

**Minutes of the Regular Council ZOOM Meeting
Of the Borough of Chester Heights
222 Llewelyn Road
Chester Heights, PA 19017
April 5, 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
Bob Adams, Council
Susan Clarke, Council

Officials Present Gerald C. Montella, Esq., Solicitor
Michael L. Maddren, Esq., Alt Solicitor
Matthew R. Houtmann, P.E., Engineer
Richard Jensen, Building Inspector/Zoning Officer
Lawrence Ward, Roadmaster/EMC
Mike Ciocco, Fire Marshal

Trooper Jessica Tobin March 2020 vs March 2021:

	2020	2021
Car Crash's	3	3
DUI	1	0
Traffic Stops	4	12
Burglaries	0	2
Criminal Mischief – property	0	0
Theft	1	1
Retail Theft	0	0
Fraud Theft	1	0

Trooper Tobin recognizes traffic stops have more than doubled in the borough, due to residential complaints of violations in, areas being Llewelyn & Valleybrook Roads. On March 3rd at 7:44 p.m. a two-vehicle crash with injuries occurred at the intersection of Valleybrook & Llewelyn Road. Trooper Tobin encourages residents to call in or email where traffic violations occur in repeat areas so Troopers can focus on areas with traffic issues. On March 17th, 6:14 a.m. a call was made to the state police for an attempted burglary on the 16th. Unknowns tried to enter through a window with minor damage. FSU (Forensic Service Unit) was called for participation. Several nails were driven into the tires of vehicle at the residence. Investigation is ongoing. Anyone with information is encouraged to call tips into the police department. On March 25th at 4 a.m., a victim reported a domestic assault, including multiple physical injuries. Victim met the perpetrator through online dating, perpetrator was from Connecticut, came down for a visit. An argument began during the visit which resulted in a physical altercation. The victim was able

to provide great detail to perpetrators vehicle, which was found by the police department at a local hotel and perpetrator was taken into custody.

Monthly communicator information- due to the increase in availability for the COVID-19 vaccine an increase in online scamming for fake vaccines and getting personal information is occurring. Please report any form of fraudulent COVID-19 vaccine information, email, phone etc. "Customers" are being asked to pay \$400 - \$1,000 per injection. Please remember the COVID-19 vaccine is FREE. During February 3, Maryland residents were arrested for participating in COVID-19 vaccine scam. Also, Interpol announced vaccines being smuggled from China to South Africa. Gift card scams are on the rise again, the federal trade commission has helpful information on their website, please read information provided by all. Trooper Tobin also reminded Council and the public that she does teach classes for theft, fraud, identity theft if anyone is interested. President Baum thanked Trooper Tobin for sharing her report.

Public Comment:

Marta Driscoll – 458 A Lenni Road
 Elizabeth Mackinnon – 333 Willits Way
 Ron Surkin – 363 Valleybrook Road

Approval of Meeting Minutes:

March 1, 2021 Regular Council Meeting Minutes

MOTION Upon Motion, Council (Ellis.Clarke) voted and unanimously approved the March 1, 2021 Regular Council Meeting Minutes.

March 29, 2021 Work Session Meeting Minutes

MOTION Upon Motion, Council (Ellis.Adams) voted and unanimously approved the March 29, 2021 Work Session Meeting Minutes.

Approval of the March 2021 Treasurer Report

<i>Receipts</i>		
Real Estate Transfer	\$ 15,050.35	Treasurer of Delaware County
LST Tax	\$ 13,154.59	Berkheimer
February Collections	\$ 9,935.87	Maryann D Furlong, TC
Year End Collections	\$ 2,818.92	Maryann D Furlong, TC
2020 General	\$ 279.18	Maryann D Furlong, TC
2020 General	\$ 1,290.00	Maryann D Furlong, TC
Liquor License	\$ 200.00	Commonwealth of PA
Land Dev Application Fee	\$ 962.50	DJ Car Wash
U&O Inspection	\$ 90.00	4206 Lydia Hollow Dr
U&O Inspection	\$ 90.00	2 Ivy Ln
Shared TL Expense	\$ 722.02	Concord Twp
Plmg Permit	\$ 80.00	189 Bishops Dr
Bldg/Deck Permit	\$ 450.00	8 Miller Way
Bldg/Demo Permit	\$ 155.00	249 Wawa Rd

