



**Minutes of the Regular Council Meeting
Of the Borough of Chester Heights
The Village of Valleybrook Clubhouse
265 Bishops Dr., Chester Heights, PA 19017
July 5, 2022**

Call to Order President Baum called the public meeting to order at 7:06 p.m. and led those in attendance in the reciting of the Pledge of Allegiance.

Members Present Drew Baum, President
Laura M. Lim, Vice President
Bob Adams, Councilmember
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 there will be an executive session to discuss matters of real estate at the conclusion of the meeting.

Public Comment:
none

Approval of June Meeting Minutes

June 6, 2022, Regular Council Meeting Minutes

MOTION Upon Motion, Council (Sacks/Lim) voted and unanimously approved the June 6, 2022, Regular Council Meeting Minutes.

June 27, 2022, Work Session Minutes – were tabled until the next meeting to grant additional time for review of revisions that were requested.

Approval of General Fund & Liquid Fuels Cash Disbursement 6/7/22 through 7/5/22:

Cash Disbursements for June 7 through July 5, 2022:
General Fund \$ 51,596.54

Councilmembers requested clarification on the Treasurer's report to separate expenses for events and those for other classifications (example: mobile toilets at the Chester Heights Community Park for summer use and not solely a Family Fun Day expense).

MOTION Upon Motion, Council (Baum, Adams) voted and unanimously approved cash disbursements for the General Fund.

Liquid Fuels Fund \$3,494.30

MOTION Upon Motion, Council (Baum, Adams) voted and unanimously approved cash disbursements for the Liquid Fuels Fund.

Correspondence:

Mayor Ellis reported the following:

- Working with the borough's IT Consultant Frank Petragani for email migration
- zhb@chesterheights.org was added for zoning hearing board emails to facilitate communication
- The new email service will be with Microsoft Outlook 365 and will be converted by August 1st, a meeting with IT is scheduled and expenses will be discussed at that time.
- Funds are available in budget for consulting, as well as the communications expenses. This email migration is a necessary expense as the webhost is no longer offering email service and the priority is to keep @chesterheights.org.
- Received an email from the Fire Chief with information concerning the Fire Company's 75th Anniversary scheduled on Saturday, October 1st

Inspector's Reports

Building Inspector - No report

Fire Marshal

- June Fire Marshals Report on file sent by Mike Ciocco, Fire Marshal

Mayor Ellis reported the following for the June Fire Company Activity Report

15 calls

8 - building responses, 5 - automatic fire alarms, 1 - cover up, 1 - accident

5 calls in 71, 4 calls in 59, 64, 1 call in 66, 13

7/2 – Valleybrook Bicycle Parade

7/4 – Thornbury Parade, Madison Bicycle Parade, Aston Fireworks

7/7 – Fire Company Meeting/Company work night

7/14 – SCBA Emergencies (Bucks County class)

7/21 – Driver's Training

7/28 – SCBA Emergencies (Bucks County Class)

UPCOMING...

Bus Rescue (Bucks County - taught by Dep. Chief Bossert - PFD) – August
Open House – 10/1
Driver Operator – September-November
Advanced Lines Water Rescue November 5/6

Working fires in Bethel (small kitchen), Birmingham, Chester Heights (7/1)

Mayor Ellis reported on the 7/1 Pathways Kitchen Fire from the Fire Marshal report, sprinklers activated after toaster fire, firefighters laid hose, building was secure, fire/smoke/sprinkler systems all worked as intended, residents should be back by the end of the week

Sewage

Enforcement - No report

EMC

Roadmaster Ward reported on the following:

- Received his basic emergency management certificate from PEMA, should get intermediate in next 3 months
- Station Rd/Pathways fire – did activate slightly if residents needed to be evacuated
- Emergency Response Plans –County will require checklists for final approval for a group of signatures on response plans, such as but not limited to Council President, Borough Secretary and Fire Marshal.
- Council discussed the issue that PennDOT cut a tree and left logs on the hill leading to Peters Ln on Valleybrook Rd, 4 logs remain. One accident occurred and 1 log was removed that had entered roadway. Property is in Aston Township.

Solicitor Reports

Ratify Motions from the June 27 Work Session

Motion to approve Lenape Valley Final Escrow Release #5 in the amount of \$88,485 for 446 Lenni Developers LP

MOTION

Upon Motion, Council (Baum, Lim) voted unanimously to ratify motion on Lenape Valley Escrow Release #5.

