



BOROUGH OF CHESTER HEIGHTS

53 W Baltimore Pike 2nd floor
P. O. Box 658
Chester Heights, PA 19017

REGULAR COUNCIL MEETING MINUTES

August 7, 2023

Call to Order President Baum called the public meeting to order at 7:01 PM 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, 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

Executive Session: President Baum announced in accordance with Act 84 – the Sunshine Law, that Council met in Executive Session from 6:27 PM – 6:56 PM to discuss matters related to (1) Powell Property acquisition located at 229 Valleybrook Road, (2) 15 Smithbridge Road – property use, and (3) Old Quarry Knoll | Octoraro Terrace – permits. No motions were approved.

Public Comment: No Comments

Approval of Meeting Minutes:
June 5, 2023 Regular Council Meeting Minutes

MOTION Upon Motion, Council (Clarke|Baum) voted and unanimously approved the June 5, 2023 Regular Council Meeting Minutes.

July 10, 2023 Regular Council Meeting Minutes

MOTION Upon Motion, Council (Clarke|Sacks) voted and unanimously approved the July 10, 2023 Regular Council Meeting Minutes.

Approval of Cash Disbursements:

Cash Disbursements of the General Fund – July 11, 2023 through August 7, 2023 in the amount of \$32,851.84.

MOTION

Upon Motion, Council (Baum|Anderson) voted and unanimously approved the Cash Disbursements for the General Fund in the amount of \$32,851.84.

Cash Disbursements of the Liquid Fuels Fund – July 11, 2023 through August 7, 2023 in the amount of \$991.87.

MOTION

Upon Motion, Council (Anderson|Baum) voted and unanimously approved the Cash Disbursements for the Liquid Fuels Fund in the amount of \$991.87.

Correspondence:

Inspector's Reports:

- **Building Inspector**
- **Fire Marshal-** Mike Ciocco reported a tree down at Valleybrook Road, 3 State Troopers directing traffic. Normal cooking incidents, a burn permit rescinded due to fire being too large, reminder burn permits are issued for residents not commercial use. A resident at Darlington Woods requested the fire wall be checked and a resident, complaint about possible (5 year) construction above them. Catania has been notified and is handling.
- **Sewage Enforcement**
- **EMC|Roadmaster**
- **Zoning**

Solicitor's Reports:

Solicitor Montella presented Resolution #08-2023-A, A Resolution of the Borough of Chester Heights, allowing Council to schedule the "Chester Heights Recycling Day" on Saturday, September 16, 2023 from 9:00 AM to 12:00 PM at the Chester Heights Community Park.

MOTION

Upon Motion, Council (Clarke|Sacks) voted and unanimously approved Resolution #08-2023-A, a Resolution of the Borough of Chester Heights approving Council to schedule the "Chester Heights Recycling Day" on Saturday, September 16, 2023 from 9:00 AM to 12:00 PM at the Chester Heights Community Park.

Engineers Reports:

Engineer Houtmann updated Council – The Walking Trail Bids are due August 11, 2023, the Inlet Bids for Isle Drive are due Tuesday, August 22, 2023.

Powell Subdivision, plans have been received and recommended approval by planning commission. Request for approval to submit the application to County Health Department for the Subdivision Plan and soil testing for the property.

MOTION

Upon Motion, Council (Baum|Sacks) voted and approved for Engineer Houtmann to submit the application for the Subdivision Plan and soil testing to the County Health Department for 8 Smithbridge Road.

Mayor's Report: Mayor Ellis – Reported she received an Emergency Update from EMC Larry Ward who requested the Mayor Declare a State of Emergency due to damage and road closures being caused by a severe wind and rainstorm during the Council meeting.

Committee Reports:

School District | Education | Training | Library

Chair Marta Driscoll, Members Clarke, Miller, Chestnut

Debbie announced September 19th the library will be hosting their fund raiser dinner, \$100 per person and raffle tickets. A lemonade stand raised \$170 for the library, (in Brookefield).

