



**BOROUGH OF CHESTER HEIGHTS**  
53 W Baltimore Pike 2<sup>nd</sup> floor  
P. O. Box 658  
Chester Heights, PA 19017  
**Regular Council Meeting Minutes**  
**December 4, 2023**

**Call to Order** President Baum called the Meeting to order at 7:00 PM and led those in attendance in reciting the Pledge of Allegiance.

**Roll Call** Drew Baum, President  
Natalie Anderson, Pro Tem  
Marta Driscoll, Councilmember  
Robert Sacks, Sr., Councilmember  
Ginamarie Ellis, Mayor

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

**Public Hearing** **Called to order at 7:01 PM.**  
Solicitor Montella announced the purpose of the public hearing is to consider the final adoption of the proposed 2024 Preliminary Budgets. The Preliminary Draft Budgets were first proposed and discussed on October 23, 2023 at the Work Session Meeting and again on November 6, 2023 at the Regular Council Meeting. The Borough Code requires Public Notice. Borough published in Delaware County Daily Times, as well as dates for public inspection. Proof of Publication made part of record. A complete copy of the entire 2024 Proposed Budget was open for public inspection from Monday, 11/13/2023 through Friday 11/23/2023 at the Borough Office and posted on the Borough Website. During the Public Inspection period there were no written comments received from the public.

For the purpose of Council's Consideration of the adoption for the 2024 Budgets:

Borough of Chester Heights 2024 General Fund Budget:

Income = \$778,089.00

Expenses = \$778,089.00

Net Income =\$0.00

Borough of Chester Heights 2024 Liquid Fuels Budget:

Income =\$85,800.00

Expenses =\$85,800.00

Net Income =\$0.00

Borough of Chester Heights 2024 Fire Protection Budget:

Income =\$136,856.24

Expenses =\$132,800.00

Net Income =\$4,056.24



Borough of Chester Heights 2024 American Rescue Plan Budget:

Income	=\$149,000.00
Expenses	=\$110,000.00
Net Income	=\$39,000.00

Solicitor Montella opened the public hearing to comments from Council and the Public:

There were no comments from Council or the public.

Solicitor Montella concluded the Public Hearing, Council will consider a Motion to approve the adoption of the 2024 General Fund, Liquid Fuels, Fire Protection and ARPA budgets during the Regular Council Meeting. Council will also consider a Motion to approve Resolution 2023.12.A Adopting the Borough Tax Mileage for the 2024 year.

**Adjournment of Public Hearing – For the purpose of Council’s Consideration of the Adoption for the 2024 Budgets ended at 7:05 PM.**

**Regular Council Meeting Call to Order at 7:05 PM:**

**Public Comment:**

Danny George – Brookefield Bus Stop Update request and next steps Brookefield HOA needs to take.

**Amend Agenda:**

President Baum requested consideration to amend the agenda to include Resolution 2023.12.A A Memorial Resolution in Honor of Mark Carroll. No official action will be taken.

***MOTION***

Upon Motion, Council (Driscoll | Sacks) voted and unanimously approved to amend the agenda to include review of Resolution 2023.12.A, a Memorial Resolution in Honor of Mark Carroll.

**Approval of Meeting Minutes:**

Approval of the Regular Council Meeting Minutes for November 6, 2023.

***MOTION***

Upon Motion, Council (Anderson | Sacks) voted and unanimously approved the Regular Council Meeting Minutes for November 6, 2023.

Approval of the Work Session Meeting Minutes for November 20, 2023.

***MOTION***

Upon Motion, Council (Driscoll | Sacks) voted and unanimously approved the Work Session Meeting Minutes for November 20, 2023.



**Approval of the Cash Disbursements November 7, 2023 through December 4, 2023.**

**MOTION** Upon Motion, Council (Sacks | Baum) voted and unanimously approved the General Fund Cash Disbursements for November 7, 2023 through December 4, 2023 in the amount of \$64,472.80.

**MOTION** Upon Motion, Council (Baum | Driscoll) voted and unanimously approved the Liquid Fuels Cash Disbursement(s) in the amount of \$1,448.49.

**MOTION** Upon Motion, Council (Driscoll | Sacks) voted and unanimously approved the Fire Protection Fund Cash Disbursement(s) of Tax Duplicate (Corelogic) amount of -\$1,237.95 and Tax Duplicate (Wells Fargo) in the amount of -\$52.68 and the Chester Heights Fire Company Tax Collections in the amount of \$9,901.00.

