



BOROUGH OF CHESTER HEIGHTS

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

WORK SESSION MEETING MINUTES

March 20, 2023

Call to Order President Baum called the public meeting to order at 7:00pm 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
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 will meet in Executive Session near the conclusion of the meeting to discuss matters regarding Acquisition of the Powell property located at 229 Valleybrook Road, Potential litigation related to the Septa rail line, and Performance Evaluation of Staff.

Public Comments

Trooper Naab – PA State Police – no update to homicide on Highland Drive, waiting on ballistics, Borough will be notified of updates. Monthly newsletter includes increase in vehicle thefts and vehicle break-ins.

Historical Ordinance Update

Solicitor Montella drafted an Historic Preservation Ordinance which includes creation of a historic commission of 5 volunteer members to serve for 3 years, historic resource map, 3 classifications of buildings, Council approval or rejection after commission review, and a historic resource study. Public hearing tentatively scheduled May 1, 2023.

MOTION Upon Motion, Council (Clarke, Baum) voted and unanimously approved to hold a public hearing on May 1, 2023, contingent on the historical ordinance being reviewed by Borough and Delaware County Planning Commissions.

COSTARS Salt Program

Councilmember Lim reported on Borough salt expenses from 2017-2023 and introducing implementation of the COSTAR program. Concord and Bethel Townships are at capacity but Aston would offer 50 tons of salt storage. In past years, Borough used up to 260 tons and this past year 7 tons. COSTAR offers a pre-negotiated rate of 22 tons minimum delivery within 48 hours. A \$3 per ton penalty is assessed if not used, renewable every year. COSTAR extended the deadline to March 31, 2023.

MOTION Upon Motion, Council (Baum, Anderson) voted and unanimously approved to implement the COSTAR Salt Program for the 2023-2024 season.

Chester Heights Community Park Walking Trail update

Formal announcement that DCED Local Shares Grant approved 853/1200 applicants, Borough of Chester Heights to receive \$43,187 for our walking trail at Chester Heights Community Park.

Easter Egg Hunt

Easter Egg Hunt is Saturday, March 25, 2023. Bunny arrives at 11:15am, 11:30am opportunity for pictures with Easter Bunny and Easter Egg hunt 12pm sharp. Signs are posted, staff and Council stuffing eggs. Volunteers requested for 830am to help place eggs at the Community Park. Fire Department will assist with road crossing and parking. Firetrucks will help deliver the Easter Bunny if not on a call.

Delaware County Veterans Memorial event

Borough invited to 10th anniversary of the Delaware County Veterans Memorial on May 13, 2023 in Newtown Square. Items to be considered to place in a time capsule, ex: Borough newsletter.

IT Expenses

Consider authorization of IT expenses to include data backup and interrupted power supply.

MOTION Upon Motion, Council (Clarke, Sacks) voted and unanimously approved expenses in the amount of \$350.91 for data backup, \$166.91 for uninterrupted power supply, and \$150 for labor.

Finance Recommendation for Fund Allocations

Finance recommendations for fund allocations on hold as Powell Property negotiations affect allotments.

Capital Planning Committee

MOTION Upon Motion, Council (Baum, Clarke) voted and unanimously approved to create a Capital Planning Committee to help the Borough find a permanent home where Paul Wehmiller and Larry Ward were named as committee members.

2022 Budget vs Actual

Council is asked to email Finance Committee with any questions.

General Fund:

Actual revenue: \$657,096
Budgeted revenue: \$721,073
Actual expenses: \$706,808
Budgeted expenses: \$721,073

Carryover actual: \$49,712
Carryover budgeted: \$61,000.

Liquid Fuels:

Actual revenue: \$59,198
Budgeted revenue: \$82,614
Actual expense: \$133,218
Budgeted expense: \$82,614

Carryover actual: \$30,495
Carryover budgeted: \$30,495

2 unbudgeted expenses were Stoneybank traffic light (\$35K) split with Concord Township and Mattson Road 2021 work that was cleared in 2022.

Fire Protection:

Actual revenue: \$88,070
Budgeted revenue: \$93,995

Actual expense: \$94,040
Budgeted expense: \$87,444

American Rescue Plan:

Actual revenue: \$145,043
Budgeted revenue: \$252,663
Actual expense: \$35,984
Budgeted expense: \$235,000

Initial presentation of RFP

Comprehensive Plan drafting by Committee. Need RFP for advisors to assist. If ready, will submit April 3, 2023. Councilmember Clarke requests input from Council.

Public Comment

Mayor Ellis reported that Valleybrook Road will be closed starting March 27, 2023 for work on the culvert. Expected timeframe is one week and detour will be Llewelyn and Bodley. Mr. Houtmann will provide a detour map and inform the School District of the detour.

Executive Session

President Baum announced in accordance with Act 84 - the Sunshine Law, that Council will meet in Executive Session to discuss matters regarding Acquisition of the Powell property located at 229 Valleybrook Road (7:33pm-8:00pm), Potential litigation related to the Septa rail line (8:01pm-8:30pm) and Performance Evaluation of Staff (8:30pm-9:26pm).

Next Ordinance Code Review – March 28, 2023 at 6:00pm.

Next Regular Council Meeting – April 3, 2023 at 7 pm.

Next Work Session – April 17, 2023 at 7pm

ADJOURNMENT: Upon Motion, Council (Sacks, Lim) voted and unanimously approved to adjourn the meeting at 9:27pm.

Land Development Dates:

8 Smithbridge, Plans submitted - October 3, 2022, Planning Commission Review - October 27, 2022, Extended on January 23, 2023, until April 23, 2023.

Westlake Plastics, Plans submitted - January 26, 2023, Planning Commission Review – January 26, 2023, extension needed April 26, 2023.

Respectfully submitted,

Amy Langa
Recording Secretary