



BOROUGH OF CHESTER HEIGHTS

53 W Baltimore Pike 2nd floor

P. O. Box 658

Chester Heights, PA 19017

Regular Council Meeting Agenda

August 12, 2024, at 7:00 pm

EXECUTIVE SESSION 6:30 PM: In accordance with Act 84, the Sunshine Law, Council will meet in Executive Session before the meeting to discuss personnel matters and potential litigation.

Call to Order President Driscoll called the meeting to order at 7:12 pm and led all those in attendance in reciting the Pledge of Allegiance.

Roll Call Marta Driscoll, President
Natalie Young, Vice President
Jeanne Montgomery, Pro Tem
Natalie Anderson, Councilmember
Drew Baum, Councilmember
Timothy Hudak, Councilmember
Ginamarie Ellis, Mayor

Officials Present Alex Baumler, Esq., Solicitor
Mike Kissinger, Engineer

MOTION: Upon Motion, Council (Young | Hudak) voted and unanimously approved to amend the August 12, 2024, Regular Council Meeting Agenda.

Public Comment: Ron & Erica Surkin
The couple has recently sold their home and will be moving. The Surkins introduced the new owners Kate & Andre Buck to Council and those present.

Walnut Hill Utility

Engineer Mike Kissinger, Mike Ciocco, and Walt Fazler met to discuss the treatment system for Walnut Hill Utility. An assessment is needed to confirm the lifespan of the current system and the cost to replace it. Council requested additional information on system conditions and finances for the treatment system.

Powell Acquisition

Robyn Jenney gave an update on the Land and Water Conservation Fund grant application. The National Park Service is requesting a letter confirming that the match funding for the fifty percent needed to purchase the Powell property is secured.



MOTION Upon Motion, Council (Young | Montgomery) approved to sign a letter stating that the borough has secured the fifty percent needed to purchase the Powell property.

Approval of Meeting Minutes:

July 1, 2024, Regular Council Meeting Minutes

MOTION Upon Motion, Council (Young | Hudak) voted and unanimously approved the Regular Council Meeting Minutes for July 1, 2024.

July 22, 2024, Work Session Meeting Minutes

MOTION Upon Motion, Council (Young | Hudak) voted and unanimously approved the Work Session Meeting Minutes for July 22, 2024.

Approval of Cash Disbursements: July 2, 2024, through August 12, 2024.

Liquid Fuels Fund

MOTION: Upon Motion, Council (Young | Hudak) voted and unanimously approved the Liquid Fuels Fund in the amount of \$860.71

General Fund

The total disbursements for the General Fund were amended due to the two uncategorized expenses and fraudulent checks adjusting the disbursement total from \$65,944.34 to \$58,244.24

MOTION: Upon Motion, Council (Young | Anderson) voted and unanimously approved the cash disbursement in the amount of \$58,244.34

Fire Protection and ARPA Funds

The balance sheets for Fire Protection and ARPA Funds were reviewed by Council and did not require action.

Secretary's Report: Multiple pieces of correspondence

- Discussed price quotes from Verizon for updating cellphones and Rothwell for purchasing two desktop phones.
- Reviewed monthly report for Brian Razzi, BCO:
 - Six building permits (building, demolition, plumbing, roofing, and HVAC)
 - Four permits needed additional information
 - Performed two requested permit inspections
 - Performed plan examinations for three properties (8 Smithbridge Rd, 31 Baltimore, and 479 Valleybrook Rd.)



- Answered multiple calls from borough staff and responded to emails from contractors and staff.

Reviewed monthly report for Pat McFadden, Zoning Officer:

- Submitted a report for 4 Rolling Heights (building permit for a fence)

Solicitor's Report:

Quiet Zone- Intergovernmental Agreement & Engineer's Agreement

Franchise Agreement

The franchise agreement is not finalized. Council will be updated on the progress of the agreement at our next meeting.

Draft for the Historical Preservation Ordinance

Solicitor Alex Baumler is working on a draft of the ordinance. A final draft will be ready for review in the fall.

“Catch All” Ordinance Update

The Ordinance is on track to be voted on at the September 3rd Regular Council Meeting.

Engineer's Report

Valleybrook Road – Emergency Pipe Repair

The sinkhole has gotten worse and is a safety issue. MOR Construction repaired the sinkhole with a metal plate which cost \$10, 000. The second repair consists of fixing the CMP pipe and filling in the sinkhole. MOR has submitted a proposal and the cost of the repair is \$28,500. ARPA funds will be used to resource the sinkhole repair.

MOTION

Upon Motion, Council (Young | Hudak) voted and retroactively approved funds not to exceed \$10,000 for the repair that was completed by MOR Construction.

Upon Motion, Council (Young | Hudak) voted and approved the emergency bid of \$28,500 to repair the manhole at Valleybrook and Route 1.

Mayor's Report: Mayor Ginamarie Ellis spoke with Representative Williams' staff for two weeks regarding the low hanging utility lines. Comcast temporarily fixed the low hanging wires by lifting the wires and trimming the trees back.

