

**Minutes of the Regular Council Meeting  
Of the Borough of Chester Heights  
222 Llewellyn Road  
Chester Heights, PA 19017  
July 6<sup>th</sup>, 2020  
ZOOM Meeting**

**Oath of Office** Mayor Fred Wood administered Oath of Office to:  
Bob Adams, Council Vacancy

**Call to Order** President Baum called the public meeting to order at 7:00 p.m. and led those in attendance in the reciting the Pledge of Allegiance.

**Members Present** Drew Baum, President  
Ginamarie Ellis, Pro Tem  
Bob Adams, Council  
Natalie M. Anderson, Council  
Susan Clarke, Council  
Dave Firkser, Council  
Laura M. Lim, Council  
Fred Wood, Mayor

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

**Public Comment - Public was given by:**

Marta Driscoll  
458A Lenni Road

**Approval of Minutes**

**June 1<sup>st</sup>, 2020 Regular Council Meeting Minutes**

**MOTION** Upon Motion, Council (Lim/Firkser) voted and approved the Meeting Minutes from June 1<sup>st</sup>, 2020 Regular Council Meeting.

**June 22<sup>nd</sup>, 2020 Work Session Meeting Minutes**

**MOTION** Upon Motion, Council (Firkser/Anderson) voted and approved the Meeting Minutes from June 22<sup>nd</sup>, 2020 Work Session Meeting.

**Approval of Treasurer Report for June 2020**

***Receipts***

Real Estate Transfer Tax	\$ 11,567.58	Treasurer of Delaware County
April Remit	\$ 20.59	Treasurer of Delaware County
May Collections	\$ 2,318.19	Treasurer of Delaware County
Interim	\$ 14,669.83	Maryann D Furlong, TC
LST Tax	\$ 12,209.04	Berkheimer

State Police Fines	\$	420.30	Treasurer of PA
May Remit	\$	20.90	Treasurer of Delaware County
U&O Inspection	\$	90.00	6102 Lydia Hollow Dr
U&O Inspection	\$	90.00	75 Hunters Ln
U&O Inspection	\$	90.00	200 Bishops Dr
U&O Inspection	\$	90.00	115 Briarcliff Ct
U&O Inspection	\$	90.00	4210 Lydia Hollow Dr
U&O Inspection	\$	90.00	10 Bishops Dr
U&O Inspection	\$	90.00	218 Windsor Ct
U&O Inspection	\$	90.00	216 Nottingham Ct
U&O Inspection	\$	90.00	194 Bishops Dr
U&O Inspection	\$	90.00	8 Ashley Ct
U&O Inspection	\$	90.00	274 Stanton Ct
Bldg/Elec Permit	\$	260.00	101 Valleybrook Rd
Refund/Gov Forms	\$	16.58	Government Forms
HVAC Permit	\$	155.00	17 Stonehaven Cr
HVAC Permit	\$	155.00	1 Ashley Ct
HVAC Permit	\$	155.00	100 Briarcliff Ct
Electrical Permit	\$	85.00	14 Highland Dr
Bldg Permit	\$	205.00	14 Highland Dr
Bldg/Roof Permit	\$	130.00	236 Bishops Dr
Bldg/Roof Permit	\$	130.00	31 Baltimore Pk
Bldg/Roof Permit	\$	130.00	278 Llewellyn Rd
Bldg Permit	\$	1,500.00	200 Wawa Rd
Bldg Permit	\$	275.00	15 Miller Way
Bldg Permit	\$	375.00	695 Lenni Rd
Reimburse Eng Invc #11067	\$	577.50	577.5
Change from Flower Purchase	\$	48.42	Cash Deposit
Reimburse/Eng/Sol Invc	\$	187.50	Brookefield
Fire Hydrant Reimburse	\$	72.60	The Summit
Fire Hydrant Reimburse	\$	181.50	Brookefield
Fire Hydrant Reimburse	\$	181.50	Madison
Fire Hydrant Reimburse	\$	798.60	Darlington Woods
<b>TOTAL</b>	<b>\$</b>	<b>47,835.63</b>	

**Fund Balances,**

**Certificates of Deposit Balance**

CD, 12 Month, @ 1.04% 5/2021	\$	46,002.44	Malvern Bank
EBond	\$	15,000.00	Bryn Mawr Trust
<b>Total Certificates of Deposit</b>	<b>\$</b>	<b>61,002.44</b>	

