (Lim/Anderson) voted and unanimously approved the March 28, 2022, Work Session Meeting Minutes.

Approval of General Fund & Liquid Fuels Cash Disbursement:

General Fund Cash Disbursement \$85,586.14

MOTION Upon Motion, Council (Baum/Sacks) voted and unanimously approved the General Fund Cash Disbursement amount of \$85,586.14.

Liquid Fuels Fund Cash Disbursement \$10,979.33

MOTION Upon Motion, Council (Baum/Sacks) voted and unanimously approved the Liquid Fuels Fund Cash Disbursement amount of \$10,979.33.

Council was also presented with the Profit & Loss Budget vs. Actual – January through February 2022. Gross Profit \$47,655.64 – Total Expense \$95,184.61

Correspondence: Mayor Ellis reported on multiple pieces of mail, Representative Chris Quinn announced a Spring & Fall 2022 Recycling Events. Additional details can be found on the borough's website at chesterheights.org - recycling tab. Also, a Veteran's assistant Day at the Senior Expo. Delaware County Planning Commission is collecting information at three (3) locations in the borough. 1) Bodley Road 2) Llewellyn Road (between Lenni & Valleybrook) 3) Valleybrook Road (between Wawa Road & Rt 1). Information posted on their website.

Inspector's Reports

**Building Inspector
Richard Jensen**

**Fire Marshal
Mike Ciocco**

Mayor Ellis presented the Fire Marshal Report for March 2022:
There were four (4) incidents this month which required an inquiry, nothing consequential.
There were inquiries of Octorara Terrace Development, Fire Marshal Ciocco informed inquiries as needed this development has been submitted on paper and is unactive at this time. Addresses have been assigned to all lots, there are no homes built or currently for sale at this time.
Calls were received for Use & Occupancy permits all were forwarded to the chesterheights.org website.
Rose Hill inquires – all parties were informed that the utilities have been installed, water, gas, sewer, and electricity available. The fire hydrants are active and can be used by our fire departments if needed.
Addresses have been assigned to lots.
Also a few inquiries about the Powell property, no update to be given at this time.
Received a request from the 911 call center for clarification of the Borough addresses.
Mayor Ellis presented the Chester Heights Fire Company No. 1 – Activity Report for March 2022:
21 calls came in for the Month of March 2022:
6 (six) building responses, 5 (five) automatic fire alarms, 2 (two) cover assignments, vehicle fire, 1 (one) elevator rescue, brush fire, and gas leak
7 (seven) of these calls were in Chester Heights Borough.
6 (six) calls in 59, 4 (four) calls in 52, and 1 (one) call in 17, 47, 64
April 7th – Company Meeting/Work Night, April 14th – Pumping and Hose Lays – Internal,
April 21st – Special Vehicle Rescue – Bucks, April 28th – Special Vehicle Rescue – Bucks,
April 29th – Company Banquet – 13 Covering 5-12.
*Working fire Mr. Wizard Car Wash. Stress, the importance of enforcement and preplanning. Building had solar panels on roof. Importance of conducting searches – occupant was “living” in the restroom of the car wash.

**Sewage Enforcement - No Report
Mike Ciocco**

**EMC-Roadmaster
Larry Ward**

Roadmaster Ward reported – a high volume of PA 1 Calls – two that he wanted to bring to Councils attention – Logtown & Valleybrook Roads, a storm sewer issue Engineer Houtmann has been working to resolve. Engineer Houtmann issued the PA 1 call. The other issue being worked on is Bonnie Lane. PECO is requesting numerous road occupancy permits for gas lines from the mains to a house.
EMC Ward attended the Delaware County Quarterly Emergency Management meeting, which have recently been resumed. Certification will be obtained shortly. EMC Ward sent an email Council advising, 911 classes are being offered to borough officials/council in 100, 200, 300, 400, 700 for certification. 100,200,700 are small courses, 300, 400 are two day courses. Please inform EMC Ward if you would like to attend and he will register you, please include day or evening preferences.
EMC Ward attended a tabletop demonstration that morning – design was a Louisiana pipeline explosion. This helps simulate everyone coming together and handling an emergency.

Roadmaster Ward presented the speed traffic signs – needed batteries. The quote received from Traffic Safety Corp for 3 (three) LiFe PO4 battery pack 12.8 4-cell Lithium. Old style connectors @ \$425.00 each for a total of \$1,275.00 plus shipping and handling. Upon discussion, this was covered in the 2022 budget as an expense and does not need a Motion.

