



BOROUGH OF CHESTER HEIGHTS

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

REGULAR COUNCIL MEETING MINUTES

January 3, 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 6:15pm-6:59pm to discuss matters of real estate regarding the 62-acre Powell Property located on Valleybrook Road.

No motion was made during Executive Session.

Public Comment:

No Comment

President Baum publicly thanked Mayor Ellis for her hard work and diligence securing the new office space.

Approval of December Meeting Minutes

December 5, 2022, Regular Council Meeting Minutes

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

December 19, 2022 Work Session Meeting Minutes

MOTION Upon Motion, Council (Lim, Anderson) voted and unanimously approved the December 19, 2022, Work Session Meeting Minutes.

Approval of General Fund, Liquid Fuels, and Fire Protection Fund December 6, 2022 – January 3, 2023

Cash Disbursements

General Fund \$ 47,557.64

MOTION Upon Motion, Council (Baum, Sacks) voted and unanimously approved cash disbursements in the amount of \$47,557.64 for the General Fund.

Liquid Fuels Fund \$ 2,111.34

MOTION Upon Motion, Council (Baum, Clarke) voted and unanimously approved cash disbursements in the amount of \$2111.34 for the Liquid Fuels Fund.

Fire Protection Fund \$ 6,500.00

MOTION Upon Motion, Council (Baum, Clarke) voted and unanimously approved cash disbursements in the amount of \$6,500.00 for the Fire Protection Fund.

No ARPA Funds were dispersed.

**Fire Protection corrected during Finance/Insurance Committee time slot.

Correction of Cash Disbursements

Fire Protection Fund \$ 1,027.08

MOTION Upon Motion, Council (Sacks, Baum) voted and unanimously approved cash disbursements in the amount of \$1,027.08 for the Fire Protection Fund. The \$6,500 amount was from November - December and inadvertently reprinted.

Correspondence

Mayor Ellis

- State Police Report – active investigation on deaths of two residents of Highland Drive, call State Police if you have any information to provide. Advised by State Police, there is no threat to the public.
- November PA State Police Report – read aloud and report on file
- Free COVID tests are available, link is on our website www.chesterheights.org
- PECO tree trimming – routine work every 4 years, work occurring on side of wires, trees left on side of roads due to these efforts

Inspector's Reports

- Fire Marshal monthly report on file. Mike Ciocco, Sr., Fire Marshal, gave yearly report. Reported on incidents and making future cases avoidable. Requested to update contact lists for HOA's and apartments/townhomes/condos for use in emergencies.
- Road Master/EMC – Road Master Ward completed routine matters and cleared all PA One calls. Informed Council on Hazard Mitigation from Delaware County and as it pertains to Chester Heights.
- Building Inspector/Zoning
No report
- Sewage Enforcement
No report

Solicitor's Report

RATIFY MOTIONS from the December 19, 2022 Work Session

RATIFY MOTION Upon Motion, Council (Baum, Sacks) voted and unanimously ratified the Motion to approve Resolution 12-22-B Tax Levy for tax rates for 2023.

RATIFY MOTION Upon Motion, Council (Baum, Driscoll) voted and unanimously ratified the Motion to approve Resolution 12-22-C to appoint Timothy Hudak as Alternate member of the Zoning Hearing Board.

RATIFY MOTION Upon Motion, Council (Baum, Lim) voted and ratified the Motion to approve Ordinance 217, Business Privilege Tax. Councilmember Driscoll opposed.

RATIFY MOTION Upon Motion, Council (Baum, Anderson) voted and ratified the Motion to approve Resolution 12-22-D Business Privilege Tax appointing Berkheimer. Councilmember Driscoll opposed.

RATIFY MOTION Upon Motion, Council (Baum, Lim) voted and ratified the Motion to approve Resolution 12-22-E appointing Susan Timmins as Borough Business Privilege Tax Liaison. Councilmember Driscoll opposed.

RATIFY MOTION Upon Motion, Council (Baum, Lim) voted and unanimously ratified the Motion to approve the 2023 Budgets.

Engineer's Report

Key points – Valleybrook Road culvert replacement is moving forward. Specs for bids for Highland Drive repair. Late spring the Storm sewer replacement on Valleybrook Road will be addressed, between Madison Apartments and Route 1. Old Quarry Knoll paved binder course on roadways in December. Brookefield has a few outstanding items, such as the wall between Camp Meeting and Brookefield. The work has been initiated. Next update on the Road Program could be utilized for Summit or Willets Way.

A request was made to Mr. Houtmann by Councilmembers for an updated projection of roads and updated cost estimates for upcoming projects.

Mayor's Report

Mayor Ellis reported on the new Borough office space. Carpet has been installed, Comcast installed an updated router, movers scheduled January 5, 2023, for all office contents and the storage unit items. Signage will be ordered with anticipated cost.

At the next Work Session, office access will be discussed, meeting space procedures, and a ribbon cutting ceremony is proposed.

Committee Reports

School District/Education/Training/Library

Chair Marta Driscoll, Members Clarke, Miller, Chestnut

Ms. Miller gave the Kohl library report. \$55,000 was reported from the library's Annual Drive, \$58,000 in 2021. If you donate on Amazon Smile, you can select Rachel Kohl Library as your

recipient. Survey results are complete. Rachel Kohl is the 4th busiest library in Delaware County and hopeful for more funding from Delaware County. In-person Chair Yoga is an event currently being offered.