**General Fund Balance**

PLGIT GF 06/30/20 @ 0.22%	\$	649,229.34	Source PLGIT GENERAL FUND
PLGIT I-Class 06/30/20 @ 0.36%	\$	304,985.34	PLGIT GENERAL FUND

Money Manager 06/30/20 @ 0.10%	\$ 9,586.70	Santander #4079
Road Improv Fund 06/30/20 @ 0.10%	\$ 109,408.59	Santander #4060
Total Funds in General Fund	\$ 1,073,209.97	

**PA Liquid Fuels Fund Balance**

Checking Account 06/30/20 @ 0.22%	\$ 111,776.95	PLGIT Acct #5116038
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**Open Space Fund Balance**

PLGIT/ I -Class 06/30/20 0.36 %	\$ 12,219.59	PLGIT Acct #5116056
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**Fire Protection Fund Balance**

Fire Protect Fund Check 06/30/20	\$ 2,175.07	BMT Acct #9579
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**Expenditures**

July Rent	\$ 1,500.00	Chester Heights Fire Company
Qrtly Contribution	\$ 7,500.00	Chester Heights Fire Company
2nd Qtr LST	\$ 12,500.00	Chester Heights Fire Company
Office Clean	\$ 160.00	Brenda Martin Cleaning Services
Monthly Storage Fee	\$ 224.72	Mini U Storage
3rd Qtr Stipend	\$ 165.05	Richard Jensen
Bldg Permits	\$ 2,492.07	Richard Jensen
240 Wawa Road	\$ 2,468.60	Richard Jensen
2nd Qtr UCC Fee	\$ 76.50	UCC
Property Maintenance Invc #21,22	\$ 325.00	Scott's Lawn Service
General Matters	\$ 124.00	Peter J Rohana, Esq
Reimburse/Brookefield	\$ 187.50	Peter J Rohana, Esq
Reimburse/Old Quarry Knoll	\$ 412.00	Peter J Rohana, Esq
Tree Work/Community Park	\$ 4,365.00	Springfield Tree
General Matters	\$ 1,102.00	Gerald C Montella, Esq.
Sec/Treasurer Bond	\$ 443.75	Arthur J Gallagher Risk Manag
Road Mst/EMC Compensation	\$ 789.24	Larry Ward
Fire Marshal Compensation	\$ 538.76	Michael Ciocco
3rd Qtr Stipend	\$ 165.05	Michael Ciocco
Intuit Software	\$ 689.00	Intuit
Annual Virus Software	\$ 127.19	Norton
Reimburse Arbour Square Invoice	\$ 14.50	Westrum Development
Borough/Sign Flowers Cash	\$ 200.00	Breezy Ridge Greenhouse
Minutes Books/Paper	\$ 292.89	Bear Graphics
Radar Speed Sign Items	\$ 317.52	Traffic Logix
Ivy Lane Road Prog Legal Adv	\$ 226.30	21st Century
Office Supplies	\$ 168.74	Office Basics
Recording Sec	\$ 1,846.32	Darlene Kurten
PECO TL	\$ 50.66	PECO
PECO SL	\$ 798.81	PECO

Phone/Office/Fire Marshal	\$	116.50	Windstream
Open Records Officer Compens	\$	267.66	Megan Killian
Animal Control	\$	711.73	Brandywine SPCA
Annual Fee	\$	1,688.26	Brandywine SPCA
Cat Acquisition Fee	\$	168.82	Brandywine SPCA
Monthly Maintenance Fee	\$	281.37	Brandywine SPCA
Monthly Fee	\$	45.00	Constant Contact
Quarterly Trash Fee	\$	87.00	Opdenaker
Office Expense	\$	56.17	Adobe
Meter Usage	\$	37.27	Graffen
2nd Qtr Payroll	\$	30.53	PA UC
2nd Qtr Payroll	\$	1,562.41	Dept of Rev
941 Payroll	\$	5,298.14	EFTPS
Sec/Treas Compensation	\$	3,995.03	Susan Timmins
Dig Notifications	\$	22.32	PA One Call
Copier/Scanner	\$	161.42	De Lage Landen
3 Hydrants@ \$42.25 per Hydrant	\$	122.18	Aqua Pennsylvania
47 Hydrants@ \$36.30 per Hydrant	\$	1,706.10	Chester Water Authority
Total Expenditures	\$	56,629.08	

***PA Liquid Fuels Fund Expenditures***

Total Expenditures

***Fire Protect Fund Expenditures***

Fire Tax Collections

***Open Space Expenditures***

Open Space Acquisition

***MOTION***

Upon Motion, Council (Lim/Firkser) voted and approved the Treasurer Report for June 2020.

