



**BOROUGH OF CHESTER HEIGHTS**

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

**REGULAR COUNCIL MEETING MINUTES**

**June 5, 2023**

**Call to Order** President Baum called the public meeting to order at 7:10pm and led those in attendance in the reciting of the Pledge of Allegiance.

**Members Present** Drew Baum, President  
Laura Lim, Vice President  
Natalie Anderson, Pro Tem  
Bob Adams, Councilmember  
Susan Clarke, Councilmember  
Marta Driscoll, 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 5:45pm – 7:10pm to discuss matters related to (1) personnel matters including HR consultant report, (2) acquisition and financing of the Powell property located at 229 Valleybrook Rd.

Note: Council did not discuss RFP incoming bid proposals during executive session as was listed on the Agenda.

No motion was made during executive session.

**Public Comment:**

Eileen Lehmann – address provided – concerns regarding a proposed medical marijuana facility.

President Baum stated concerns about the location of a medical marijuana facility in the borough can be addressed at a hearing before the zoning hearing board meeting. No application has been submitted at this time. Public is invited to attend zoning hearing once scheduled.

Sharon Dougherty – address provided – concerns regarding a proposed medical marijuana facility.

Terry Connell – address provided – comments regarding a proposed medical marijuana facility.

Dorothy Becker – address provided – Walnut Hill Blvd and Valleybrook Rd intersection, requests a left turn signal from Walnut Hill Blvd onto Baltimore Pike.

Council advised Stoney Bank Rd and Baltimore Pike expenses were shared with Concord Township and included grants. Mr. Houtmann reported the Borough would have to make the application for Walnut Hill Blvd and Baltimore Pike to PennDOT and meet PennDOT's

standards. Estimated timeline would be one month for initial study, 1 month for PennDOT review, contract created, and ultimately consideration of approval at a public meeting. Mr. Houtmann was requested to contact PennDOT contacts as well as Higgins for traffic signals.

Rick Umani – address provided – Walnut Hill Blvd, Rt. 1 & Valleybrook intersection, updated traffic study request.

Janet Ditomasso – address provided – signage for signal.

Kathy Enright – address provided – medical marijuana facility concerns.

Council informed Regular Council meetings are 1<sup>st</sup> Monday of every month, calendar is posted on the website. The hearing before the zoning hearing board for the facility will be posted if scheduled. All audio is available from Council meetings.

Rick Umani – address provided – concerns of medical marijuana facility and medical marijuana card information.

Terry Connell – address provided – medical marijuana card information.

Jeanne Montgomery – address provided – increased traffic on Walnut Hill Blvd.

Patrick Hally – address provided – St Thomas demo.

Solicitor reported a letter regarding asbestos was written to contractor/St Thomas via Rich Jensen. Contractor provided a letter to Mr. Jensen.

### **Approval of May Meeting Minutes**

Approval of May meeting minutes will be reviewed at the June 20<sup>th</sup> Work Session for further review.

### **Approval of General Fund and Liquid Fuels Cash Disbursements May 2, 2023 – June 5, 2023**

Cash Disbursements

#### **General Fund \$62,202.96**

**MOTION** Upon Motion, Council (Baum, Adams) voted and unanimously approved cash disbursements in the amount of \$62,202.96 for the General Fund.

#### **Liquid Fuels Fund \$816.17**

**MOTION** Upon Motion, Council (Clarke, Baum) voted and unanimously approved cash disbursements in the amount of \$816.17 for the Liquid Fuels Fund.

#### **Fire Protection Fund \$120,000**

**MOTION** Upon Motion, Council (Baum, Anderson) voted and unanimously approved cash disbursements in the amount of \$120,000 for the Fire Protection Fund.

\$120,000 dispersed, \$8000 balance remains.

No ARPA Funds were dispersed.

