



**Minutes of the Regular Council Meeting
Of the Borough of Chester Heights
The Village of Valleybrook – Clubhouse
265 Bishops Dr., Chester Heights, PA 19017
March 7, 2022**

- Call to Order** President Baum called the public meeting to order at 7:00 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
Natalie M. Anderson, Pro Tem
Susan Clarke, Council Member
Marta Driscoll, Council Member
Robert Sacks, Council Member
Ginamarie Ellis, Mayor
- Officials Present** Gerald C. Montella, Esq., Solicitor
Matthew R. Houtmann, P.E., Engineer
Mike Maddren, Esq., Alternate Solicitor
- Amended Agenda** President Baum requested a Motion for the amended agenda to add presentation of two (2) resolutions for Statewide Local Share Assessment grant. These resolutions for applications to grants are due Monday, March 14, 2022.
- MOTION** Upon Motion, Council (Lim/Sacks) voted and unanimously approved the amended agenda which includes two (2) resolutions, one for the Chester Heights Fire Company and one for the Borough of Chester Heights.
- Solicitor's Reports:** **Alt. Solicitor Maddren presented three (3) tax appeals:**
- 268 Llewelyn Road:**
- | | |
|----------------------------------|---------------------|
| DC Board of Assessment | \$302,070.00 |
| Garnet Valley | \$469,000.00 |
| Garnet Valley Settlement request | <u>\$350,000.00</u> |
| Increased difference | \$ 47,930.00 |
- President Baum requested a Motion to approve the revised assessment at 268 Llewelyn Road in the amount of \$350,000.00, an increase of \$47,930.00.
- MOTION** Upon Motion, Council (Driscoll/Lim) voted and approved the revised assessment by stipulation at 268 Llewelyn Road in the amount of \$350,000.00, an increased amount of \$47,930.00.

321 Llewelyn Road:

DC Board of Assessment	\$426,300.00
Garnet Valley Settlement Request	<u>\$415,000.00</u>
Decreased Amount	\$ 11,300.00

President Baum requested a Motion to approve the revised assessment by stipulation at 321 Llewelyn Road in the amount of \$415,000.00, a decreased amount of \$11,300.00

MOTION

Upon Motion, Council (Marta/Sacks) voted and approved the revised assessment by stipulation at 321 Llewelyn Road in the amount of \$415,000.00, a decreased amount of \$11,300.00.

0 Chamber-lain – 1724 Walnut Hill Blvd.:

DC Board of Assessment	\$338,970.00
Garnet Valley Settlement Request	<u>\$497,000.00</u>
Increased Amount	\$158,030.00

President Baum requested a Motion to approve the revised assessment at 0 Chamber-lain – 1724 Walnut Hill Blvd. in the amount of \$497,000.00, an increased amount of \$158,030.00

MOTION

Upon Motion, Council (Driscoll/Lim) voted and approved the revised assessment at 0 Chamber-lain – 1724 Walnut Hill Blvd in the amount of \$497,000.00, an increased amount of \$158,030.00.

Above assessments become effective for the Borough of Chester Heights and Delaware County on January 1, 2021, Garnet Valley School District effective date July 1, 2021.

Public Comment: No Report

Approval of February Meeting Minutes:

February 7, 2022, Regular Council Meeting Minutes

February 28, 2022, Work Session Meeting Minutes

President Baum requested Motion to approve the February Meeting Minutes at the Work Session Meeting to review all requested changes.

MOTION

Upon Motion, Council (Driscoll/Lim) voted and approved to approve the February Meeting Minutes at the next Work Session Meeting to review all requested changes.

Revise January 2022 Treasurer Report:

President Baum requested a Motion to revise the January 2022 Treasurer Report expenses under 941 Federal Payroll Amount from \$4,880.34 to \$4,431.79 the total expenditures will change to \$31,372.28.

MOTION

Upon Motion, Council (Sacks/Lim) voted and approved the revision to the January 2022 Treasurer Report under expenses – 941 Federal Payroll Amount from \$4880.34 to \$4,431.79 the total expenditures will change to \$31,372.28.

Approval of the February 2022 Treasurer Report

Vice President Lim reported on Monthly Financial Reporting:

At tonight's meeting the February Treasurer's Report will not be approved due to a change in process.

February's Treasurer's Report will be approved at the April 4, 2022, Regular Council Meeting. In order to accurately report monthly financial activity, the monthly treasurer's report will be generated from Quickbooks once all bank reconciliations are completed. Since Council meets the first Monday of the month, it is not feasible to have the bank reconciliations completed for the previous month.