Solicitor Reports

Solicitor Montella presented Resolution #22-04-A – 2022 Mileage Reimbursement Rate. During discussion this was moved to the Work Session Meeting on April 25, 2022.

Solicitor Montella presented the applicant's letter granting an extension of time until May 9, 2022, to the Borough for the development application of 53 W Baltimore Pike.

MOTION

Upon Motion, Council (Baum/Adams) voted and unanimously approved the 53 W Baltimore Pike extension until May 9, 2022, the Regular Council Meeting. * Regular Council Meeting is scheduled for May 2, 2022.

Engineer Reports

Engineer Houtmann presented the Llewellyn Road Sewer Extension Planning Module: Rose Hill was approved for a central pump station and then sought a plan revision to use a Low-Pressure Sewer System extension along Llewellyn Road. DEP required Rose Hill Developers to separate the plan into two different phases. Phase 1 is the development of the new homes, Phase 2 would be the extension along Llewellyn Road (which would allow an estimated 18 – 20 homes to tie in).

Resolution Act #537

Engineer Houtmann presented Resolution for Act #537: Resolution of the supervisors/Council of Chester Heights Borough, Delaware County, Pennsylvania. Whereas, Section 5 of the Act of January 24, 1966, P.L. 1535, No. 547, known as the "Pennsylvania Sewage Facilities Act," as amended, and the Rules and Regulations of the Department of Environmental Protection (Department) adopted the under, Chapter 71 of Title 25 of the Pennsylvania Code, requires The municipality to adopt an Official Sewage Facilities Plan providing for sewage services adequate to prevent contamination of water and/or environmental health hazards with sewage wastes, and to revise said plan whenever it is necessary to meet the sewage disposal needs of the municipality, and Whereas, Rose Hill Developers LP has prepared a Sewage Facilities Planning Module Component 3M which provides for sewage facilities in a portion of Chester Heights Borough and The alternative of choice to be implemented is a Low-Pressure Sewer System Extension along Llewellyn Road. The key implementation activities/dates include construction of LPSS along Llewellyn Road in Spring/Summer 2022. Whereas, Chester Heights Borough finds that the Facility Plan described above conforms to applicable zoning, subdivision, other municipal ordinances and plans, and a comprehensive program of pollution control and water quality management. Now, Therefore, Be It Resolved that the Council of the Borough of Chester Heights hereby adopt and submit to the Department of Environmental Protection for its approval as a revision to the "Official Plan" of the municipality, the above-referenced Facility Plan. The municipality hereby assures the Department of the complete and timely implementation of the said plan as required by law. (Section 5, Pennsylvania Sewage Facilities Act as amended)

MOTION

Upon Motion, Council (Baum/Adams) voted and unanimously approved the amendment to the Act #537 Resolution to the Pennsylvania Sewage Facilities Act, as amended, and the Rules and Regulations of the Department of Environmental Protection Department, Whereas Rose Hill Developers LP, has prepared a Low-Pressure Sewer System Extension along Llewellyn Road. Engineer Houtmann requested a Motion to authorize the advertisement for bids on the storm sewer improvements for the Bonnie Lane project.

MOTION

Upon Motion, Council (Clarke/Adams) voted and unanimously authorize Engineer Houtmann to advertise for bids on the Bonnie Lane storm sewer improvements project.

Engineer Houtmann reported on the proposed lighting design at the Borough's Community Park. The preliminary estimate by Higgins & Sons was approximately \$47,000.00. After reviewing the preliminary design by Higgins & Sons which included 8 lights, Engineer Houtmann requested Higgins to contact one of its vendors for an additional review of the proposed lighting design and intensity. For the community park to be considered a youth soccer field with lighting, the field would require 20-foot candles (6 of them, 3 on each side of the field), and four LED lighting panels on each candle totaling 24 fixtures. With the increased costs of electrical work and equipment, the total estimated costs have increased from \$47,000.00 to \$63,000.00, which is a significant increase of \$16,000.00. Also included with the proposed design was what type of impact on the neighboring residents these possible upgrades would have. Engineer Houtmann supplied that using the LED lights panels and having them focused on one area would have little effect on neighboring residents, due to the fact that the LED lights being proposed have a 20 - 30 foot bleeding from behind the light fixtures. President Baum allowed additional public comments:

Additional Public Comment:

Ron Surkin – Concerns with lighting @ the community park, children playing in the wooded area during Events in close proximity to his house, potential fencing required.
Tim Searl – Complimented upgrades already completed but also, concerns with adding lighting @ the community park. Recommends a feasibility study.
Anne Searl – Would like a feasibility study presented along with a comprehensive plan.
Larry Ward – Informed Council the field at the community park is not a regulation field, but is a practice only field.
John Bowers – Concerns with lighting @ the community park and what are the Borough's intentions.