Finance/Insurance

Chair Laura M. Lim, Members Anderson, Timmins
Chair Drew Baum, Member Lim

Correction from the Cash Disbursements

Fire Protection Fund \$ 1,027.08

MOTION Upon Motion, Council (Sacks, Baum) voted and unanimously approved cash disbursements in the amount of \$1,027.08 for the Fire Protection Fund.

Nominating Vacancy

Chair Bob Adams, Member Baum
No report

Communications/Public Relations

Chair Ginamarie Ellis, Members Lim, Sacks
Informative letter was created to go along with the Tax Collector bills and will be emailed out for edits.

Spring Newsletter – submissions and content suggestions requested with a deadline of March 15, 2023. Currently looking for advertisers.

Mayor Ellis and Susan Timmins, Treasurer/Secretary, will be working to update the website and are asking for suggestions or edits. Topics include accessibility, ability to pay online, a better 'contact us' form, and ease of access. Public suggestions would be appreciated as well. Website budget expenses will be updated and are allotted for.

Mayor's Event Committee

Chair Ginamarie Ellis, Members Anderson, Sacks
Easter Egg Hunt to be planned for mid-March, Trunk or Treat as a possible future event, and Ribbon Cutting Ceremony anticipated.

Historical Committee

Chair Susan Timmins, Members Anderson, Ieradi, Searl
No report

Planning/Zoning

Chair Susan Clarke, Members Adams, Baum
No Planning Commission meeting in December. Comprehensive Planning Committee met December 12, 2022, and will continue to meet monthly on 2023 Committee meeting allotted time slot. Speaker coming from Edgmont to present January 10, 2023, at 6:30pm.

Engineering/Construction/Inspections

Chair Susan Clarke, Members Adams, Baum
Updated Fee Resolution nearing completion.

Ordinance/Code Review

Chair Susan Clarke, Members Baum, Driscoll, Ellis

Seven Ordinances were approved in 2022 and 1 additional in process. Meeting of the Ordinance/Code Review Committee scheduled Tuesday January 17, 2023, at 6pm. Members will set the annual Agenda and work on the proposed Accessory Building Ordinance. First Agenda item will be the Comprehensive Plan.

Public Safety/Environmental

Chair Bob Adams, Members Baum, Sacks

No report

Borough Property/Parks/Open Space

Chair Drew Baum, Members Lim, Sacks

Council discussed the acquisition of 40 acres of open space of the Powell Property. The acquisition excludes approximately 14 acres on the opposite side of Valleybrook Road and also does not include the house and barn along Valleybrook Road.

MOTION Upon Motion, Council (Driscoll, Sacks) voted and unanimously approved to proceed with the acquisition of 40.2 acres of the Powell Property for open space.

MOTION Upon Motion, Council (Lim, Sacks) voted and unanimously approved to allow Natural Lands to represent the Borough in requesting a detailed appraisal of the Powell Property at a cost of \$6,000.

MOTION Upon Motion, Council (Lim, Driscoll) voted and unanimously approved Natural Lands to apply for a DCNR grant which is due by April.

On December 22, 2022, the Borough received a letter confirming a Natural Lands \$500,000 Greenways grant has been approved for use towards the Powell Property Acquisition from Delaware County.

Highways/Transportation

Chair Robert Sacks, Member Ward

Councilmember Sacks reported work related to Valleybrook Road culvert is a priority. The status of the No U-turn sign at the Valleybrook, Route 1 and Walnut Hill Boulevard intersection will be addressed.

Councilmember Sacks is in contact with SEPTA to discuss potential changes.

Public Utilities/Trash/Recycling

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

No report

Old Business

Councilmembers are requested to return the old office keys to administrative staff by the January Work Session scheduled January 23, 2023.

Councilmember Clarke and Council publicly thanked Solicitor Montella for his work on the 2022 Ordinances which were adopted.

Councilmember discussion on road signs being ordered for bus stop and hidden driveway.

New Business

Audit Proposals

MOTION Upon Motion, Council (Baum, Anderson) voted and unanimously approved \$3000 for the 2022 Tax Collector Audit.

MOTION Upon Motion, Council (Baum, Sacks) voted and unanimously approved \$8000 for the January 1, 2022 – December 31, 2022, Audit of Accounts.

2023 Fire Protection Fund Audit Proposal has not yet been received.

Additional period for Public Comment

Bernie Miller – address provided – Supportive of the Powell update and supportive of greenspace. State Police have requested any video footage residents may have if they live near the location of deaths on Highland Drive.

Pat McFadden – address provided – continues to request a Historical Preservation Ordinance. Solicitor Montella is drafting and ordinance for the Ordinance Committee review.

Tim Hudak – address provided – introduced himself to Council as he is the appointed new Alternate member of the Zoning Hearing Board.

Next Work Session – January 23, 2023

Next Regular Council Meeting – February 6, 2023

ADJOURNMENT: Upon Motion, Council (Lim, Sacks) voted and unanimously approved to adjourn the meeting at 7:52pm.

Land Development Plan for 8 Smithbridge, Plans submitted - October 3, 2022, Planning Commission Review - October 27, 2022, Need extension after January 25, 2023.

Respectfully submitted,
Amy Langa
Recording Secretary