Liquid Fuels Cash Disbursement Report Amount of \$3,592.34

Cash Disbursements from February 9 through March 7, 2022, Amount of \$24,912.70

MOTION

Upon Motion, Council (Baum/Anderson) voted and unanimously approved the Liquid Fuels Disbursement in the amount of \$3,592.34 and Cash Disbursements from February 9 through March 7, 2022, in the amount of \$24,912.70.

Correspondence:

Mayor Ellis reported emails from Adelphia Gateway regarding pipeline activity and Home Helpers requested additional signage for patient's safe travel when leaving the office. The Fire Company requested mapping homes with solar panels and an update on Fire Safety Inspections. DELCORA dues are due. DELCO announced establishment of the Delaware County Health Department. U&O assistance on 10 Bishops Drive.

Mayor Ellis reported for Sam Iannucci, Fire Company President:

22 Calls for the month of February:

8 – building responses, 3 - automatic fire alarm/gas leaks, 2 – wire/medical, 1 elevator rescue.

10 of those calls were in Chester Heights, 5 Training Classes attended, 1 meeting.

Mayor Ellis thanked Council for their bio's that they submitted for the 2022 Spring/Summer Newsletter. Expecting the first proof any day.

Inspector's Reports

Building Inspector **No Report**
Richard Jensen

Fire Marshal **No Report**
Mike Ciocco

Sewage Enforcement **No Report**
Mike Ciocco

EMC – Roadmaster Roadmaster Ward reported routine matters – PA 1 calls were all cleared.
Larry Ward

Solicitor Reports: Solicitor Montella requested Council to Ratify the Motion to approve the Renewal Insurance/General Liability Workers Compensation Premium for 2022 in the amount of \$16,928.00.

Ratify Motion Upon Motion, Council (Baum/Lim) voted and unanimously approved to Ratify the Motion for the Renewal Insurance/General Liability/Workers Compensation Premium for 2022 in the amount of \$16,928.00.

Resolution #03-22-A Resolution of Act 537 Plan Update:
Whereas, Section 5 of the Act of January 24, 1996, P.L. 1535, No. 537, known as the “Pennsylvania Sewage Facilities Act”, as amended, and the Rules and Regulations of the Department of Environmental Protection (Department) adopted thereunder, Chapter 71 of Title 25 of the Pennsylvania Code, requires the municipality to adopt an Official Sewage Facilities Plan providing for sewage services adequate to prevent contamination of water and/or environmental health hazards with sewage wastes, and to revise said Plan whenever it is necessary to meet the sewage disposal needs of the municipality, and Whereas, Gannett Fleming, Inc. has prepared an Act 537 Update for the entire DELCORA Service Area. This plan is for the sole purpose of addressing the PA DEP Act 537 requirements for the Eastern Service Area Plan Update.

Whereas the alternative of choice to be implemented is Alternative 2 – Construction of the Deep Tunnel storage and conveyance facility and upgrades to the Pumping and Treatment Facilities.

Whereas, Council for the Borough of Chester Heights, finds that the Act 537 Plan Update described above conforms to applicable zoning and subdivision ordinances and to other municipal ordinances and plans, and to a comprehensive program of pollution control and water quality management.

Now, Therefore, Be It Resolved that the Council for the Borough of Chester Heights, Delaware County hereby adopt and submit to the Department of Environmental Protection for its approval as an update of the “Official Plan” of the Borough of Chester Heights the above referenced Act 537 Plan Update. The Borough hereby assures the Department of the complete and timely implementation of the said plan as required by law. (Section 5, Pennsylvania Sewage Facilities Act as amended.)

MOTION Upon Motion, Council (Baum/Sacks) voted and unanimously approved Resolution #03-22-A, Resolution of Act 537 Plan Update.

Solicitor Montella requested Council to consider Catania Engineering as the interim Building/Code Official for inspections. Solicitor Montella requested Council consider a Motion to appoint Catania Engineering as the Building/Code Official for inspections, based upon fee schedule supplied to the Borough.

MOTION Upon Motion, Council (Baum/Anderson) voted and unanimously approved to appoint Catania Engineering as the interim Building/Code Official for inspections, based upon the fee schedule supplied to the Borough.

Solicitor Montella updated Council on the ZHB appeal by owners of 2 Ivy Lane. The ZHB denied the appeal. There is a 30 day appeal period for applicant to appeal the decision to the Delaware County Court of Common Pleas.