HVAC Permit	\$	155.00	200 Wawa Rd
Land Dev Application Fee	\$	962.50	106 W Baltimore Pk
Land Dev Application Escrow	\$	1,000.00	103-109 Valleybrook Rd
Land Dev Application Fee	\$	500.00	103-109 Valleybrook Rd
Reimburse Eng Invoice	\$	573.25	240 Wawa Rd
Reimburse Eng Invoice	\$	780.64	240 Wawa Rd
Reimburse Eng Invoice	\$	293.26	240 Wawa Rd
Reimburse Eng Invoice	\$	521.61	240 Wawa Rd
Fire Hydrant Reimburse	\$	72.60	Summit
Fire Hydrant Reimburse	\$	181.50	Brookefield
Fire Hydrant Reimburse	\$	181.50	Madison
TOTAL	\$	50,500.29	

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 03/30/21 @ 0.01%	\$	937,430.08	PLGIT GENERAL FUND
PLGIT I-Class 03/30/21 @ 0.02%	\$	305,154.87	PLGIT GENERAL FUND
Money Manager 02/30/21 @ 0.10%	\$	9,594.67	Santander #4079
Road Improv Fund 02/30/21 @ 0.10%	\$	62,881.09	Santander #4060
Total Funds	\$	1,315,060.71	

PA Liquid Fuels Fund Balance

Checking Account 03/30/21 @ 0.01%	\$	116,282.23	PLGIT Acct #5116038
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Open Space Fund Balance

PLGIT/ I-Class 03/30/21 @ 0.02%	\$	12,235.23	PLGIT Acct #5116056
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Fire Protection Fund Balance

Fire Protect Fund Check 03/30/21	\$	4,034.65	BMTC Fire Protect Fund #9579
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Expenditures

December Rent	\$	1,500.00	Chester Heights Fire Company
Qrtly Contribution	\$	7,500.00	Chester Heights Fire Company
Qrtly LST	\$	12,500.00	Chester Heights Fire Company
Liability, Workers Comp, Cyber Insur	\$	15,963.00	Arthur J Gallagher Risk Management
Office Cleaning	\$	160.00	Brenda Martin Cleaning Services
Monthly Storage Fee	\$	240.62	Mini U Storage
Various Bldg Permits	\$	3,062.13	Richard Jensen
1st Qtr Stipend	\$	165.05	Richard Jensen

Post Office Pick Up	\$	36.50	Opdenaker
Park Trash Qrtly	\$	91.50	Opdenaker
Reimburse/240 Wawa	\$	573.25	Catania Engineering Assoc
Reimburse/240 Wawa	\$	780.64	Catania Engineering Assoc
Reimburse/240 Wawa	\$	293.26	Catania Engineering Assoc
Reimburse/240 Wawa	\$	521.61	Catania Engineering Assoc
Property Maintenance Invc #52	\$	150.00	Scott's Lawn Service
Property Maintenance Invc #53	\$	150.00	Scott's Lawn Service
General Matters	\$	333.50	Peter J Rohana, Esq
General Matters	\$	1,914.00	Gerald C Montella, Esq.
Reimburse Rose Hill	\$	14.50	Gerald C Montella, Esq.
Road Mst/EMC Compensation	\$	843.68	Larry Ward
Fire Marshal Compensation	\$	615.20	Michael Ciocco
1st Qtr Stipend	\$	165.05	Michael Ciocco
Bluebird Houses/Park	\$	275.89	Duncraft
Computer Consulting Services	\$	112.50	Delta Computer Services
Postage	\$	77.00	Chester Heights Post Office
Cloud Storage	\$	40.48	Idrive
Spring/Summer Newsletter	\$	539.69	Hot Frog Print
Financial Consulting	\$	474.54	Barbara Bidekapp
Office Expense	\$	65.70	Office Basics
Recording Sec Compensation	\$	2,537.88	Darlene Kurten
PECO TL	\$	32.61	PECO
PECO SL	\$	295.89	PECO
Phone/Office/Fire Marshal	\$	117.51	Windstream
Open Records Officer Compensation	\$	562.09	Megan Killian
Office Expense	\$	45.00	Constant Contact
Office Expense	\$	56.17	Adobe
Meter Usage	\$	94.12	Graffen
PA Payroll Service Fee	\$	7.90	Official Payments
PA Payroll	\$	1,426.71	PA Dept of Rev
941 Payroll	\$	3,893.00	EFTPS
Sec/Treas Compensation	\$	4,113.92	Susan Timmins
Copier/Scanner	\$	161.42	De Lage Landen
3 Hydrants@ \$42.25 per Hydrant	\$	81.32	Aqua Pennsylvania
47 Hydrants@ \$36.30 per Hydrant	\$	1,706.10	Chester Water Authority
Total Expenditures	\$	64,290.93	

PA Liquid Fuels Fund Expenditures

Snow Removal Invc #10578	\$	6,490.00	Mor Outdoor Rejuvenation
Snow Removal Invc #10645	\$	720.00	Mor Outdoor Rejuvenation
Total Expenditures	\$	7,210.00	

Fire Protect Fund Expenditures

MOTION Upon, Motion, Council (Clarke.Ellis) voted and unanimously approved the March 2021 Treasurer Report.

