

**Minutes of the Regular Council Meeting
Of the Borough of Chester Heights
222 Llewelyn Road
Chester Heights, PA 19017**

June 1, 2020

Call to Order Pro Tem Ellis called the public meeting to order at 7:07 p.m. and led those in attendance in a moment of silence for service men and women we lost through wars in observance of Memorial Day and those lost due to the COVID-19 Pandemic, also led those in attendance in reciting the Pledge of Allegiance.

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

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

Public Comment Public Comment Was Given By:

Bill Burke
229 Valleybrook Rd

Approval of Minutes:

May 4th, 2020 Regular Council Meeting Minutes

MOTION Upon Motion, Council (Lim/Anderson/Firkser/Ellis) voted and approved the Meeting Minutes from May 4th, 2020 Regular Council Meeting. Councilwoman Clarke voted Nay.

Approval of Treasurer Report for May 2020

<i>Receipts</i>		Source
Real Estate Transfer Tax	\$ 15,351.21	Treasurer of Delaware County
April Collections	\$ 6,301.28	Maryann D Furlong, TC
LST Tax	\$ 6,555.75	Berkheimer
1st Qtr Franchise Fee	\$ 8,310.89	Verizon
U&O Inspection	\$ 90.00	139 Kingswood Ct
HVAC Permit	\$ 155.00	192 Bishops Dr
Electrical Permit	\$ 80.00	10 Hunters Ln
Bldg Permits	\$ 11,538.40	Brookefield
Septic Permit	\$ 550.00	21 Highland Dr
Reimburse/Eng/Sol Invc	\$ 2,463.47	CH Storage
Reimburse/Eng/Sol Review	\$ 14.50	Arbour Square
Fire Hydrant Reimburse	\$ 72.60	The Summit

Fire Hydrant Reimburse	\$ 181.50	Brookefield
Fire Hydrant Reimburse	\$ 181.50	Madison
Fire Hydrant Reimburse	\$ 399.30	Darlington Woods
TOTAL	\$ 52,245.40	

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
Total Certificates of Deposit	\$ 61,002.44	

General Fund Balance

PLGIT GF 05/28/20 @ 0.33%	\$ 641,437.01	Source PLGIT GENERAL FUND
PLGIT I-Class 05/28/20 @ 0.47%	\$ 304,503.34	PLGIT GENERAL FUND
Money Manager 05/28/2 @ 0.10%	\$ 9,586.70	Santander #4079
Road Improv Fund 05/28/20 @ 0.10%	\$ 109,399.12	Santander #4060
Total Funds in General Fund	\$ 1,064,926.17	

PA Liquid Fuels Fund Balance

Checking Account 05/28/20 @ 0.33%	\$ 111,714.36	PLGIT Acct #5116038
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Open Space Fund Balance

PLGIT/ I-Class 05/28/20 @ 0.47 %	\$ 12,199.16	PLGIT Acct #5116056
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Fire Protection Fund Balance

Fire Protect Fund Check 05/28/20	\$ 78,014.44	BMT Acct #9579
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Expenditures

June Rent	\$ 1,500.00	Chester Heights Fire Company
Tax Collector Bond	\$ 83.00	Arthur J Gallagher Risk Management
Office Clean	\$ 80.00	Brenda Martin Cleaning Services
Monthly Storage Fee	\$ 224.72	Mini U Storage
Bldg Permits	\$ 3,075.78	Richard Jensen
Property Maintenance Invc #16	\$ 82.00	Scott's Lawn Service
Property Maintenance Invc #17	\$ 90.00	Scott's Lawn Service
Property Maintenance Invc #18	\$ 391.00	Scott's Lawn Service
Property Maintenance Invc #19	\$ 340.00	Scott's Lawn Service
Property Maintenance Invc #20	\$ 595.00	Scott's Lawn Service
Reimburse/Wawa Annex 5	\$ 203.13	Catania Engineering Assoc
Septic/21 Highland Dr	\$ 430.64	Catania Engineering Assoc
Reimburse/Arbour Square	\$ 1,627.50	G D Houtman & Son
General Matters	\$ 1,319.50	Gerald C Montella, Esq.
Tax Col Compensation	\$ 6,541.81	Maryann D Furlong, TC
Road Mst/EMC Compensation	\$ 789.25	Larry Ward