**Resolutions
#03-22-B &
#03-22-C**

Solicitor Montella presented Resolution #03-22-B and Resolution #03-22-C:
A Resolution of the Borough of Chester Heights, Delaware County, request for Statewide Local Share Assessment Grant
Now Therefore, Be It Resolved, by the Council of Chester Heights Borough, Delaware County, Pennsylvania, that the Council for the Borough of Chester Heights of Delaware County hereby request a Statewide Local Share Assessment grant of a minimum if \$25,000.00 from the Commonwealth Financing Authority:
Resolution # 03-22-B: to be used for a non-profit entity known as the Chester Heights Volunteer Fire Company No. 1.
Resolution #03-22-C: to be used for the Borough of Chester Heights Community Park Walking Trail
Be It Further Resolved, that the Applicant does hereby designate Drew J. Baum, President and Susan Timmins, Borough Secretary as the official(S) to execute all documents and agreements between the Council for the Borough of Chester Heights and the Commonwealth Financing Authority to facilitate and assist in obtaining the requested grant.

MOTION

Upon Motion, Council (Baum/Driscoll) voted and unanimously approved Resolutions #03-22-B & #03-22-C, A Resolution(s) of the Borough of Chester Heights, Delaware County, request or Statewide Local Share Assessment Grant(s).

Resolution#03-22-D

Solicitor Montella presented Resolution #03-22-D:
A resolution of the Borough of Chester Heights, Delaware County, allowing for exemption of payment of Borough Real Estate Taxes the including Fire Service Appropriations Tax for a disabled veteran who is resident of the Borough and who has applied for and has been approved for an exemption by the Pennsylvania State Veterans' Commission.
Whereas, any resident of this Commonwealth may be exempt from payment of all real estate taxes levied upon any building or land occupied by a person as a principal dwelling; and
Whereas, the exemption exists under the Commonwealth statues Chapter 89, Section 8901, et, seq. for veterans who have been honorably discharges or released under honorable circumstances, who are totally disabled and permanently disabled because of service-connected causes incurred during a period of war or armed conflict and who demonstrate a financial need; and
Whereas, the need for the exemption from the payment of real estate taxes has been determined by the State Veterans Committee and compliance with the requirements of Chapter 89, Section9001, et, seq.; and
Whereas, veterans who reside in the borough and who have applied for and met the qualifications of the statutory exemption and provided proof thereof are exempt from payment of borough real estate taxes including fire service appropriations tax

MOTION

Upon Motion, Council (Lim/Sacks) voted and unanimously approved Resolution #03-22-D.

Engineer Reports:

Engineer Houtmann updated Council on the Wawa Road – stone bridge.
Engineer Houtmann met a stone mason at the site and went over the work needed to be completed. Engineer Houtmann is waiting for a proposal for the work that needs to be done and should hear back from the contractor within a couple of weeks.
Engineer Houtmann is working on addressing the issues at Bonnie Lane & Valleybrook Road, and also the MS4 plan.

Mayor's Report

No Report

Committee Reports

School District/Education/Training/Library

Chair Marta Driscoll, Members Clarke, Miller, Chestnut

Debbie reported that the Keystone Grant committee will make a decision this month. The library is expanding the children's selections. March 12, 2022, 11:00am – 3pm there will be a children's book sale, March 16, 2022, @ 5:30pm, registration is required. March 23, 2022, @ 6:30pm to 7:30pm – Tattoo: Identity Through Ink (virtual exhibit tour with the American Swedish Historical Museum) registration is required.

Mask mandate has been lifted at the library masks are optional.

Greg announced the library and St. Thomas Church are partnering with the Boy Scouts Troup 184, to accept supplies/donations for Ukraine.

Greg reported the first full day kindergarten registration has begun. The high school

Performing Arts Association is performing March 10th & 12th.

Councilwoman Driscoll announced the mask requirement for the school district has been lifted masks are no longer required. The school will be closed March 16th (half day) and March 17th, & 18th for conferences. Spring break begins April 11, 2022, through April 18th, 2022.

Councilwoman Driscoll encouraged Council and staff to take classes offered by PSAB many classes offer good information. The American Rescue Plan Act is having a free class March 9, 2022, to Council, due to the complexity of requirements.

Finance/Insurance

Chair Laura M. Lim, Members Anderson, Timmins

Vice President Lim presented the PSAB UC Plan, requesting a Motion to approve the unemployment plan, not to exceed \$1,500.00 placed in Borough's insurance fund.

