



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

Borough Council Work Session Meeting Minutes

December 19, 2022

The Village of Valleybrook Clubhouse
265 Bishop Drive at 7pm to include
Continued Public Hearing on 2023 Budgets and
Public Hearing on Proposed Ordinance 217: Business Privilege Tax

- Call to Order** Vice President Lim called the public meeting to order at 7:00pm and led those in attendance in the reciting of the Pledge of Allegiance.
- Executive Session** In accordance with Act 84, the Sunshine Law, Council will meet in Executive Session near the conclusion of the meeting to discuss matters regarding 1 Smithbridge Road.
- Amended Agenda** Amended Agenda to include Real Estate Tax Levy and approval of 2023 Budgets. (Anderson, Adams) made the motion to approve the amended Agenda.
- Members Present** Laura M. Lim, Vice President
Natalie Anderson, Pro Tem
Bob Adams, Councilmember
Marta Driscoll, Councilmember
Ginamarie Ellis, Mayor
- Officials Present** Gerald C. Montella, Esq., Solicitor
Matthew R. Houtmann, P.E., Engineer

Solicitor Montella noted a quorum of Council is present.

Public Hearing for Consideration of Adoption of Final 2023 Budgets continued from December 5, 2022.
Public Hearing opened at 7:02pm. The hearing was continued from December 5, 2022, due to Council requesting comparison of 2021, 2022, and 2023 budgets and time to review.

Vice President Lim reported that Councilmembers received the requested 2021, 2022, 2023 comparison documents. No Council comments. No public comment.

MOTION Upon Motion, Council (Lim, Anderson) voted to adjourn the 2023 Budgets Public Hearing.
Public Hearing adjourned at 7:04pm.

Public Hearing for Consideration of Ordinance 217, Business Privilege Tax

Public Hearing opened at 7:04 pm. Summary of Ordinance was published as required in Delaware County Times. Attested copy was delivered to Delaware County Law Library. Adding Sections 166-20 and 166-30. Summary of Ordinance includes person engaging in business in the Borough with over \$12,000 of gross receipts shall pay an annual business privilege tax for the tax year beginning January 1, 2023, and each year thereafter, in the sum of two hundred dollars (\$200.00). Registration will be required and payments due April 15th. The Ordinance will be effective 31 days after enactment.

Two Resolutions will be considered for adoption related to Ordinance 217.

No Council comments.

Public comments: Tim and Anne Searl – address provided – questions and objection to purpose of Business Privilege Tax, Vice President Lim reported Borough income needed to cover increasing expenses. Process of application forms and registration with Berkheimer was discussed.

MOTION Upon Motion, Council (Lim, Adams) voted to adjourn the Business Privilege Tax Public Hearing for Ordinance 217.

Public Hearing adjourned at 7:18pm.

Public Comments:

No comments

MOTION Upon Motion, Council (Lim, Anderson) voted and approved the adoption of Ordinance 217: Sections 166-20 and 166-30 Business Privilege Tax. Councilmember Driscoll opposed.

Due to 3-1 Vote, Solicitor voiced concern whether the motion to approve was sufficient to pass. Solicitor expressed concern without a quorum. Brief discussion related to option of Special Meeting or continue to next public meeting in January after public notice. Solicitor asked for adoption of Ordinance and Resolutions be deferred.

Budget

Council Considered the adoption of the 2023 Budget

2023 American Rescue Plan Fund Final Budget

Total Revenue: \$217,240.00

Total Expenses: \$215,000.00

MOTION Upon Motion, Council (Lim, Driscoll) voted and unanimously approved the 2023 American Rescue Plan Fund Final Budget.

2023 Fire Protection Fund Final Budget

Total Revenue: \$137,486.36

Total Expenses: \$135,742.07

MOTION Upon Motion, Council (Adams, Lim) voted and unanimously approved the 2023 Fire Protection Fund Final Budget.

2023 Liquid Fuels Final Budget

Total Revenue: \$74,834.45

Total Expenses: \$72,860.00

MOTION Upon Motion, Council (Lim, Adams) voted and unanimously approved the 2023 Liquid Fuels Fund Final Budget.

2023 General Fund Final Budget

Total Revenue: \$787,786.68

Total Expenses: \$787,786.68

MOTION Upon Motion, Council (Adams, Anderson) voted and approved the 2023 General Fund Final Budget. Councilmember Driscoll voted yes but opposed revenue associated with the Business Privilege Tax and rent expense for office space.

SEPTA bus changes will be readdressed at the next Council meeting.

Resolution for Zoning Hearing Board vacancy

MOTION Upon Motion, Council (Lim, Driscoll) voted and unanimously approved Resolution 12-22-C appointing Tim Hudak to Alternate Member on the Chester Heights Zoning Hearing Board.

Mr. Houtmann gave update on Small Water Grant finalization.

Sue Timmins, Secretary/Treasurer, gave update on the Borough researching methods to accept credit card payments on our website, mainly for permits. Checks would still be accepted.

Solicitor Montella updated the public and Council that the majority vote for a quorum states “a majority of those present” which would allow for the adoption of the Business Privilege Tax with a vote of 3:1 with 4 Councilmembers present.

MOTION Upon Motion, Council (Lim, Adams) voted and approved the adoption of Ordinance 217: Business Privilege Tax. Councilmember Driscoll opposed.

MOTION Upon Motion, Council (Lim, Anderson) voted and approved Resolution 12-22-D Appointment Resolution for Business Privilege Tax and appoints Berkheimer as its exclusive collector of its Business Privilege Taxes. Councilmember Driscoll opposed.

MOTION Upon Motion, Council (Lim, Adams) voted and approved Resolution 12-22-E to appoint a liaison, between the Borough of Chester Heights and Berkheimer. Sue Timmins, Secretary/Treasurer is the authorized representative to make requests. Councilmember Driscoll opposed.

The Business Privilege Tax will take effect three weeks from today’s date of December 19, 2022.

Solicitor Montella commented that SEPTA will attempt to take responses or complaints.

EXECUTIVE SESSION –1 Smithbridge Road - from 7:47pm to 8:05pm.

No motions were made during or after the Executive Session.

Public Comments

No comments

Next Regular Council Meeting – January 3, 2023, at NEW LOCATION of 53 W Baltimore Pike.

Next Work Session – January 23, 2023

ADJOURNMENT: Upon Motion, Council (Lim, Adams) voted and unanimously approved to adjourn the meeting at 8:06pm.

Land Development Dates: 8 Smithbridge, Submitted plans October 3, 2022, Planning Commission Review
October 27, 2022, Need extension after January 25, 2023

Respectfully submitted,
Amy Langa
Recording Secretary