Mayor's Report

President Baum Thanked Mayor Ellis for the largest Easter Egg Hunt the Borough has held.

Committee Reports

School District/Education/Training/Library

Chair Marta Driscoll, Members Clarke, Miller, Chestnut

Debbie Miller updated Council on the Rachel Kohl Library news:
The library was not awarded the Keystone Grant, they will apply the next time available.
They are starting a capital gains project and working on fund raising.
Events at the library: PAWS for Reading - April 15, 2022 @ 10:30am – 11:00am
Medicare 101 – April 6th and April 20th, @ 6:30pm – 7:30pm
Children's Book Sale – April 23, 2022 @ 11:00am – 3:00pm
Councilwoman Driscoll reported on March 9th, Dr. Bertrando sent an email survey to see which students would like to take their classes online the next school year. This does not guarantee online learning, this is a survey to see who is interested in online learning.

Finance/Insurance

Chair Laura M. Lim, Members Anderson, Timmins

Vice President Lim requested a Motion for the USAB UC Unemployment Compensation Plan. To start the unemployment, plan a payment of \$1,554.00 is needed to join the USAB UC Plan program.

MOTION Upon Motion, Council (Baum/Clarke) voted and unanimously approved the USAB UC Unemployment Compensation Plan and to approve payment of \$1,554.00.

Councilwoman Driscoll requested a Motion to amend the agenda to include the ARPA funds.

MOTION Upon Motion, Council (Driscoll/Baum) voted and unanimously approved to amend the agenda to include the following ARPA funds. The amended agenda will be posted 24 hours starting the following morning at the Borough office and on the website.

Vice President Lim requested a Motion to approve the expenses of \$3,950.00.

Rental of Clubhouse due to Covid 19 from September 2021 through March of 2022 = \$3,150.00

Amount paid to Larry Ward for hosting ZOOM Meetings from March 2021 through June 2021 = \$800.00

Giving a total of additional expenses incurred during and preceding through health safety and dense worksite conditions.

MOTION Upon Motion, Council (Driscoll/Baum) voted and unanimously approved the expenses of \$3,950.00 to be paid out of the ARPA Funds for reimbursable expenses. Larry Ward's additional income of \$200.00 per month from March 2021 through June 2021 as host for ZOOM Meetings totaling \$800.00 and the rental of Clubhouse @ \$150.00 per meeting during the months of September 2021 through March of 2022 totaling \$3,150.00. Totaling \$3,950.00 due to dense worksite conditions.

Vice President Lim requested a Motion to transfer fees of \$3,950.00 to the Borough's General Fund account from the ARPA account.

MOTION Upon Motion, Council (Baum/Clarke) voted and unanimously approved the transfer of \$3,950.00 from the ARPA Funding account into the General Fund Account.

Fire Company Finance – No Report

Chair Drew Baum, Member Lim

Nominating Vacancy – No Report

Chair Bob Adams, Member Baum

Communications/Public Relations

Chair Ginamarie Ellis, Members Anderson, Sacks

Mayor Ellis announced the Spring/Summer 2022 Newsletter went out in the mail and everyone should be receiving their copy.

Mayor's Event Committee

Chair Ginamarie Ellis, Members Anderson, Sacks

Mayor Ellis thanked everyone who participated in the 2022 Easter Egg Hunt, it was a great success.

Largest ever Easter Egg Hunt over this past weekend. There were over 350 children that showed up.

A big thank you to everyone who volunteered and stuffed the plastic eggs, especially Megan and Natalie.

Thank you to the Easter Bunny. Also, to the Fire Company for transporting the Easter Bunny, thank you.

Thank you to Marta and Austin who volunteered and may sure everyone cross the street safely.