Fire Marshal Compensation	\$	538.76	Michael Ciocco
Council Compensation	\$	223.04	Drew Baum
Council Compensation	\$	223.04	Steve Cocozza
Council Compensation	\$	223.04	Ginamarie Ellis
Council Compensation	\$	223.04	Natalie Anderson
Council Compensation	\$	223.04	Dave Firsker
Council Compensation	\$	223.04	Susan Clarke
Council Compensation	\$	223.04	Laura Lim
Mayor Compensation	\$	223.04	Fred Wood
Zoning Officer Compensation	\$	223.05	Richard Jensen
Office Supplies	\$	69.86	Office Basics
Annual Tax Col P O Box Fee	\$	92.00	Chester Heights Post Office
Reimburse PSAB Class	\$	45.00	Darlene Kurten
Reimburse Postage/Soil Samples	\$	5.35	Laura Lim
Recording Sec	\$	1,620.02	Darlene Kurten
PECO TL	\$	49.23	PECO
PECO SL	\$	560.52	PECO
Phone/Office/Fire Marshal	\$	115.48	Windstream
Open Records Officer Compensation	\$	629.00	Megan Killian
Animal Control	\$	273.17	Brandywine SPCA
Monthly Fee	\$	45.00	Constant Contact
Office Expense	\$	280.90	Amazon
Office Expense	\$	56.17	Adobe
Meter Usage	\$	17.21	Graffen
PA UC Payroll	\$	12.12	PA UC
941 Payroll	\$	3,798.94	EFTPS
Sec/Treas Compensation	\$	3,995.03	Susan Timmins
Dig Notifications	\$	27.81	PA One Call
Copier/Scanner	\$	161.42	De Lage Landen
3 Hydrants@ \$42.25 per Hydrant	\$	127.37	Aqua Pennsylvania
47 Hydrants@ \$36.30 per Hydrant	\$	1,706.10	Chester Water Authority
Total Expenditures	\$	33,607.16	

PA Liquid Fuels Fund Expenditures

Total Expenditures

Fire Protect Fund Expenditures \$ 77,900.00

Fire Tax Collections

Open Space Expenditures

Open Space Acquisition

MOTION

Upon Motion, Council (Firsker/Lim) voted and approved the Treasurer’s Report from May 2020.

Correspondence

Pro Tem Ellis reported on multiple digital correspondence and forwarded the to the Borough and the community.

Inspector's Reports:

Building Inspector-Councilwoman Clarke reported the first half of 2020 there is a reduction in construction activity not only in Chester Heights but also neighboring municipalities. Only 14 building permits and 11 electrical permits received in that time due to pandemic. Brookefield has applied for 4 new permits. Due to pandemic there is a backlog of home inspections due to COVID-19 restrictions and safety and exposure.

Fire Marshall- Fire Marshall Ciocco reported routine matters and questions May was a quiet month.

Sewage Enforcement-No Report

EMC/Roadmaster- Roadmaster Ward reported PA 1 calls cleared. PECO is doing a lot of pole replacement throughout the area and Aqua extending water main on Bodley Road.

Sue Timmins has been great at keeping the flow of information being distributed from County to Council and community.

Zoning-No Report

Solicitor's Reports:

President Baum announced the resignation letter from Councilman Steve Coccozza which Council received Friday May 29, 2020 and thanked him for his time and efforts over the last 2 years.

President Baum requested Pro Tem Ellis and Councilman Firsker to advertise on the Borough Facebook page and website including other means of social media that there is a vacancy on Council and that any resident interested should send their resume and/or a letter of interest into the Borough. Interviews will be held at the next Work Session Meeting on June 22nd, 2020.

President Baum requested a Motion to accept the resignation letter from Councilman Steve Coccozza.

MOTION Upon Motion, Council (Firsker/Anderson) voted and approved the resignation letter From Councilman Steve Coccozza.

Solicitor Montella announced he spoke to attorney Joe Damico, who represents the Powell family. They would like to appear before Council for a 2nd presentation. Solicitor Montella is waiting to hear from a representative from Natural Lands Trust for comments.