Fire Marshal Report:

Fire Marshal Samuel Iannucci updated Council on the following topics:

- Commercial fire safety inspections will be given every two years
- 31 units in Valleybrook were inspected



Citations

- 29 citations were submitted to property owners
- 15 citations were withdrawn due to the property owners submitting the fire safety application and paying the inspection fee

Madison

- Fire safety inspections were conducted on 244 units including the clubhouse and sewer plant
- All the hardwired smoke detectors in all of the units were replaced and smoke detectors in each of the bedrooms were installed
- Emergency exit lights were replaced

Darlington Square

- There was a complaint about people parking in the fire lane
- It was recommended that Darlington Square put up additional fire lane signs

COMMITTEE REPORTS

Finance and Administration

a. Finance and Administration

i. Fraud – Account Status- the Plagit account was closed and the funds from the General Funds account were transferred to Citadel

ii. Consider Motion – To adopt depository for the Borough - Citadel

MOTION Upon Motion, Council (Baum | Hudak) voted and unanimously approved Citadel as a depository for the borough.

iii. Consider Motion to apply for a borough credit card – to replace debit card use
1. Authorize Users

MOTION Upon Motion, Council (Baum | Hudak) voted and unanimously approved for the borrower to apply for the borrower credit card and replace the debit card used with the authorized users being the same as on the bank account.

iv. Consider Motion to move \$5.00 into the General Fund Savings Account

MOTION Upon Motion, Council (Baum | Hudak) voted and unanimously approved to move \$5.00 from the General Funds checking account into the savings account to make the accounts viable.

v. Consider Motion to Open (#1) Money Market Account for General Funds

MOTION Upon Motion, Council (Baum | Hudak) voted and unanimously approved to open (#1) Money Market account for General Funds



vi. Consider Motion to move \$300,000 from General Fund Checking Account into the (#1) Money Market Account for General Funds

MOTION Upon Motion, Council (Baum | Hudak) voted and unanimously approved to move \$300,000 from General Fund checking account into the (#1) Money Market account for General Fund

vii. Consider Motion to close Santander – General Fund and move all funds into (#1) Money Market for General Funds

MOTION Upon Motion, Council (Hudak | Anderson) voted and unanimously approved to close the Santander account and move the funds into a money market account to be established

viii. Change Premier Payroll, Municipay to new Citadel General Fund Checking Account

MOTION Upon Motion, Council (Baum | Hudak) voted and unanimously approved to change premier payroll, Municipay to Citadel General Fund from the current WSFS checking account.

ix. Consider Motion to Open (#2) Money Market Account for Infrastructure

MOTION Upon Motion, Council (Hudak | Anderson) voted and unanimously approved to set up a second Money Market account for the Infrastructure Fund

x. Consider Motion to Close Santander Infrastructure Account and move all funds into the new (#2) Money Market – Infrastructure Account

MOTION Upon Motion, Council (Baum | Hudak) voted and unanimously approved to close Santander Infrastructure Account and move all funds into the new (#2) Money Market – Infrastructure Account

xi. Consider Motion to Open (#3) Money Market Account for ARPA funds

MOTION Upon Motion, Council (Hudak | Baum) voted and unanimously approved to open (#3) Money Market Account for ARPA funds

xii. Consider Motion to close Santander ARPA Fund Account and move all funds into the new (#3) Money Market ARPA Fund account

MOTION Upon Motion, Council (Baum | Hudak) voted and unanimously approved to close Santander ARPA Fund account and move all funds into the new (#3) Money Market ARPA Fund account

xiii. Consider Motion - \$100,000 Bond for Christiana Barbour – Amount \$350.00

MOTION Upon Motion, Council (Baum | Hudak) voted and unanimously approved \$100,000 Bond for Christiana Barbour in the amount of \$350.00



xiv. FY25 Budget Introduction – information regarding the 2025 budget will be shared at the next meeting

Community Engagement

Pro Tem Jeanne Montgomery updated Council on the upcoming events for the borough:

- Diwali Event is scheduled for Saturday, November 16th
- The final articles for the fall newsletter were submitted
- Pros meeting is tentatively scheduled for Tuesday, August 27th
- Recycling Day is scheduled for Saturday, September 21st

Public Safety

In preparation for road closure emergencies Councilmember Hudak discussed the borough purchasing signs not to exceed \$500. Council will revisit the discussion at the next meeting.

Police Monthly Report

Tragically, someone tried to assassinate former President Donald Trump.

There were 21 requests for services which include 9 traffic enforcements and 4 motor vehicle crashes.

The Fire Company received 23 calls this month and 13 of the calls were in Chester Heights.

Other calls consists of 7 fire alarms, 5 medical, 3 gas leaks, 1 water leak, and 5 building fires.

There is an upcoming water rescue training.

Roadmaster's Report

All 301 calls were cleared. There was a tree down on Valleybrook Rd. Springfield Tree Company removed the tree. There is a mutual aid agreement by Delaware County. The agreement will be submitted to Darlene Kurten and Council will review it at the next meeting.

Infrastructure and Public Works No report

Old Business

Chester Heights Trail

Council is waiting for Matt Houtman to submit the report final report for the trail.

Darlene Kurten will follow up with Matt Houtman regarding the progress of receiving the final report. The final report will assist us in paying the contractor for the work done on the trail.



Stray Dog Contract

Brandywine Valley Veterinary Hospital gave a proposal for a contract of \$1,000. The borough will be responsible for finding a home for the dog.

New Business No report

Public Comment: No report

ADJOURNMENT: Upon Motion, Council (Anderson | Montgomery) voted and unanimously approved to adjourn meeting at 8:46 pm.

Respectfully submitted

Christiana Barbour

Land Development Dates:

479.Valleybrook Road: Plans Received 01.02.2024, Plans reviewed 01.25.2024, Revised Plans received 02.08.2024, Revised Plans 02.12.2024 (incomplete), DCPC Ltr Received 02.20.2024, Extension Letter 06.01.2024, Revised Plans Received 03.11.2024, Presented to Council 04.15.2024.