**Correspondence**

Pro Tem Ellis reported on multiple correspondence associated with Facebook and e-mails. County is making available a Cares Act relief program regarding rent and mortgages.

**Inspector's Reports:**

**Building Inspector**

– Councilwoman Clarke reported – No zoning issues - Permits have increased: 2 roofing permits, 4 new homes in Brookefield, 3 HVAC and 2 decks. One available home at LeNape Valley.

**Fire Marshall**

– Councilman Firkser reported – 5 fire related incidents – 519 Station Rd, 4306 Lydia Hollow Drive, carbon monoxide fault due to dead battery, Wawa Corp. trash dumpster fire, Summit Hill pull activation. Restricted right of way in Hamanasset due to tree overgrowth has been resolved.

**Sewage Enforcement** - President Baum reported – Mike Ciocco Jr. will email a draft Borough sewer map to Council on July 27<sup>th</sup>, 2020 for their overview and will go over any questions at the August meeting.

**EMC/Roadmaster** – No Report

**Zoning** – No Report

**Solicitor's Reports:** Solicitor Montella received the original recorded Deed for the Strine property. All the Grant items are completed. A draft tax-exempt letter was drafted and submitted to Garnet Valley School District. Solicitor Montella is awaiting notice by Council related to Powell sketch plan presentation.

**Engineer's Reports:** Engineer Houtmann presented Council with an extension for S.B. Conrad – 31 Smithbridge Road. Current extension ends July 13<sup>th</sup>, 2020. New extension is July 14<sup>th</sup>, 2020 thru October 11<sup>th</sup>, 2020. President Baum requested a Motion for the extension.

***MOTION*** Upon Motion, Council (Lim/Adams) voted and approved the extension for S.B. Conrad 31 Smithbridge Road starting July 14<sup>th</sup>, 2020 thru October 11<sup>th</sup>, 2020.

Engineer Houtmann presented Council to award Gessler the contract for the Ivy Lane project. President Baum called to ratify the Motion made on June 22<sup>nd</sup>, 2020.

***MOTION*** Upon Motion, Council (Firkser/Lim) voted and approved to ratify the Motion made on June 22<sup>nd</sup>, 2020 at the Work Session Meeting to award Gessler the contract for the Ivy Lane project in the amount of \$49,855.00 (\$2,500 to be paid back to the Borough by Concord Township).

**Mayor's Reports:** No Report

**Committee Reports:**

**School District/Education/Training/Library –**

Chair Susan Clarke, Members Ginamarie Ellis, Dave Firkser

Greg Chestnut reported that the Garnet Valley High School will have graduation on July 28<sup>th</sup>, 29<sup>th</sup>, 2020. This event will be a drive-by event at the football stadium groups of 10 students and 4 guests spread out over two days. Junior and Senior Proms are cancelled. The school district is planning on in-person teaching in the fall with alternate teaching optional if needed. The school district did propose a 1% tax increase for the 2020/2021 school year.

The library is taking reservations for their curb-side pickup which has started up. The library is hoping to open back up to the public mid to late August 2020. The grant awarded to the library was used to install a new HVAC system.

Mr. Chestnut announced that the Borough needs to look for a new library representative. He has been with the library for 13 years and would like to resign his

term in January 2021. Mr. Chestnut will help Secretary Timmins with all information.

**Finance/Insurance -**

Members Susan Timmins, Laura M. Lim

Mayor advised Council budget season will soon be here please start planning and suggesting as we approach the next couple months.

- **Sub-Committee-Fire Co. – No Report**

Chair Dave Firkser, Members Drew Baum

**Nominating/Vacancy – No Report – Congrats to Bob Adams**

Chair Dave Firkser

**Communications/Public Relations –**

Chair Ginamarie Ellis, Member Laura M. Lim

Pro Tem Ellis announced the 2020 Fall Newsletter – 75<sup>th</sup> Founders Anniversary  
The deadline for all information is August 20<sup>th</sup>, 2020. Please submit all information and ideas as soon as you can.

**Mayor’s Event Committee –**

Chair Mayor Wood, Members Ginamarie Ellis, Natalie M. Anderson

Mayor Wood is looking into arranging a Movie Night Sept/Oct of 2020 pending COVID-19 restrictions. Updates to follow.

**Historical Committee – No Report**

Chair Susan Timmins, Member Dave Firkser

**Planning/Zoning –**

Chair Susan Clarke, Members Drew Baum, Dave Firkser

Council woman Clarke reported there was not a Planning Commission meeting because nothing was on the agenda to review.