Solicitor Montella requested a Motion to close out Arbour Square Escrow Bank Account with Bryn Mawr Trust in the amount of \$560.50.

MOTION Upon Motion, Council (Clarke/Lim) voted and approved the release of the Arbour Square Escrow Bank Account with Bryn Mawr Trust in the amount of \$560.50.

Engineer's Reports:

Engineer Houtmann reported on Ivy Lane:

Field inspection is completed, bid documents are prepared, advertising on June 2, 2020 and June 9th, 2020. Bids are due June 18th, 2020 by 11:00 a.m. Engineer Houtmann and Secretary Timmins will open the bids together. Engineer Houtmann will present the bids at the next Council meeting. Discussion about approx. 100 ft of Ivy Lane in Concord Township between Engineer Houtmann and Solicitor Montella. Solicitor will confirm in writing Concord Township to reimburse Borough for its portion of repaving Ivy Lane. An agreement for the repaving will be brought to Council prior to work being done.

Engineer Houtmann reported on SEPTA Access Road:

The activity at Wawa and Station Road is the removal of an old spur line. SEPTA is removing the old rails and track. A stone access road is being created for maintenance vehicles only. Engineer Houtmann informed SEPTA they will need to complete a Land Disturbance Form/Permit. Also, Mr. Houtmann will suggest the access road to be chained off to the public.

Engineer Houtmann informed Council that Gary Koerner from Camp Meeting sent correspondence to the Borough inquiring of dedication of the pump station at the Brookefield site. Mr. Houtmann reached out to Valleybrook Homes which completed the Southwest punch-list. Solicitor Montella confirmed a Deed of Dedication was submitted to Southwest a couple months ago.

Pro Tem Ellis thanked Engineer Houtmann for the oversight of repair work at the Community Park water retention area, now in excellent condition. Pro Tem Ellis also inquired about marking the property line at the Community Park so residents can see how far the park goes back into the wooded/hiking area. During the discussion Engineer Houtmann suggested the developer has agreed to erect a walkway through the Community Park after start of a development. Pro Tem Ellis confirmed the developer has started construction and the developer has 9 months to comply. Engineer Houtmann will confirm walkway will be installed mid to late summer of 2020 and suggested the walkway be put within 20 feet of the property line so residents know they are on the Community Park grounds. Council will develop plans and budget for future improvements, including stakes marking the property line.

Mayor's Reports: Mayor Wood presented Council with a Proclamation to honor Jacob Stahl. He is an outstanding young man committed to Scout Troop 260 and our community in general. "Thank you, Jacob, for your accomplishments. May you go forth and build on your accomplishments and lead a happy and prosperous life."

Proclamation from Mayor Wood of the Borough of Chester Heights:

"Whereas, the mission of Scout Troop 260 is to prepare young people to make ethical and moral choices over their lifetime;

"Whereas, Jacob D. Stahl has been honored as the 97th recipient from Scout Troop 260 of scouting's highest award of Eagle Scout; and

Now by the powers vested in me, as Mayor of Chester Heights Borough, I hereby

proclaim **June 6th, 2020 as Jacob D. Stahl Day.**”

Committee Reports:

School District/Education/Training/Library- Councilwoman Clarke/Mary Kay Beirne:

- Online learning went very well, thank you to parents, students, and teachers
- Seniors-awards presentation will be a digital ceremony on Thursday June 4th, 2020
- Seniors video presentation will be available June 9th, 2020
- Graduation for Seniors sometime in late July 2020 to be held at the football stadium, details will vary due to COVID-19

Greg Chestnut reported that the Library is planning on opening- up to curbside pickup June 15th, 2020 pending on COVID-19 restrictions.

Finance/Insurance-Councilwoman Lim presented Council with an update on the Borough’s CD:

On May 4th, 2020, at the Regular Council Meeting, Council voted to move the CD from Iron Workers Bank to Citadel. Due to COVID-19 restrictions this was unable to happen in a timely manner and Citadel’s interest rate dropped.