### **Correspondence**

Mayor Ellis reported on the following:

- April and May State Police reports included fatal accident on Valleybrook and Coventry Ln. Annual Troop Camp Cadet will occur for 11-14 year old participants.
- weather alert/fire watch
- resident correspondence regarding (1) a mattress discarded in the community park (2) a tree

on a wire on 19 Smithbridge (3) overgrown weeds on Heather Lane (4) PennDOT correspondence for Walnut Hill Blvd, Valleybrook, and Route 1 (5) AARP loan denied (5) Lucky Penny Farm animal concern

- President Baum acknowledged a resident request to edit her comments which are included on the April 17<sup>th</sup> Work Session Minutes. Council will review.

### **Inspector's Reports**

- Building Inspector/Zoning –no report
- Fire Marshal report – Mike Ciocco Sr read the Fire Marshal report. Included in the report was a reminder that the area is dry and a brush fire was reported. U&O requirements update with Catania Engineering is underway.
- Sewage Enforcement  
No report
- EMC/Road Master – Larry Ward reported on routine matters and all PA One Calls were cleared without incident. Monthly County EMC meeting occurs next week. Hazard Mitigation Plan was passed and proper channels notified.
- Zoning – (1) May 24, 2023, 7PM: Zoning Hearing Board for 415 Valleybrook Road regarding a variance for an existing utility shed was rescheduled to July 18, 2023. (2) May 30, 2023, 7PM: Zoning Hearing Board granted a special exception for 8 Smithbridge Rd. (3) 479 Valleybrook/Philadelphia Meeting Room has applied for a Zoning Hearing. Date to be determined. (4) Medical Marijuana Dispensary will require an application to the Zoning Hearing Board.

### **Solicitor's Report**

RATIFY MOTIONS from the May 22, 2023 Work Session

**RATIFY MOTION** Upon Motion, Council (Lim, Baum) voted and ratified the Motion to designate Catania Engineering Inc, as the Borough BCO and zoning officer.

**RATIFY MOTION** Upon Motion, Council (Baum, Driscoll) voted and ratified the Motion for agreement of sale between Lorraine Powell and the Borough for 40.2 acres of the Powell Property located at 229 Valleybrook Road, President of Council will execute said agreement.

**RATIFY MOTION** Upon Motion, Council (Lim, Adams) voted and ratified the Motion to hire Maryann Furlong as a consultant to provide municipal managerial consulting services to the Borough in the amount not to exceed \$4000 and who shall not have any supervisory or overall responsibility for implementation or administration of any agreement related to the services and adhere to the duties listed in the updated statement of work dated May 22, 2023.

**RATIFY MOTION** Upon Motion, Council (Baum, Adams) voted and ratified the Motion to approve the purchase Premier Payroll up to \$2000 as Quickbooks Payroll expires June 2, 2023.

**RATIFY MOTION** Upon Motion, Council (Anderson, Baum) voted and ratified the Motion to approve a \$10,850 expense to remove 8 dead ash trees and stumps located on Borough DiSalvo Park.

### **Engineer's Report**

Old Quarry Knoll and Community Park – grant was awarded and Mr. Houtmann walked the proposed trail area, approval needed for bids for cleaning and clearing of trail area

**MOTION** Upon Motion, Council (Baum, Lim/Adams) voted and unanimously approved the engineer to request bids for the work on the Community Park trail and to advertise said requests.

## **Mayor's Report**

Mayor Ellis announced a hard-hat ceremony for Family Support Line, third floor of Borough office building on June 12, 2023 from 5:30pm-7:00pm. Public is welcome to attend.

In memoriam of Mayor Stacey Smith, a metal tree stake plaque was ordered and a small ceremony will be planned.

## **Committee Reports**

### **School District/Education/Training/Library**

Chair Marta Driscoll, Members Clarke, Miller, Chestnut

Kohl Library - Ms. Miller reported on endowment fund, library applied for a Keystone Grant and was awarded. Renovations to include new children's area will begin in the fall due to summer events. Events are posted to the library website. Mayor Ellis will add a library link to the Borough website. The library has had their outdoor story time mats go missing/taken once again.

GV School Update – Mr. Chestnut reported the GV graduation is Monday, June 12, 2023. June 13 and 14 include programs for elementary and middle school. June 15, 2023, is last day of school for students.