**Engineering/Construction/Inspections – No Report**

Chair Susan Clarke, Member Natalie M. Anderson

**Ordinance/Code Review – No Report**

Chair Susan Clarke, Members Drew Baum, Dave Firkser

**Public Safety/Environmental – No Report**

Chair Drew Baum, Member Dave Firkser

**Public Safety/Borough Police Protection – No Report**

Chair Drew Baum, Members John Ryan, Jack Higgins, Rich Wood Jr., Philip Block

**Borough Property/Parks/Open Space –**

Members Drew Baum, Laura M. Lim

Councilwoman Lim requested to ratify the Motion for Springfield Land & Tree in the amount of \$625.00 to remove tree limb and two piles of branches.

**MOTION**

Upon Motion, Council (Baum/Ellis) voted and approved to ratify Springfield Land & Tree to remove tree limb and two piles of branches in the amount of \$625.00.

Councilwoman Lim requested a Motion for GD Houtmann & Sons to survey and stake the Chester Heights Community Park in the amount of \$1980.00.

**MOTION** Upon Motion, Council (Baum/Firkser) voted and approved for GD Houtmann & Sons to survey and stake the Chester Heights Community Park in the amount of \$1980.00.

Councilwoman Lim requested a Motion for YTH Landscape to install 3 2-rail/split rail wood fences & corner markers and 3 inline posts to the Community Park for the amount of \$588.67.

**MOTION** Upon Motion, Council (Ellis/Anderson) voted and approved YTH Landscape to install 3 2-rail/split rail wood fences & corner markers and 3 inline posts to the Community Park in the amount of \$588.67.

Councilwoman Lim requested a Motion to hire Scott Landscaping to cut and treat the poison ivy at the Community Park with post emergent herbicide in the amount of \$650.00.

**MOTION** Upon Motion, Council (Firkser/Baum) voted and approved for Scott Landscaping to cut and treat the poison ivy at the Community Park with post emergent herbicide in the amount of \$650.00.

Councilwoman Lim requested a Motion to have Scotts Landscaping come back Aug/Sept 2020 to rake up dead poison ivy and tree branches and to reseed with 250 pounds of grass seed in the amount of \$1,100.00.

**MOTION** Upon Motion, Council (Baum/Anderson) voted and approved to have Scotts Landscaping come back to the Community Park to rake up dead poison ivy and tree Branches and to reseed the area with 250 pounds of grass seed in Aug/Sept 2020 in the amount of \$1,100.00.

**Highways/Transportation –**

Chair Dave Firkser, Member Larry Ward

Councilman Firkser reported – Higgins reached out by email expressing the intersection at Smithbridge and Valleybrook Road was in complete darkness. Upon inspection they found the UPS system and line filter needed to be replaced.

**Public Utilities/Trash/Recycle –**

Chair Laura M. Lim, Members Natalie M. Anderson, Ginamarie Ellis

Councilwoman Lim reported on recycling day – September 26<sup>th</sup>, 2020 2:00 – 4:00 p.m. all vendors are confirmed, flyers will be available mid-August 2020. The recycling bin has been delivered to the Post Office, updates to follow.

**Old Business:** No Report

**New Business:** President Baum presented an employee review for Darlene Kurten  
Hire date 10/4/2019 Pay Rate \$15.00 an hour 28-30 hours a week  
Requested raise from \$15.00 to \$17.00 an hour and from 28-30 hours a week to 40 hours a week. To move \$8,850.00 from the 2020 General Fund Budget out of Un-allocated Funds and move it to account 40515 Assistant Secretary/Recording Secretary.

**MOTION** Upon Motion, Council (Lim/Ellis) voted and approved pay rate increase to \$17.00

an hour and to 40 hours a week. To move \$8,850.00 from the 2020 General Fund Budget from Un-allocated Funds and move it to account 40515 Assistant Secretary/Recording Secretary.

**Additional period for Public Comment – Public Comment given by:**

Marta Driscoll  
458A Lenni Road

Mary Kay Beirne

Greg Chestnut

**ADJOURNMENT: Upon Motion, Council (Ellis/Lim) unanimously voted to adjourn meeting at 8:20 p.m.**

**Land Development Dates: S.B. Conrad – 31 Smithbridge – Submitted Plans 12/18/18, Reviewed Planning Commission 10/25/19, Extension 01/14/20, Extension 04/14/20, Extension 07/13/20, Extension 10/11/20.**

Respectfully Submitted,  
Darlene Kurten  
Recording Secretary