



**BOROUGH OF CHESTER HEIGHTS**

53 W Baltimore Pike 2<sup>nd</sup> Floor  
P. O. Box 658  
Chester Heights, PA 19017

**WORK SESSION MEETING MINUTES**

**January 23, 2023**

**Call to Order** President Baum called the public meeting to order at 7:12 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 6:08pm-6:25pm to discuss matters regarding One Smithbridge Road with Council, Mayor Ellis and Mr. Houtmann in attendance.

Council met in Executive Session from 6:29pm – 7:05pm to discuss potential litigation related to zoning hearing scheduled for February 9, 2023, related to property located at 2 Ivy Lane, with Council, Mayor Ellis, Mr. Houtmann, and Solicitor Montella in attendance.

No motions were made during the Executive Sessions.

**Public Comments:**

No comments

**Darlington Creek Park:** Councilmember Lim presented the online survey results regarding Darlington Creek Park. Results from 11 responses will be posted on the Borough website. The DCNR grant for Darlington Creek Park was denied. The park use plan and literature will be utilized going forward.

**Tree Programs:** Councilmember Lim presented a program entitled “Tree Tenders” which requires 2 volunteer residents to attend an 8 hour course to become certified tree tenders to aid in tree planting on Borough Open Space. The program offers 10 foot trees for \$100 each. The trees can be used for a riparian buffer needed at the Darlington Creek Park. The goal would be to have 7-8 volunteers annually for planting in April.

**Public comment** – Robert Benz – address provided – inquired about trail paths on Darlington Creek Park. Councilmember Lim reported on the process of planting trees initially along the creek.

**Bus Signage/Signage:** Councilmember Lim is working with Mr. Houtmann and Roadmaster Larry Ward to order bus stop signage. Cost is estimated at \$149 for 4 signs and \$800 for installation. Signs need to be PennDOT approved. Road maintenance funds could be utilized. A hidden driveway sign request was approved.

**MOTION** Upon Motion, Council (Lim, Baum) voted and unanimously approved bus stop signs, hidden driveway, and sign installation purchases, not to exceed \$1,200.

**Fire Company December report and Yearly report** presented by Mayor Ellis. 35 calls in December, 16 in CH area. 217 total calls in 2022, 101 were in CH service range and 116 were assists. Report on file.

**Walnut Hill Utility Company Rate:** President Baum reiterated the company rate is outside the scope of Borough business and the topic will be informational. Directed inquires to Walnut Hill Utility Board as a source of information.

Councilmember Sacks asked the President of Walnut Hill Utility, Eileen Lehmann, who was present, about the increased rate to Walnut Hill Utility users. Eileen Lehmann – address provided – reported utility is currently in litigation and directed interested parties to information on the Walnut Hill Utility website. A December meeting between Walnut Hill Utility counsel, developer counsel, and Borough solicitor was cancelled. A future meeting may be scheduled.

**Moving and office expenses update:** Moving and office expenses were budgeted for in the 2023 Budgets. Continuing office expenditures and office set-up expenditures less than \$300 are allotted for in the budget. A new Borough of Chester Heights sticker/seal with logo will be delivered and installed at the new office. Discussed need for open communication if budget amounts are reached and/or exceeded. Consensus of Council was to not presently order new business cards as the mailing address remains the same. Lighting in the parking lot was discussed.

**Office Ribbon Cutting:** Mayor Ellis proposed an event to publicly celebrate the new office space. Tentatively selected March 20, 2023, at 6:00pm, prior to the Work Session meeting. The “events” or “moving” budgets would be considered.

**Website/MuniciPAY update:** Mayor Ellis and Secretary Timmins seeking suggestions by the Work Session February 21, 2023 from Council and public for updates to the Borough website. Will then meet with website representatives to incorporate the comments and suggestions.

MuniciPAY will allow permit applicants the option to pay online, with a 2.65% fee for the payee. Checks will continue to be accepted. MuniciPAY would be incorporated on Borough website. Secretary Timmins is researching software to improve website approachability and accessibility.

**Committee Meetings Scheduled:** Finance Committee to meet February 13, 2023 on the scheduled Committee day to discuss Open Space and Capital Improvement. Comprehensive Planning Committee. Zoning/Ordinance Committee meeting is scheduled for February 16, 2023.

**Recycling Day:** Recycling Day is scheduled for September 16, 2023, from 9am-12pm at Chester Heights Community Park.

**Easter Egg Hunt:** Easter Egg Hunt scheduled for Saturday, March 25, 2023, with a rain-date of March 26, 2023.

**Land Development Extension:** Solicitor Montella advised Council a 90 day extension for 8 Smithbridge Land Development plan was needed as the plan is pending before the Borough Planning Commission.

**MOTION** Upon Motion, Council (Baum, Lim) voted and unanimously approved to extend the Land Development Plan for 8 Smithbridge Road for 90 days from January 25, 2023.

**Rose Hill Escrow Release #6:** Mr. Houtmann presented the Rose Hill Escrow Release letter.

**MOTION** Upon Motion, Council (Sacks, Anderson) voted and unanimously approved Rose Hill Escrow release #6 in the amount of \$18,783.50 mainly for emergency access.

Council discussion on the Rose Hill emergency access road and low Verizon wires near Rose Hill and Lenni Road. Council recommended Borough continue to research the low wires.

**Public Comments**

Eileen Lehmann – address provided –Borough property lot sizes and new construction concerns. Can be addressed in the Comprehensive Plan.

Councilmember Lim requested Mr. Houtmann ask if PennDOT can add the Valleybrook/Bodley Rd Bridge improvements to the Borough of Chester Heights side of the bridge.

Councilmember Lim reported Delaware County received an Opioid Settlement, established a task force, and asked for residents to participate in the process.

**Tax Collector account:** Borough funds to be transferred to the Tax Collector account as it now requires a minimum balance without accruing fees.

**MOTION** Upon Motion, Council (Sacks, Baum) voted and unanimously approved to transfer \$500 from the General Fund to the Tax Collector account to remain as a minimum balance.

Next Regular Council Meeting – February 6, 2023

Next Committee Meetings –

Finance Committee and Comprehensive Planning Committee - February 13, 2023

Zoning/Ordinance Committee – February 16, 2023

Next Work Session – February 21, 2023

**ADJOURNMENT:** Upon Motion, Council (Baum, Lim) voted and unanimously approved to adjourn the meeting at 8:01pm.

**Land Development Dates: 8 Smithbridge,** Submitted plans October 3, 2022, Planning Commission Review October 27, 2022, Need extension after January 25, 2023, extension approved today, January 23, 2023 for 90 additional days.

Respectfully submitted,  
Amy Langa  
Recording Secretary