Councilwoman Lim requested Council to ratify the adoption of the Motion to Amend Council’s May 4th, 2020 approval to purchase a Citadel CD at a rate of 1.00%. On May 19th, 2020, Councilwoman Lim e-mailed Council seeking approval to purchase a Malvern Bank CD at 1.04% instead of the Citadel CD. All Council voted by e-mail and approved Motion.

MOTION-E-MAIL Upon Motion, Council (Baum, Ellis, Anderson, Clarke, Firkser) voted and approved to by e-mail to ratify the adoption of Motion to Amend Council’s May 4th, 2020 approval to purchase a Citadel CD at a rate of 1.00% and instead purchase a Malvern Bank CD at 1.04%.

MOTION 2ND Upon Motion, Council (Baum) 2nd Motion and voted and approved to ratify the adoption of Motion to Amend Council’s May 4th, 2020 approval to purchase a Citadel CD at the rate of 1.00% and instead purchase a Malvern Bank CD at 1.04%.

President Baum moved Mayor Wood to the chair of Finance Committee.

- **Sub-Committee-Fire Co.-** Councilman Firkser announced that the \$77,900.00 was received by the Fire Company.

Nominating/Vacancy- Councilman Firkser acknowledged the resignation letter from Councilman Steve Cocozza. Council asked for letter of interest from residents and all those interested will be invited for interviews at the Work Session Meeting on June 22nd, 2020.

Communications/Public Relations-Pro Tem Ellis answered various concerns about Facebook

Mayor’s Event Committee-No Report

Historical Committee-No Report

Planning/Zoning-No Report

Engineering/Construction/Inspections-No Report

Ordinance/Code Review-No Report

Public Safety/Environmental-No Report

Public Safety/Borough Police Protection-No Report

Borough Property/Parks/Open Space-Councilwoman Lim reported the soil testing results came back and all soil tested is fine and in great shape. An example is the lead testing: Soccer Field was 17, playground was 20, grassy area was 19. Lead results of 400 or higher to be considered an issue. Any testing resulting in 150 or below is considered a negative for lead testing. The soil at our Community Park is in great shape.

During recent cleanup at the Community Park, shrubbery was removed for incoming and outgoing traffic. A stormwater drain was revealed. PennDOT was contacted to come clean the drain. Engineer Houtmann will examine the site lines with Councilwoman Lim and review precautionary measures to keep site line visible.

Highways/Transportation-Councilman Firkser reported he has been in contact with Higgins and is waiting on three speed radar signs. Higgins also submitted an annual inspection report. Councilman Firkser will prepare a report for next Council meeting.

President Baum inquired about the overgrown foliage at Wawa & Valleybrook Roads. Roadmaster Ward agreed it was the southeast side that needed cleaning. Appears to be a PennDOT right of way. Easier solution to reach out to the homeowner to initiate a cleanup.

Public Utilities/Trash/Recycle-No Report

Old Business: Pro Tem Ellis reported on voting in the primary election for June 2nd, 2020, that Governor Wolf extended the mail in ballots for an extra week from voting day. The mail in ballots can be dropped off at Garnet Valley Middle School or mailed in. Go to votespa.gov for all voting information.

New Business: Councilwoman Lim presented Feed America- Free meals to children 18 and under. Councilwoman Lim has reached out to families and HOA representatives in the Community looking for families that can benefit from some support during COVID-19. So far 15 families = 41 children have registered. Meals will be Tuesdays and Fridays given out at the Community Park. Council Lim, Firkser, Anderson and Mayor Wood have all volunteered to help.

President Baum requested a Motion to increase Specialist Solicitor Pete Rohana, Esq. pay rate from \$125.00 an hour to \$145.00 an hour.

MOTION Upon Motion, Council (Ellis/Firkser) voted and approved pay rate increase for Specialist Solicitor Pete Rohana, Esq. from \$125.00 an hour to \$145.00 an hour.

Additional period for Public Comment Public Comment Was Given By:

Anne Searl

Marta Driscoll
458A Lenni Road

Gary Koerner
Camp Meeting

JB Hatch

ADJOURNMENT: Upon Motion, Council (Lim/Ellis) unanimously voted to adjourn meeting at 8:48 p.m.

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

Respectfully Submitted,
Darlene Kurten
Recording Secretary

