

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

May 4, 2020

Call to Order President Baum called the public meeting to order at 7:00 p.m. and 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
Fred Wood, Mayor

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

Public Comment:

Gary Koerner Mr. Koerner sent Council a letter inquiring about the installation of sewers at the
Camp Meeting Chester Heights Camp Meeting. President Baum and Mr. Koerner agreed to discuss the matter with Engineer Houtmann.

Marta Driscoll Inquired about the status of the Powell sketch plan and presentation before
458A Lenni Road Council. A second presentation is not yet re-scheduled.

Approval of Minutes

April 6, 2020 Regular Council Meeting Minutes

MOTION Upon Motion, Council (Ellis/Lim) voted and approved the Meeting Minutes from April 6, 2020 Regular Council Meeting.

Approval of Secretary/Treasurer Report for April 2020

Receipts

Real Estate Transfer Tax	\$ 77,975.66	Treasurer of Delaware County
Feb Collections	\$ 68,183.03	Maryann D Furlong, TC
Tax Cert	\$ 20.00	Amrock Inc
Tax Cert	\$ 20.00	BB&T
Tax Cert	\$ 20.00	Roundpoint

Tax Duplicate Payment	\$	185.71	Maryann D Furlong, TC
March Remit	\$	41.18	Treasurer of Delaware County
LST Tax	\$	105.77	Berkheimer
1st Qtr Franchise Fee	\$	8,948.06	Comcast
U&O Inspection	\$	90.00	21 Highland Dr
U&O Inspection	\$	90.00	20 Highland Dr
U&O Inspection	\$	90.00	15 Stoney Bank Rd
U&O Inspection	\$	90.00	190 Kingswood Ct
U&O Inspection	\$	90.00	89 Bayberry Ct
HVAC Permit	\$	155.00	185 Bishops Dr
HVAC Permit	\$	155.00	99 Briarcliff Ct
Electrical Permit	\$	170.00	15 Ivy Mills Rd
Electrical Permit	\$	85.00	115 Briarcliff Ct
Bldg/Sign Permit	\$	225.00	15 Stoney Bank Rd
Septic Permit	\$	950.00	21 Highland Dr
Quarterly Payroll Tax Overpay	\$	161.00	IRS
Reimburse/Eng/Sol Review	\$	241.25	240 Wawa Rd
Reimburse/Eng/Sol Review	\$	2,091.50	Arbour Square
Fire Hydrant Reimburse	\$	7.60	The Summit
Fire Hydrant Reimburse	\$	181.50	Brookefield
Fire Hydrant Reimburse	\$	181.50	Madison
Fire Hydrant Reimburse	\$	399.30	Darlington Woods
TOTAL	\$	160,953.06	

Fund Balances,

Certificates of Deposit Balance

CD, 12 Month, @ 1.25% 5/2020	\$	45,887.23	Iron Workers Bank
EBond	\$	15,000.00	Bryn Mawr Trust
Total Certificates of Deposit	\$	60,887.23	

General Fund Balance

PLGIT GF 04/30/20 @ 0.75%	\$	642,133.66	Source PLGIT GENERAL FUND
PLGIT I-Class 04/30/20 @ 0.89%	\$	304,503.34	PLGIT GENERAL FUND
Money Manager 04/30/20 @ 1.75%	\$	9,581.56	Santander #4079
Road Improv Fund 04/30/20 @ 1.75%	\$	109,340.76	Santander #4060
Total Funds in General Fund	\$	1,065,559.32	

PA Liquid Fuels Fund Balance

Checking Account 04/30/2020 @ 0.86%	\$	113,632.97	PLGIT Acct #5116038
-------------------------------------	----	------------	---------------------

Open Space Fund Balance

PLGIT/ I-Class 04/30/20 @ 1.00%	\$	12,208.37	PLGIT Acct #5116056
---------------------------------	----	-----------	---------------------