Correspondence: Vice President Ellis reported multiple emails and letters were received and answered.

INSPECTOR'S REPORTS

Building Inspector –

Richard Jensen Total of 7 permits for month of March, 3 HVAC, 1 deck, 1 roof & 1 deck & roof and 1 electrical.

Fire Marshal –

Mike Ciocco 2 Incidents to report, please remember as we start cleaning up our properties from the winter storms leaving debris behind that – you need a permit to burn debris – and burning is only allowed on Friday and Saturday, fire must be put out at sunset. Burn permits can be found on the Chester Heights website.

Sewage Enforcement – No Report

Mike Ciocco

EMC-Roadmaster –

Larry Ward PA 1 calls were cleared, no issues. The County held their first EMC meeting. The first meeting was, informational and the meetings will be held quarterly.

Solicitor Reports

Solicitor Montella requested Council to ratify the Motion to hire Mr. Michael Maddren, Esq., Alternate Solicitor.

Ratification of Motion

Upon Motion, Council (Baum.Clarke) voted and unanimously approved to ratify the Motion to hire Mr. Michael Maddren, Esq., as the Alternant Solicitor. Council welcomed Mr. Maddren.

Solicitor Montella presented Escrow Release – Professional Services – for Wawa Corporate- At the February 22nd WS Meeting Council approved the Final Land Development Escrow Release for 240 Wawa Road in the amount of \$515,939.00. Solicitor Montella requested a Motion to release the amount of \$5,679.41 to Wawa Corporate for the Escrow Release of Professional Services which was also reviewed by Borough Alternant Solicitor.

MOTION

Upon Motion, Council (Baum.Lim) voted and approved the Escrow Release for Professional Services to Wawa Corporate in the amount of \$5,679.41. Council Clarke, Adams, voted Aye. Council Ellis Abstained.

Engineers Reports

Resolution 04-21-A

Engineer Houtmann presented Resolution 04-21-A Plan Revision for One Smithbridge Road-

Whereas, the Pennsylvania Sewage Facilities Act, as Amended, and the rules and regulations of the

Pennsylvania Department of Environmental Protection (DEP) adopted thereunder, Chapter 71 of Title 25 of the Pennsylvania Code, require the municipality to adopt an Official Sewage Facilities Plan providing for sewage services adequate to prevent contamination of waters of the Commonwealth and/or environmental health hazard from sewage disposal for a new land development conforms to a comprehensive program of pollution control and water quality management, and

Whereas, One Smithbridge, LLC has proposed the development of a parcel of land identified as One Smithbridge Road, and described in the attached Sewage Facilities Planning Module, and proposes that such subdivision be served by: Sewer tap-ins.

Whereas Chester Heights Borough finds that the subdivision described in the attached Sewage Facilities Planning Module conforms to applicable sewage related zoning and other sewage related municipal ordinances and plans, and to a comprehensive program of pollution control and water quality management.

Now, Therefore, Be It Resolved that the Borough of Chester Heights hereby adopt and submit to DEP for its approval as a revision to the "Official Sewage Facilities Plan" of the municipality the above referenced Sewage Facilities Planning Module which is attached hereto.

Engineer Houtmann informed Council the applicant has a conditional approval and will have to return to Borough Council for a Final Land Development approval and at that time Council can address concerns, questions etc. Since this property can't achieve a proper on-site sewage disposal system land development has been held up for close to 10 years but now has access to a public sewer tie-in, as of last year, Engineer Houtmann recommends Council to approve revised planning module.

MOTION

Upon Motion, Council (Baum.Ellis) voted and approved Resolution 04-21-A, a resolution for plan revision at One Smithbridge, LLC for the revised Sewage Facilities Planning Module for DEP to tap-in to public sewers. Council Adams, Lim Aye, Council Clarke Nay.

Engineer Houtmann reported:

The capacity of the Brookefield Pump Station. The pump station was designed to handle:

1. Camp Meeting
2. Brookefield
3. All of Smithbridge Road properties
4. Firehouse
5. Above and beyond the above listed properties, the pump station can handle an additional 27-45 properties (single family residential).