Finance | Insurance

Chair Laura M. Lim, Members Anderson, Timmins

Vice President Lim announced the Finance Committee will be meeting August 14, 2023, at 6:00 PM.

➤ **Fire Company Finance** subcommittee

Chair Drew Baum, Member Lim

Nominating Vacancy

Chair Bob Adams, Member Baum

Communications | Public Relations

Chair Ginamarie Ellis, Members Lim, Sacks

Mayor's Event Committee

Chair Ginamarie Ellis, Members Anderson, Sacks

Historical Committee

Chair Susan Timmins, Members Anderson Ieradi, Searl

Planning | Zoning

Chair Susan Clarke, Members Adams, Baum

➤ **Comprehensive Plan** subcommittee update

Councilwoman Clarke updated Council with the submissions of providers and costs of the scope of work needing to be done. The team of Sarcinello Planning & GIS Services, Ray Ott & Associates, and Therkauf Design & Planning between \$50,000 - \$64,000.00.

MOTION

Upon Motion, Council (Baum|Driscoll) voted and unanimously approved the team of Sarcinello Planning & GIS Services, Ray Ott & Associated, and Therkauf Design & Planning in the amount variance of \$50,000 – \$64,000.00.

Engineering | Construction | Inspections

Chair Susan Clarke, Members Adams, Baum

Ordinance | Code Review

Chair Susan Clarke, Members Baum, Driscoll, Ellis

Public Safety | Environmental

Chair Bob Adams, Members Baum, Sacks

Borough Property | Parks | Open Space

Chair Drew Baum, Members Lim, Sacks

Vice President Lim updated Council DELCO Mini Parks Green Grant (\$50K), Ann Hutchenson is retiring, and Rick Tralies will be assigned to this project. Within the next month field assessments will begin. The Community outreach program will begin in October.

Highways | Transportation

Chair Robert Sacks, Member Ward

Public Utilities | Trash | Recycling

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

Vice President Lim announce Recycling Day is September 16, 2023 at the Chester Heights Community Park from 9:00 AM – 12:00 PM. This year Delaware County – “Take Back Drugs” program will be there, and will also supply us with Deterra Bags for residents who can’t make the event. Vice President Lim is working with Jim Haggerty for Boy Scout volunteers.

Old Business

New Business

Pro Tem Anderson requested a Motion – the official appointment of Darlene Kurten as Administrative Assistant, a FLSA non-exempt position, with terms and conditions of employment as stated in the offer of employment executed on July 11, 2023.

MOTION

Upon Motion, Council (Clarke|Sacks) voted and unanimously approved the official appointment of Darlene Kurten as Administrative Assistant, a FLSA non-exempt position, with terms and conditions of employment, as stated in the offer of employment executed on July 11, 2023.

Vice President Lim requested a Motion to hire Cathy Bradfield at \$25.00 an hour, not to exceed \$375.00, 5 hours per month and for the term of 3 months. This is to correct the property mailing addresses in the Borough of Chester Heights, to update county records and also the 911 call-center listing. All corrections will be submitted to Maryann Furlong for approval before submission to the County Assessor.

MOTION

Upon Motion, Council (Anderson|Sacks) voted and unanimously approved to hire Cathy Bradfield at the rate of \$25.00 dollars an hour, not to exceed the amount of \$375.00, 5 hours per month and for the term of 3 months.

Additional period for Public Comment:

ADJOURNMENT: Upon Motion, Council (Sacks|Lim) voted and unanimously approved to adjourn the meeting at 7:26 PM.

Land Development Dates:

8 Smithbridge, Plans submitted - October 3, 2022, Planning Commission Review - October 27, 2022, Extended on January 23, 2023, until April 23, 2023, extended until October 20, 2022.

Respectfully Submitted,
Darlene Kurten
Recording Secretary