President Baum and Pro Tem Anderson voted to approve the PSAB UC Plan for unemployment not to exceed \$1,500.00. Councilwoman Driscoll requested a copy of contract prior to voting and making a Motion. President Baum requested issue placed on the Work Session Meeting March 28, 2022, so Council members can review.

Fire Company Finance

Chair Drew Baum, Member Lim

President Baum requested a meeting with Sam Iannucci, President of the Fire Company, the committee meeting will not be able to occur until late April.

Nominating Vacancy **No Report**

Chair Bob Adams, Member Baum

Communications/Public Relations – **No Report**

Chair Ginamarie Ellis, Members Anderson, Sacks

Mayor's Event Committee

Chair Ginamarie Ellis, Members Anderson, Sacks

Mayor Ellis announced the Easter Egg Hunt is scheduled for April 2, 2022, from 11:00 am to 1:00 pm, at the Community Park. The Easter Bunny will be transported by the Fire Company to the Community Park,

arriving by a fire truck. Candy will be distributed, and the photographer has also been confirmed along with Scott for Scott's landscaping to make sure the lawn is ready. Candy will be purchased to fill the plastic eggs for the egg hunt. Volunteers are needed to help hide the eggs and greet the residents.

Historical Committee No Report

Chair Susan Timmins, Members Anderson, Ierate, Searl

Planning/Zoning

Chair Susan Clarke, Members Adams, Baum

Councilwoman Clarke reported the Planning Commission did not have a meeting in February. Councilwoman Clarke needs to speak to Chris Leiser to discuss the Middletown Pros Plan and to advise Planning Commission Council needs to work on the Borough's Comprehensive Plan.

Engineering/Construction/Inspections – No Report

Chair Susan Clarke, Members Adams, Baum

Ordinance/Code Review

Chair Susan Clarke, Members Baum, Driscoll, Ellis

Councilwoman Clarke reported the committee meeting is scheduled for March 14, 2022, @ the Village of Valleybrook – Clubhouse @ 6:30 pm. The meeting will cover a list that was prepared last June of ordinances that need to be updated and review the list to see if more items need to be added.

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 requested a Motion to fund the Little Library project to be installed at the Chester Heights Community Park, in the amount of \$700.00.

MOTION

Upon Motion, Council (Baum/Driscoll) voted and unanimously approved the Motion to fund the Little Library project to be installed at the Chester Heights Community Park, in the amount of \$700.00.

Highways/Transportation

Chair Robert Sacks, Member Ward

Councilman Sacks reported that the No U Turn sign is up on Stoney Bank Road, the sign that was previously up was removed, and now the traffic is making U Turns. Upon discussion Council will research the issue more.

Public Utilities/Trash/Recycling – No Report

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

President Baum announced to comply with the state Sunshine Law, Committee Chairs will now have to identify subject items for the agenda to discuss.

Old Business

No Report

New Business

Pro Tem Anderson updated Council on the PSAB Conference after reviewing all documents. Pro Tem Anderson requested a Motion for Council members who are planning to attend the PSAB Convention cost cannot exceed \$1,100.00 per Council member.

MOTION

Upon Motion, Council (Baum/Lim) voted and unanimously approved the amount of \$1,100.00 per Council member to attend the PSAB Conference.

President Baum announced the PSAB Conference requires Council to appoint a delegate to attend. President Baum requested a Motion to appoint the Councilmember Susan Clarke as the Delegate to attend the PSAB Conference.

MOTION

Upon Motion, Council (Lim/Sacks) voted and unanimously approved to appoint Councilmember Susan Clarke as the delegate to the PSAB Conference.

Vice President Lim requested a Motion to appoint President Drew Baum as the Alternate Delegate to attend the PSAB Conference.

MOTION

Upon Motion, Council (Sacks/Anderson) voted and unanimously approved to appoint President Drew Baum and the Aternate Delegate to attend the PSAB Conference.

Public Comment:

No Report

ADJOURNMENT:

Upon Motion, Council (Lim/Anderson) voted and unanimously approved to adjourn meeting at 8:07 pm.

Land Development Dates:

Rose Hill Lot Line, Submitted Plans 09/24/20, Reviewed Planning Commission 10/22/20, Extension 01/20/21, Reviewed Planning Commission 05/27/21.
103-109 Valleybrook Road, Kheny Sketch Plan Submitted 03/12/21, Planning Commission Reviewed 05/27/21.
53 W Baltimore Pike, Submitted Plans 06/18/21, Planning Commission reviewed 08/26/21, Extension 11/24/21, Extension 02/24/22, Extension 04/04/22.

**Respectfully Submitted
Darlene Kurten
Recording Secretary**