This is consistent with my design recommendation concerning the pump station during the plan approval process, and with Engineer Houtmann's assertions to Borough Council since that time.

President Baum inquired about residents that chose to connect to the pump station and costs that will incur for the resident. Each resident would have to purchase a grinder pump, a connection fee to SWDCMA (approx. \$7,400 - \$10,700, old quote). Solicitor Montella suggested contact with SWDCMA to discuss tapping fee estimate. President Baum reported the resident would have to pay for the excavation, grinder pump and the tap in fee which could estimate around \$22,000 - \$25,000 for public sewer tie in.

Mayor's Reports

Vice President Ellis presented the Mayor's Report:

Memorial Day Event – VFW 6613 – Bonaventure Park- Will provide a Color Guard and Rifle Team, on Monday, May 31st, at 9:30 – 10:00 am, in honor of those who have served our Country, in the Chester

Heights Borough. Please let the Borough know if we had any volunteers who would like to speak in honor of anyone who served in the Borough, also anyone who would like to play taps at the end of the service. Residents are requested to appear at the park after 9:00 am. A special thank you to resident Dave Smith, Valleybrook Townhomes for coordinating this event with the VFW and also, Dave Cleary with Chadds Ford.

Mayor Wood was contacted by a Boy Scout offering to do a beautification enhancement at the borough sign in honor of our late Mayor Stacey Smith.

The event committee is looking for someone to start preparation and planning for a 75th Anniversary Celebration late fall or early spring next year.

Mayor Wood has also been working on an IRA for employees that work full time for the borough.

Committee Reports

School District – Education – Training – Library –

Chair Susan Clarke, Members Ellis, Firkser

Mary Kay Beirne reported: 6th thru 12th grades, are planning to return to school for in person teaching on Monday, April 12th.

Superintendent Communication – Currently students are only able to access their information remotely for those with COVID-19 related symptoms or for exposure/quarantine. April 6th, ZOOM will be available for families and students experiencing COVID-19 symptoms not necessarily confirmed cases. The school district encourages anyone with symptoms or possible exposure to stay home, see medical advice and to use these tools to contact the school.

Debbie Miller reported for the library – Annual survey showed an 23% decrease, partly due to the library being closed for 25% of the time, due to COVID-19. There is an Eagle Scout project to raise funds to replace/refurbish the wooden sign outside the library.

Garnet Valley Food Pantry – Drop Box – on site at the library- for more information see the website.

Also, on the website, available to the community, are free virtual options. (chair yoga, webinars, museum webinar soon).

The library is not fully opened yet, they are hosting a browse and go, in which you are, allowed to enter for 15 minutes then exit. Curbside pickup is still available.

Tax forms are available – please call from parking lot and they will allow you to enter.

Finance – Insurance –

Chair Mayor Wood, Members Lim, Timmins

Pro Tem Lim requested a Motion to transfer money from PLIGT I-Class/Reserve Account – interest bearing 0.10% in the amount of \$305,160.23 to Santander Interest Bearing Account – interest bearing 0.10% in amount of \$305,160.23.

MOTION

Upon Motion, Council (Baum.Adams) voted and unanimously approved to transfer money from PLIGT I-Class/Reserve Account – interest bearing 0.10% in the amount of \$305,160.23 to Santander Interest Bearing Account – interest bearing 0.10% in the amount of \$305,160.23.

Pro Tem Lim requested a Motion to open a new Santander Interest Bearing Account for the estimated \$270,000.00, from the American Relief Act 2021. Interest bearing account 0.10%.

MOTION

Upon Motion, Council (Baum.Adams) voted and unanimously approved to allow Pro Tem Lim to open a new Santander Interest Bearing Account – 0.10% for the estimated amount of \$270,000.00, from the American ef Act 2021.

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 reported – the Newsletter was released April 1, some residents have already received. Thank you to all who helped. Also, the new website design has started and emailed to Vice President Ellis and Secretary Timmins for review.

Mayor’s Event Committee –

Chair Mayor Fred Wood, Members Anderson, Ellis

Vice President Ellis reported that she visited Father Steve at St. Thomas Church with Councilwoman Anderson. They are happy to report Father Steve is open to having future community events on the property, including movie night. They are looking into two movie night events, one after St Thomas school year ends and on possible in September.

