



**BOROUGH OF CHESTER HEIGHTS**  
**222 Llewelyn Road**  
**P. O. Box 658**  
**Chester Heights, PA 19017**

**Minutes of the Work Session Meeting  
of the Borough of Chester Heights  
The Village of Valleybrook Clubhouse  
265 Bishops Dr., Chester Heights, PA 19017**

**August 22, 2022**

**Call to Order** President Baum called the public meeting to order at 7:07 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 Anderson, Council Pro Tem  
Susan Clarke, Councilmember  
Marta Driscoll, Councilmember  
Robert Sacks Sr., Councilmember  
Ginamarie Ellis, Mayor

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

**Public Comment:**

Desiree Phillips – address provided- Camp Meeting update, working towards 9/15 deadline.

Presentation by Rick Tralies from Natural Lands – Darlington Tract Use Plan, for Darlington Creek Park. Presented draft site plans. Previously presented draft plans to the Borough Planning Commission. Mr. Tralies will meet with Mr. Houtmann. A pdf version of the presentation and a survey will be provided to residents for feedback. Vice President Lim spoke of future grant opportunities for the park.

Greg Homan – address provided – Hamanassets HOA, potential issues with parking and floodplain at proposed parking for Darlington Creek Park.

**Approval of June work session and July Regular Council Meeting Minutes**

Approval of the previously approved July 5 Regular Council Meeting Minutes due to minor Councilmember edits and updated dates for General Funds.

**MOTION** Upon Motion, Council (Sacks, Lim) voted and unanimously approved the July 5, 2022, Regular Council Meeting Minutes.

**MOTION** Upon Motion, Council (Lim, Sacks) voted and unanimously approved the June 27, 2022, Work Session Meeting Minutes.

Email migration – Email migration with Microsoft complete. \$127 month for 15 emails at \$8 each plus tax.

#### Finance

- Mileage Reimbursement update. Receipt and mileage are to be submitted to treasurer/secretary. Use current IRS rate to determine reimbursement pursuant to Resolution 04-22-A, Travel Expense Policy, and IRS rate are on file. IRS form to be used.
- Finance - New bank account for Delco Greenways Grant is needed. Sue Timmins, secretary/treasurer reached out to auditor and Solicitor Montella to review grant and determine need for interest bearing account.

Borough office copier – Borough office requested several proposals from copier representatives. Contract to be reviewed by solicitor.

Recycling Day – Resolution for Recycling Day to be approved. Chester Heights Recycling Day is Saturday, September 17, 2022, from 9-12pm at the Community Park. Residents can recycle small appliances.

School supply drive for Pathways – Mayor Ellis reported that the borough will be accepting school donations for the children of the Pathways Home.

Fire Station 75<sup>th</sup> Anniversary – Council discussed commitment for a table at the 75<sup>th</sup> Anniversary of the Fire Station, on October 1, from 12-3pm.

Stormwater Management Ordinance review – Mr. Houtmann gave MS4 updates, Borough's ordinance will model the county wide ordinance. Fees need to be included in ordinance. Need for Stormwater Management Agreements. Solicitor will publish notice or hearing.

**MOTION** Upon Motion, Council (Baum, Driscoll) voted and unanimously approved the motion for a public hearing to adopt the Stormwater Management Ordinance for Sept 19<sup>th</sup> at 7pm.

Award Valleybrook Rd culvert replacement bids – Mr. Houtmann reported the bids for the Valleybrook Road culvert replacement. The lowest bid was \$43,930 from JJ Danielle for the installation and PennDOT will provide the pipe.

**MOTION** Upon Motion, Council (Clarke, Sacks) voted and unanimously approved the motion to approve the bid of \$43,930 for JJ Danielle for the installation of the Valleybrook Road culvert.

Ring Cameras should be secured to ceiling in Borough office for optimal range and security.

Finance ARPA update – 1<sup>st</sup> payment was issued in mid-July. The Pennsylvania Association of Boroughs will update its website. No update has been made since July 2022.

Draft accessory building ordinance pending. The Ordinance Committee will meet on Sept 12, 2022 and Councilmember Clarke requested questions be forwarded to her.

Zoning/permit fee schedule- needs updated for next budget, hasn't been updated since 2012. Council needs to incorporate into next year's budget.

Announcement of proposed members of the Comprehensive Planning Committee – The members will be: Chris Leiser, John Lesky, Bob Adams, Drew Baum, Susan Clarke, Mayor Ellis, Fred Wood, Ron Surkin and Larry Paoella Jr. 9 total which is beneficial for any tiebreakers.

Notice of continuance for Zoning Hearing Board for 19 Smithbridge Road - From Friday August 12<sup>th</sup> to Tuesday, Sept 20<sup>th</sup> at 7pm, at the Valleybrook Clubhouse meeting room.

Listening session with the Senior Project Manager and the Executive Director, County of Delaware, is scheduled for Friday Aug 26<sup>th</sup>, 2022 at 11am.

Additional Period for Public Comment – no comments

**Executive Session** President Baum announced in accordance with the Act 84, the Sunshine Law that Council will meet in Executive Session to discuss matters related to a Borough lease/real estate agreement. Council met in Executive Session starting at 8:48pm and ending at 9:17pm.

No motion was made after executive session.

**ADJOURNMENT:** Upon Motion, Council (Sacks, Anderson) voted and unanimously approved to adjourn the meeting at 9:18 p.m.

Next Regular Council Meeting – Sept 6, 2022

Next Work Session – Sept 19, 2022

Land Development Dates - 53 Baltimore Pike - Submitted - June 18, 2021 Planning Commission Review August 26, 2021 - Extension September 6, 2022

Respectfully submitted,  
Amy Langa  
Recording Secretary