Two stormwater control best management practices operations and maintenance agreements:

1. Motion to approve the Stormwater Control Best Management Practices between Rose Hill Developers LP and the Borough of Chester Heights, including the notes that were on exhibit A which has also been amended

MOTION

Upon Motion, Council (Baum, Sacks) voted to ratify the motion for Rose Hill Stormwater control best management practices agreement (Councilmember Driscoll opposed)

2. Amended Storm water control best management practices operation maintenance agreement between Rose Hill Developers LP and the Borough of Chester Heights along with the exhibits

MOTION Upon Motion, Council (Baum, Lim) voted to ratify motions for amended Stormwater Maintenance Agreements between Rose Hill Developers LP and the Borough of Chester Heights. (Councilmember Driscoll opposed)

Approve ratification of the motion to approve the authorization application Delaware County Council for an allocation County Liquid Fuels Tax funds for 2022 in the amount of \$519. This was approved by resolution #592-06-22-A. Approve both the motion and the resolution.

MOTION Upon Motion, Council (Lim, Baum) voted unanimously to approve the authorization application Delaware County Council for an allocation County Liquid Fuels Tax funds for 2022 in the amount of \$519. This was approved by resolution #592-06-22-A.

Appoint Amy Langa as Municipal Secretary. Discussion Sue Timmins remains Borough Secretary/Treasurer (bonded) and Amy Langa hired as Municipal Secretary.

MOTION Upon Motion, Council (Lim, Sacks) voted unanimously to ratify the motion of Amy Langa hired as Municipal Secretary.

Letter of extension filed by Mr. Damico on the project 53 W Baltimore Pike for an extension to the Borough until August 1, 2022.
Discussion of and explanation of previous extensions amongst council members, planning commission had 2 field meetings with the project engineer on site to discuss sidewalk layout and final plan layout. Should proceed quickly. Use will be medical office building.

MOTION Upon Motion, Council (Lim, Baum) voted unanimously to approve the Extension Letter for 53 W Baltimore Pike until August 1, 2022

Engineer Reports

Mr. Houtmann reported on continuing work at Brookfield and Camp Meeting. Due to a foreman for SB Conrad being unavailable this week, a meeting will be attempted next week to work on a resolution about stabilization.

Bonnie Lane – Mr. Houtmann will provide a schedule of contracts by e-mail.

Mr. Houtmann reported inlet near 14 Highland Dr is in state of disrepair, concrete box at inlet broke which is not common. Mr. Houtmann will gather estimates. American Recovery Funds may be available as it could be a \$20,000 project.

Rose Hill –Building construction is expected soon.

Councilmember Clarke asked about Earth Disturbance Report on Brookfield– Mr. Houtmann stated the Conservation District did a thorough inspection of Brookfield and Camp Meeting, they listed numerous observations and deficiencies for stabilization, checklists are continuing to be worked on, sedimentation basin in rear of property needs to be cleaned out and stabilized but does not impose an environmental threat. Discussion with Councilmember and Mr. Houtmann on Conservation District vs the DEP – Conservation District is County agency, DEP sets rules and regulations for erosion and sediment control which county agency follows.

Mayor's Report - Mayor Ellis

No report

Committee Reports

School District/Education/Training/Library

Chair Marta Driscoll, Members Clarke, Miller, Chestnut –

Miller – library is having a fundraising dinner on 09/13, money will be used for the children's library project, library needs architect drawings, summer program is open and over 200 children attended.

Board member Denise Schiller reported 1.33% school tax increases as of June 30 –from 18.44 included 18.66% mandated expenditures by state, full day kindergarten, fuel for buses and goods, one of lowest increases throughout county, used money that was held in reserves to keep it at 1.33%, Approved Homestead and Farmstead Act will offset the increase which is effective this tax bill. School lunch program ends in August and will be discontinued in 2022-2023 school year. School website is being updated for security reasons.

Finance/Insurance

Chair Laura M. Lim, Members Anderson, Timmins

Delaware County Planning Department Delco Greenways Grant for \$50,000 - Project name was incorrect on the agreement and will be amended.

Fire Company Finance – No Report

Chair Drew Baum, Member Lim

Nominating Vacancy – No Report

Chair Bob Adams, Member Baum

Communications/Public Relations

Chair Ginamarie Ellis, Members Anderson, Sacks

Mayor Ellis needs information for fall newsletter by mid-August. Mayor is unavailable July 11-August 1.

Mayor's Event Committee

Chair Ginamarie Ellis, Members Anderson, Sacks

Mayor Ellis and Councilmember Anderson presented information for a 9/11 Memorial Day Trip to New York City for seniors (and others) scheduled for October 9.

Historical Committee – No Report

Chair Susan Timmins, Members Anderson, Ieradi, Searl

Planning/Zoning

Chair Susan Clarke, Members Adams, Baum

Councilmember Clarke –Westlake Plastics needs expansion to accommodate a production increase by October 2023. Councilmember Driscoll mentioned a 44,000 square foot warehouse and parking lot. This preliminary information was given at the planning commission meeting.