Historical Committee –

Chair Sue Timmins, Member Firkser

Anne Searl reported – the historical committee has been working on design and placement of signage acknowledging the DiSalvo Family and their contributions to the Borough of Chester Heights for the last month. For their dedication to the fire company and their stand at the corner of Valleybrook & Llewelyn Roads. The historical committee has meant twice with Charles & Linda DiSalvo and has decided to place a commemorative sign in the pocket park in the area where the DiSalvo stand/market use to be. The sign will be double sided, powder coated aluminum custom fabricated four post sign 42” x 28” with a decorative roof. One side of the sign will display photos & descriptions of the DiSalvo stand/market and the second side photos and descriptions of the fire company. Previously Council approved an allocated budget for the sign in the amount of \$3,000.00. Anne Searl requested quotes from two different sign companies:

1. Legacy Sign Company - \$2,750.00 for sign and \$750.00 to install = \$3,500.00
2. Gopher Signs - \$3,215.00 for sign with roof and \$2,550 sign without roof – no installation offered – out of state.

Mrs. Searl explained the committee would like to use the local company, Legacy and sought approval for the extra cost of installation.

President Baum requested a Motion to approve the commemorative sign budget from \$3,000.00 to \$3,500.00 to allow the purchase of the sign and including installation. During discussion Pro Tem Lim

informed Council that the DiSalvo park already had a budget of \$11,000.00 and as long as the money was used for the commemorative sign at DiSalvo Park, the extra monies of \$500.00 is allowed for installation.

Pro Tem Lim updated Council on historical markers for historic residential houses in Chester Heights. A letter has been drafted and estimated cost has been received. Councilwomen Anderson and, Lim are creating a informational packet to be mailed to residents.

Planning – Zoning –

Chair Susan Clarke, Members Baum, Firkser

Councilwoman Clarke reported that there was not a planning commission meeting last month but one is expected at the end of this month.

Engineering – Construction – Inspections – No Report

Chair Susan Clarke, Members Baum, Firkser

Ordinance – Code Review –

Chair Susan Clarke, Members Baum, Firkser

Councilwoman Clarke has two ordinance reviews that will be discussed at the next Work Session meeting.

Public Safety – Environmental –

Chair Drew Baum, Member Firkser

President Baum received the activity report for the Chester Heights Fire Company for the Month of March:
8 – Building Responses, 4- Auto Fire Alarms, 2-Cover Assignments, 1-Brush Fire
7- Calls in 59, 3-Calls in 71, 2-Calls in 17, 1-Call in 66,10,46

- Fire Company participated in a Live Fire Training Exercise in West Chester on 3/20
- Fire Company also received its annual certification in Blood Borne Pathogens
- In addition, 15 members took a training course in Ice Rescue Awareness, which is the first of multiple upcoming water rescue training activities.

April Activities 4/1- Meeting/Maintenance Night, 4/8-Engine/Pump Ops1, 4/15-Engine/Pump Ops 2, 4/22- Vehicle Rescue, 4/29-Vehicle Rescue.

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 Lim, Wood

Pro Tem Lim updated Council on the community park. Engineer Houtmann is assisting with contractor questions so the project can get started and receive an installation date. Also, Engineer Houtmann has been working with Mr. Conrad to begin working on the walking trail.

Highways – Transportation –

Chair Dave Firkser, Member Larry Ward

Roadmaster Ward encouraged everyone to fill out a public survey to report the condition of Llewelyn Road for repaving.

Public Utilities – Trash – Recycling – No Report

Chair Laura M. Lim, Members Anderson, Ellis

Old Business: **No Report**

New Business: Councilwoman Clarke reported she had a few inquiries about the condition of the parking lot at the post office and wanted to see if something could be done. President Baum advised that if the parking lot was a public safety issue the building inspector can deliver a letter of concern. Engineer Houtmann informed Council now that the sewer tie-in was approved the parking lot could be completely reconstructed due to the sewer line installation.

President Baum updated Council on public comment made by Mr. Surkin, advising Council and the public the borough has not been engaged in conversations with the owner of One Smithbridge Road on a personal level.

Additional Period for Public Comment: No Report

ADJOURNMENT: **Upon *Motion*, Council (Ellis.Lim) unanimously voted to adjourn meeting at 8:39 p.m.**

Land Development Dates: **Rose Hill Lot Line**, Submitted Plans 09/24/20, Reviewed Planning Commission 10/22/20, Extension 01/20/21.
103-109 Valleybrook Road, Kheny Sketch Plan Submitted – March 12, 2021 Planning Commission Review – April 22, 2021.
106 Baltimore Pike, DJ Car Wash I LLC Sketch Plan Submitted – March 30, 2021.

Respectfully Submitted,
Darlene Kurten, Recording Secretary