One note for next year, creating sub-committee for resident volunteers. Special note: This year the Easter Bunny greeted the kids using the late Mayor Stacey Smith's memorial bench, using her notes, and seeing her handwriting bought back many memories. Thank you.

Historical Committee – No Report

Chair Susan Timmins, Members Anderson, Ierate, Searl

Planning/Zoning

Chair Susan Clarke, Members Adams, Baum

Councilwoman Clarke updated Council that the Planning Commission is starting to review the Comprehensive Plan, which was also discussed at the Work Session. A couple of guidelines created were to eliminate redundant passages, condense without eliminating anything important, make it internally consistent and usable and also identify where updates are needed for codes.

Council was asked for suggestions with the ones listed above.

Councilwoman Clarke forwarded the Middletown Pro's Plan to the Planning Commission for review and has not received any comments. She also requested a copy of the updated meeting minutes for the Planning Commission. The Planning Commission has requested a "task force" to be created with Borough Council, residents, and the Planning Commission for any revisions needed for the Comprehensive Plan.

Engineering/Construction/Inspections

Chair Susan Clarke, Members Adams, Baum

Councilwoman Clarke has not received an inspection update. President Baum added there have only been a couple Use & Occupancy inspections. President Baum announced that inspector Richard Jensen will be returning to work within the next week or two. Councilwoman Driscoll inquired about who the temporary zoning officer is. Solicitor Montella informed Council Bill Gavin of Catania Engineering to inspect the 2 Ivy Lane property.

Ordinance/Code Review

Chair Susan Clarke, Members Baum, Driscoll, Ellis

Councilwoman Clarke distributed a list of issues that need to be addressed. The list of priorities starts with Engineer Houtmann collaborated with Solicitor Montella on stormwater management codes. Review the Zoning codes specifically residential building on a residential property, including a steep slope ordinance, another example is the code lists there are 9 members of the Planning Commission, and the Borough has always had 7, some minor updates are needed to clean up ordinances and codes. Councilwoman Clarke reported the Borough's Zoning Ordinance needs to be updated as well, this is an expensive project something to keep in mind when preparing the budget.

Public Safety/Environmental

Chair Bob Adams, Members Baum, Sacks

Councilman Adams reported two phone calls have been received about a property on 19 Smithbridge Road, being used as a construction site for equipment.

Additional Public Comment:

Gary Pappa – Concerns about construction site and equipment along with noise levels at 19 Smithbridge Road across from his residence.

Councilman Adams reported a few phone calls from neighbors, himself included, about the property at 344 Valleybrook Road possible heavy equipment rentals and backhoes digging.

Additional Public Comment:

Anne & Tim Searl – Concerns about equipment and destruction of cars on the property with possible leaking of car fluids.

Through discussion on Council with the Borough Engineer this is something the Zoning Officer needs to review.

Borough Property/Parks/Open Space – No Report

Chair Drew Baum, Members Lim, Sacks

Highways/Transportation

Chair Robert Sacks, Member Ward

Councilmen Sacks inquired about updates to the Walnut Hill Blvd. tree issue and the traffic signal at Valleybrook Road & Route 1. Engineer Houtmann informed Council that no permits exist for the No U-Turn sign and there are physically no signs up. Roadmaster Ward submitted a plan to Engineer Houtmann to supply to PennDOT to address the issue. Engineer Houtmann will update Council about the tree issue on Walnut Hill Blvd.

Public Utilities/Trash/Recycling – No Report

Chair Laura M. Lim, Members Anderson, Driscoll, Ellis

Old Business No Report

New Business No Report

Additional Public Comment:

Larry Ward – Streamline buffer between Valleybrook Townhomes & the Fire Company, concerns with the storm sewer drain clogging during heavy rains. Concerns with soil at 344 Valleybrook Road.

Debbie Kern – Speed Radar Sign – for Llewellyn Road.

ADJOURNMENT: Upon Motion, Council (Lim/Anderson) voted and unanimously approved to adjourn meeting at 8:52 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 03/12/21, Planning Commission Reviewed 05/27/21.

53 W Baltimore Pike, Submitted Plans 06/18/21, Planning Commission Reviewed 08/26/21, Extension 11/24/21, Extension 02/24/22, Extension 04/04/22, Extension 05/09/22.

**Respectfully Submitted
Darlene Kurten
Recording Secretary**