Zoning application for 19 Smithbridge Rd – following up with conflict solicitor.

Councilmember Clarke – (44:18 in the Engineering/Construction/Inspection Report time slot). Councilmember Clarke and President Baum are trying to form a Comprehensive Plan Committee to include members of the Planning Commission, Council, and the public. Waiting to hear back from the Planning Commission as to who is interested in serving on the committee.

Engineering/Construction/Inspections –

Chair Susan Clarke, Members Adams, Baum

Discussion among council regarding topics that come up during public comment but are part of a committee summary report, should be notated in the minutes under the committee category with specification that they were spoken of during public comment and placed on the minutes in the correct category

Ordinance/Code Review –

Chair Susan Clarke, Members Baum, Driscoll, Ellis

Councilmember Clarke advised Solicitor Montella is gathering examples of ordinances related to accessory building on a residential property and steep slope. Borough's Code states that our planning commission has 9 members versus 7 and will address since it has been 7 for quite some time.

Public Safety/Environmental – No Report

Chair Bob Adams, Members Baum, Sacks

Borough Property/Parks/Open Space

Chair Drew Baum, Members Lim, Sacks

Vice President Lim reported there will be a Family Fun Day on July 16, 2022 and is looking for volunteers.

Highways/Transportation –

Chair Robert Sacks, Member Ward

Councilmember Sacks – received information from Engineer Houtmann on Route 1N and Valleybrook Rd, Engineer Houtmann stated the plan with PennDOT doesn't restrict a U-turn, an amendment to the traffic signal permit could be made for a No U-turn sign to be added.

Councilmember Driscoll – stated updates made with Councilmember Sacks on Llewelyn Rd from PennDOT, a representative will inspect the road and fill in, scheduled to be paved August 1, more likely by end of August.

Public Utilities/Trash/Recycling – No Report

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

Old Business –No Report

New Business

The Borough plans to hire Jonathan Sharp to map out ARC GIS software for borough sewer lines. Before the motion, there needs to be money allocated in the budget and line item for consulting. Solicitor Montella will contact consultant to determine scope of project and cost. We will readdress at the next meeting and quantify the number of hours and potential cost.

Additional Public Comment:

Danny George -address provided- Brookfield stormwater and contractor issues, referred to June 27 work session discussions/audio, HOA of Brookfield has transition study inspection/third party, Engineer Houtmann spoke about escrow. Outstanding items should be completed by end of year 2022, condition of completed work discussed by Council, 18-month period of maintenance and responsibilities were discussed

Leo and Donna McLin - address provided - recently appointed to help with construction of Camp Meeting, need to hire an engineer and obtain bids, stormwater management is already submitted, needs extension for soil stabilization to help with mud. Engineer Houtmann will meet with the owner and contractor. Sewer/water installation vehicles disrupted the soil, 45-day extension, meeting set with McLin/Houtmann for following day

MOTION Upon Motion, Council (Lim, Driscoll) voted unanimously to approve a 45 day extension starting on Friday July 8, 2022 for St Johns Way Phase 1 stabilization of soil.

Desiree Phillips - address provided - spoke about trash, debris, grounds, drain, manholes, sewer lines, trench, at Camp Meeting site from work done at location. Difficulty hiring landscaper, budget is getting depleted. Presented Council with photographs of site.

Pat Smith – addressed provided – President of Camp Meeting Delaware County Commission awards announced a Prestigious Legacy Award for 150 years, for

appreciation of Camp Meeting's contribution to historic preservation in Delaware County, grounds are not in condition to celebrate this honor.

EXECUTIVE SESSION President Baum announced in accordance with the Act 84, the Sunshine Law that Council will meet in Executive Session to discuss matters regarding Real Estate and Personnel. Council met in Executive Session starting at 8:56 pm until 9:33 pm.

President Baum called for a motion to approve the expenditure of \$4000 to hire Coyle, Lynch & Company to prepare an appraisal of the Powell property located at 229 Valleybrook Road.

MOTION Upon Motion, Council (Sacks, Adams) voted to approve the expenditure \$4000 for an appraisal by the Coyle, Lynch & Company of the Powell property located at 229 Valleybrook Road.

ADJOURNMENT: Upon Motion, Council (Clarke, Baum) voted and unanimously approved to adjourn the meeting at 9:36 p.m.

Land Development Dates:

53 W Baltimore Pike, Submitted Plans 06/18/21, Planning Commission Reviewed 08/26/21, Extension 07/05/2022.

Respectfully submitted,
Amy Langa
Recording Secretary