**RATIFY MOTION** Upon Motion, Council (Baum | Sacks) voted and unanimously approved to Ratify Motion to approve the 2024 Meeting Dates.

**RATIFY MOTION** Upon Motion, Council (Baum | Driscoll) voted and unanimously approved to Ratify Motion to authorize the Secretary to advertise the 2024 Meeting Dates and Re-Organization Meeting.

**Correspondence:** Mayor Ellis presented the November 2023 Chester Heights Borough PSP Report:

Incident Type	2022 November	2023 November	% Change
CRASHES	6	3	50%
DUI ARRESTS	1	0	---
TRAFFIC STOPS	9	16	78%

Incident Type	2022 November	2023 November	% Change
BURGLARY	0	0	---
CRIM. MISCHIEF	0	2	---
THEFT	1	5	400%
RETAIL THEFT	1	0	100%
THEFT – FRAUD	0	1	---
DOMESTIC VIOLENCE	1	1	0%

Mayor Ellis updated Council that a police report was filed for vandalism of park signs at the Chester Heights Community Park. Mayor Ellis is researching sign replacement costs.

A resident of Chester Heights believes the St. Thomas entrance\exit at Valleybrook Road is dangerous during school hours.



**Inspector's Reports:**

Building Inspector: NO Report

Fire Marshal: Mayor Ellis presented the Fire Marshal Report:  
12 Bonnie Lane | Carbon Monoxide Detector activation | Low Battery  
317 Llewellyn Road | AFA Smoke Detector | False alarm from cooking  
219 Windsor Court | Reported Power Outage | Resolved

Chester Heights Fire Company No. 1 | November 2023 | 21 Calls  
8 | Medicals  
5 | Building Responses  
2 | Accidents  
2 | Fire Alarms  
1 | Brush  
1 | Gas Leak  
1 | CO Alarm  
1 | Wires  
13 Calls in Chester Heights

Mayor Ellis received a phone call from the Fire Chief from the scene of a multi vehicle accident at Route 1, across the street from Red Roof at Little Forge Hill Road. The stone retaining wall is compromised and needs attention. PennDOT was notified. The homeowner will need to submit insurance claim and fix.

Sewage Enforcement: No Report

EMC | Road Master: Road Master Ward reported that he will be attending an upcoming meeting with the County for EMC. All PA 1 calls have been cleared.

Zoning: No Report

**Solicitor Reports:**

***RATIFY MOTION*** Upon Motion, Council (Baum | Driscoll) voted and unanimously approved to Ratify Motion for 8 Smithbridge Road application for unified commercial development under section 185.74.

***RATIFY MOTION*** Upon Motion, Council (Driscoll | Sacks) voted and unanimously approved to Ratify Motion For the 2023-2024 Winter Services Contract awarded to MOR Construction for a 1 (one) year contract.

Request Council to consider a motion to approve the 2023-2024 Winter Services Contract with MOR Construction, a 1 (one) year contract.

***MOTION*** Upon Motion, Council (Sacks | Driscoll) voted and unanimously approved the 2023-2024 Winter Services Contract with MOR Construction, a 1 (one) year contract.



**Engineer's Report:**

***RATIFY MOTION***

Upon Motion, Council (Baum | Sacks) voted and unanimously approved to Ratified the Motion to release Old Quarry Knoll – Escrow Release #2 in the amount of \$36,297.54.

Engineer Houtmann updated Council on the Walking Trail:

The Chester Heights Community Park Trail is largely completed. The foundations for the Bridges have been delivered. The bridges were ordered and delivered to the site.

JJ Danial which is doing the work to install the two pedestrian bridges over the small streams at the cost of \$8,200.00.

Engineer Houtmann asked Council to consider a Motion to authorize the contractor to install the two pedestrian bridges in the amount of \$8,200.00.

***MOTION***

Upon Motion, Council (Baum | Sacks) voted and unanimously approved Engineer Houtmann to authorize the contractor to install the two pedestrian bridges in the amount of \$8,200.00.