### **Finance/Insurance**

Chair Laura M. Lim, Members Anderson, Timmins

**MOTION** Upon Motion, Council (Baum, Anderson) voted and unanimously approved for Council to apply for a conservation loan up to 1.87 million dollars. The loan is considered a bridge loan to cover the funds needed for agreement of sale once grant is awarded.

### **Fire Company Finance subcommittee**

Chair Drew Baum, Member Lim

No report.

### **Nominating Vacancy**

Chair Bob Adams, Member Baum

No report

### **Communications/Public Relations**

Chair Ginamarie Ellis, Members Lim, Sacks

Borough website was updated and now has accessibility mode as well as new tabs. Online payments (for a fee) will now be accepted for permits (no online payment for Borough taxes).

### **Mayor's Event Committee**

Chair Ginamarie Ellis, Members Anderson, Sacks

Water line has been added to DiSalvo Park. Flowers were planted. Council extended its gratitude to participants at Memorial Day event which included the Fire Department, Boy Scouts, VFW, and to Councilmember Lim for providing the flags.

### **Historical Committee**

Chair Susan Timmins, Members Anderson, Ieradi, Searl

No report.

### **Planning/Zoning**

Chair Susan Clarke, Members Adams, Baum

### **Comprehensive Planning Sub-Committee**

Chair Susan Clarke, Members Baum, Driscoll, Mayor Ellis, Chris Leiser, John Lesky, Larry Paoletta Jr., Ron Surkin, Fred Wood

Councilmember Clarke reported the Comprehensive Planning Committee distributed the RFP (request for proposal) to several consultants and 4 proposals received. The proposals ranged from \$50,000 to \$149,000 and will need to be evaluated. Councilmember Driscoll and Member Surkin will review and report to the committee.

### **Engineering/Construction/Inspections**

Chair Susan Clarke, Members Adams, Baum

No report.

### **Ordinance/Code Review**

Chair Susan Clarke, Members Baum, Driscoll, Ellis

Ordinance Committee met on June 1, 2023, as advertised. Committee met to review Borough's Planning Commission (PC) comments on the Historical Preservation Ordinance. An updated draft was prepared and will seek additional comments from PC at their meeting on June 22, 2023.

### **Public Safety/Environmental**

Chair Bob Adams, Members Baum, Sacks

No report.

### **Borough Property/Parks/Open Space**

Chair Drew Baum, Members Lim, Sacks

Mr. Houtmann reported on the Community Park walking trail in Engineer's report.

### **Highways/Transportation**

Chair Robert Sacks, Member Ward

No report.

### **Public Utilities/Trash/Recycling**

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

Councilmember Lim reported that Delaware County Health Department will regulate on-site septic system and permits which were previously reviewed by Borough's SEO Mike Ciocco Jr of Catania. Information is on the Borough website.

### **Old Business**

Council and Brookefield HOA to enter into an easement agreement to allow construction of a bus stop and sidewalk access.

### **New Business**

No new business.

### **Additional period for Public Comment**

Wendy Rossett – address provided – Valleybrook and Walnut Hill Blvd intersection and consideration of turning lane created at Valleybrook.

Barbara Bassoline – address provided – inquiry regarding new building at 8 Smithbridge Rd.

Councilmember discussion regarding location of warehouse and no significant increased traffic.

Maryann Chestnut – address provided – St Thomas demo topic.

Debbie Miller – address provided – Valleybrook and Walnut Hill Blvd intersection with Baltimore Pike and concern on delayed traffic lights.

**Upcoming Meetings**

- Next Committee Meeting to include RFP Comprehensive Planning Committee – June 12, 2023, 6:30PM
- Next Work Session –June 20, 2023 7PM (note Tuesday, Borough office closed 6/19)
- New Planning Commission meeting– June 22, 2023, 7PM
- Next Regular Council Meeting – July 10, 2023, 7PM

**ADJOURNMENT:** Upon Motion, Council (Lim, Baum) voted and unanimously approved to adjourn the meeting at 8:30pm.

Respectfully submitted,  
Amy Langa  
Recording Secretary