Garnet Reserve – Escrow Release #3

Item	Description	Quantity	Sub - Total
4.9	SWM Bed #2	1	\$36,708.00
4.10	SWM Bed #3	1	\$30,765.00
4.11	SWM Bed #4	1	\$38,630.00
4.12	SWM Bed #5	1	\$34,086.00
4.13	SWM Bed #6	1	\$18,747.00
4.14	SWM Bed #7	1	\$23,598.00
4.15	SWM Bed #8	1	\$36,708.00
		<b>TOTAL</b>	<b>\$219,242.00</b>

Engineer Houtmann asked Council to Consider a Motion for Escrow Release #3, Garnet Reserve – formerly Old Quarry Knoll in the amount of \$219,242.00 with a remaining Escrow amount of \$125,000.00.

***MOTION***

Upon Motion, Council (Baum | Anderson | Sacks) voted and approved Escrow Release #3, Garnet Reserve – formerly Old Quarry Knoll in the amount of \$219,242.00 with a remaining Escrow amount of \$125,000.00. Councilmember Driscoll voted Nay.

Engineer Houtmann – Brookefield Update – addressed any outstanding questions regarding the Brookefield Bus Stop. Also, Brookefield is having emergency issues with sewage backup and would need to call SouthWest Sewer Authority for sewer emergency.

Eagle Contracting – Inlet Repair at 14 Highland Drive

The work for 14 Highland Drive was bid out to Eagle Contracting in the amount of \$12,900.00 and the work has been completed. Engineer Houtmann asked Council to Consider a Motion to pay contractor.



**MOTION** Upon Motion, Council (Baum | Driscoll) voted and unanimously approved to pay Eagle Contracting in the amount of \$12,900.00 for completion of work done to 14 Highland Drive Inlet.

**Mayor's Report:** No Report

**Committee Reports:**

▪ **School District | Education | Training | Library**

Chair Marta Driscoll, Members Clarke, Miller, Chestnut

Debbie Miller updated Council on the library news:

Construction has been completed and the Grand Opening is this Saturday, December 9, 2023 From 2:00 PM to 4:00 PM. The space for the library has almost doubled in size for the children's Section. There are now private rooms or room for teenagers to gather and work on group school projects and/or homework. The library is in the middle of their fund raising and have raised \$38,000.00 in a short amount of time. Canned goods are also being collected if anyone would like to bring anything non-perishable to drop off.

▪ **Finance | Insurance**

Chair Laura M. Lim, Members Anderson, Timmins

For the purpose of Council's Consideration of the adoption for the 2024 Budgets:

Borough of Chester Heights 2024 General Fund Budget:

Income = \$778,089.00

Expenses = \$778,089.00

Net Income = \$0.00

**MOTION** Upon Motion, Council (Baum | Anderson) voted and unanimously approved the 2024 General Fund Budget.

Borough of Chester Heights 2024 Liquid Fuels Budget:

Income = \$85,800.00

Expenses = \$85,800.00

Net Income = \$0.00

**MOTION** Upon Motion, Council (Driscoll | Baum) voted and unanimously approved the 2024 Liquid Fuels Budget.

Borough of Chester Heights 2024 Fire Protection Budget:

Income = \$136,856.24

Expenses = \$132,800.00

Net Income = \$4,056.24

**MOTION** Upon Motion, Council (Driscoll | Sacks) voted and unanimously approved the 2024 Fire



Protection Budget.

Borough of Chester Heights 2024 American Rescue Plan Budget:

Income	=\$149,000.00
Expenses	=\$110,000.00
Net Income	=\$39,000.00

**MOTION**

Upon Motion, Council (Baum | Anderson) voted and unanimously approved the 2024 ARPA Fund Budget.

Solicitor Montella asked Council to consider adopting Resolution #2023.12.A.

A Resolution fixing the 2024 tax rate. There will be no increase for 2024, therefore a Resolution fixing the tax rate for 2024 is acceptable as opposed to an ordinance to raise taxes.

The Resolution is to approve the tax rate for general purposes the Sum of 0.200058 mills for each dollar of assessed valuation. The tax rate for the Fire Services tax in the Sum of 0.28 for each dollar of assessed valuation transfers of real estate in the Borough in the Sum of one half, of 1% (0.05%) for the sale of real estate transfer.

**MOTION**

Upon Motion, Council (Baum | Driscoll) voted and unanimously approved Resolution #2023.12.A. A Resolution fixing the tax rates for 2024.

○ **Fire Company Finance Subcommittee – No Report**

Chair Drew Baum, Member Lim

▪ **Nominating Vacancy – No Report**

Chair Bob Adams, Member Baum

▪ **Communications | Public Relations – No Report**

Chair Ginamarie Ellis, Members Lim, Sacks

▪ **Mayor’s Event Committee**

Chair Ginamarie Ellis, Members Anderson Sacks

Mayor Ellis announced “Milk and Cookies with Santa” on Saturday, December 9, 2023 from 4:30 PM to 6:30 PM.

▪ **Historical Committee – No Report**

Chair Susan Timmins, Members Anderson, Ieradi, Searl

▪ **Planning | Zoning – No Report**

Chair Susan Clarke, Members Adams, Baum

▪ **Engineering | Construction | Inspections – No Report**

Chair Susan Clarke, Members Adams, Baum

▪ **Ordinance | Code Review – No Report**

Chair Susan Clarke, Members Baum, Driscoll, Ellis

▪ **Public Safety | Environmental – No Report**

Chair Bob Adams, Members Baum, Sacks

▪ **Borough Property | Parks | Open Space – No Report**

Chair Drew Baum, Members Lim, Sacks

▪ **Highways | Transportation -**

Chair Robert Sacks, Member Ward



Council received a request from a Chester Heights resident who would like a Traffic Study done at Route 1 and Valleybrook Road. Engineer Houtmann previously sent a traffic study of the intersection to DCCP from a recent proposed project to determine if the previous study is feasible to use.

▪ **Public Utilities | Trash | Recycling – No Report**

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

**Old Business:** Maryann Furlong | Managerial Consultant – Final Report

Maryann was hired to come into the Borough office and do an evaluation of the staff members and the hours being worked, shortly after being hired two staff members resigned. Maryann was then tasked with advertising for an Administrative Assistant. Darlene Kurten was hired back as an Administrative Assistant. Most of Maryann's work was executed in June and July to provide summaries and analysis to include in the report. Maryann is the Tax Collector for the Chester Heights Borough and managed for 12 years at Chadds Ford Township. Maryann presented Council with the draft personnel manual for review.

Maryann then described that working in the borough office takes a very unique skill set, having Specific knowledge of many things and a timeline for those such as the Liquid Fuels budget, certain forms that need to be filed by the end of the year, some in early January, some in April. If those three or four forms aren't filed, it would cost the borough \$80,000 to \$90,000. It is extremely important to have employees that have that knowledge and that experience on staff. With Sue cutting back on her hours Sue has many years of experience and is very trustworthy Maryann believes Borough Council should take her consideration of hiring a manager. Maryann asked Council if there were any comments: No report.

President Baum asked Council to Consider a Motion to close the Borough office to the Public on Fridays for the month of December 2023. The Secretary will post on the Website and at the office.

**MOTION** Upon Motion, Council (Sacks | Driscoll) voted and unanimously approved to close the office to the Public on Fridays for the month of December 2023.

**New Business:** Council discussed the open vacancies on the Planning Commission (2 Seats) and the Zoning Hearing Board (2 Seats) and agreed to post the openings on the Borough Website and encourage, anyone interested please send letters of interest to the Borough office by December 31, 2023.

Council discussed Catania Engineering and the engagement letter. Most of the questions related to both new construction and new residential construction projects. Catania will bill 50% of the permit fee, the first payment will be 25% of the 50% and the second payment will be issued upon completion and the issue of the CO (Certificate of Occupancy). Council discussed Use & Occupancy fees and concerns with the Fire Code Ordinance and Fee Schedule and the updates needed to move forward.



**Resolution #2023.12.B A Memorial for Mark Carroll**

Mayor Ellis read Resolution #2023.12.B – Council and the Mayor honored resident Mark Carroll for his many years of public service to the Chester Heights Community; and Whereas, Mark was appointed as a member of the Borough’s Planning Commission, some 28 years ago on April 3, 1995, having served with distinction, during his time on the PC Board Mark also was elected as a Councilman on June 4, 1996. Mark resigned from Council to become the Borough’s Mayor on March 12, 2001 until January 2, 2018. Mark continued his role as a member of the Borough’s Planning Commission until his retirement which begins on December 31, 2023. Thank you Mark and Sue for all the years of dedicated service.

**Additional period for Public Comment: No Report**

**ADJOURNMENT: Upon Motion, Council (Sacks | Driscoll) voted and unanimously adjourned Regular Council Meeting at 8:11 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 20,2023, Extended Until January 18, 2024.

**Respectfully Submitted**  
**Darlene Kurten**  
**Recording Secretary**