Fire Protection Fund Balance

Fire Protect Fund Check 04/30/20 \$ 72,413.29 BMT Acct #9579

Expenditures

March Rent	\$	1,500.00	Chester Heights Fire Company
U&O Inspections	\$	450.00	Chester Heights Fire Company
Storage Rental	\$	224.72	Chester Heights Self Storage
Office Clean	\$	80.00	Brenda Martin Cleaning Services
General Matters	\$	1,174.50	Gerald C Montella, Esq.
Strine Property	\$	2,262.00	Gerald C Montella, Esq.
Tree Remov Heather Ln/Storm Drain	\$	3,400.00	Tree Guys Tree Serv
Bldg Permits	\$	3,583.86	Richard Jensen
U&O Inspections	\$	401.48	Richard Jensen
Community Park Storm Drain	\$	2,965.00	Derosa Excavating
Property Maintenance Invc #11	\$	150.00	Scott's Lawn Service
Property Maintenance Invc #12	\$	90.00	Scott's Lawn Service
Property Maintenance Invc #13	\$	132.00	Scott's Lawn Service
Property Maintenance Invc #14	\$	405.00	Scott's Lawn Service
Park Bench Install Invc #15	\$	364.00	Scott's Lawn Service
Tax Duplicate Refund	\$	1,702.81	Corelogic
Tax Duplicate Refund	\$	47.73	RC Polomano
Tax Duplicate Refund	\$	113.99	Wells Fargo Real Estate Serv
Tax Cert	\$	60.00	Maryann D Furlong, TC
Tax Mailings	\$	358.29	TouchPoint
Fire Marshal Compensation	\$	538.76	Michael Ciocco
Turn Off School Flashers	\$	70.00	Charles A Higgins & Sons
Community Park Soil Sample	\$	42.00	Penn State University
Community Park Soil Sample	\$	42.00	Penn State University
Community Park Soil Sample	\$	42.00	Penn State University
Reimburse Postage	\$	56.80	Darlene Kurten
Reimburse Notary Class	\$	29.95	Darlene Kurten
Reimburse PSAB Class	\$	150.00	Darlene Kurten
Legal Adv	\$	391.81	21st Century
Monthly Comp	\$	789.25	Larry Ward
Recording Sec	\$	1,643.79	Darlene Kurten
PECO TL	\$	40.90	PECO
PECO SL	\$	315.78	PECO
Phone/Office/Fire Marshal	\$	115.17	Windstream
Office Security	\$	329.70	Delco Alarm System
Animal Control	\$	273.17	Brandywine SPCA
Monthly Fee	\$	45.00	Constant Contact
Office Expense	\$	56.17	Adobe
Service Fee PA Payroll	\$	3.95	Official Payments
941 Payroll	\$	3,230.28	EFTPS

Sec/Treas Compensation	\$	3,995.03	Susan Timmins
Dig Notifications	\$	37.35	PA One Call
Copier/Scanner	\$	161.42	De Lage Landen
3 Hydrants@ \$42.25 per Hydrant	\$	107.19	Aqua Pennsylvania
47 Hydrants@ \$36.30 per Hydrant	\$	1,706.10	Chester Water Authority
Total Expenditures	\$	33,678.95	

PA Liquid Fuels Fund Expenditures

Total Expenditures

Fire Protect Fund Expenditures

Open Space Expenditures

Settlement Sheet/Strine Property	\$	7,600.21	Open Space Acquisition Land Services USA
----------------------------------	----	----------	---

MOTION Upon Motion, Council (Lim/Anderson) voted and approved the Secretary/Treasurer Report for April 2020.

Approval of Secretary/Treasurer to Amend Report for March 2020

Secretary/Treasurer Timmins requested Council to Amend the Secretary/Treasurer's Report for March 2020 to include the \$350,000.00 from the PLGIT Open Space Fund and the PLGIT General Fund.

MOTION Upon Motion, Council (Lim/Anderson) voted and approved the Amendment for the Secretary/Treasurer Report for March 2020 to include \$350,000.00 in the PLGIT Open Space Fund and the PLGIT General Fund.

Correspondence Pro Tem Ellis reported the community had numerous inquiries about COVID-19 and that she forwarded to EMC Ward to be addressed.

Community also inquired about the June primary elections and the Firehouse being closed to the public due to pandemic. Pro Tem Ellis is waiting to hear from the Delaware County Board of Elections to disseminate information to public.

Public also inquired about the Chester Heights Water Authority/Aqua situation.

Inspector's Reports:

Building Inspector-No Report

Fire Marshall- Fire Marshall Ciocco reported no incidents in April of 2020.

Sewage Enforcement-No Report

EMC/Roadmaster- Roadmaster Ward reported storm drain and a tree down on Walnut Hill Blvd. were quickly cleaned and cleared.

PA 1 calls were low and cleared.

EMC Ward reported Secretary Timmins has been advising him on County pandemic updates. Information has been included on public forms.

Zoning- No Report

Solicitor's Reports:

Solicitor Montella reported an inspection of the Powell property was performed by representatives of the Natural Land Trust on behalf of Council on March 10th, 2020, in, anticipation of the next presentation.

Resolution #5-20-A Solicitor Montella asked Council to adopt Resolution #5-20-A:

A Resolution by Council to extend the discount period for payment of Municipal Tax until August 31, 2020 and waive any fee or penalty otherwise due if the tax is paid in full by December 31, 2020.

1. The Discount Period for payment of 2020 Borough real estate taxed is extended through August 31, 2020.
2. The Face Period for payment of 2020 Borough real estate taxed is extended through/until December 31, 2020.
3. The Penalty Period for 2020 Borough real estate taxes is eliminated.
4. The Unpaid 2020 Borough real estate taxes as of January 1, 2021, will be considered delinquent and will be returned to the Delaware County Tax Claim Bureau for collection.
5. The Borough Secretary shall forward this Resolution to the Borough's Tax Collector on or before May 19th, 2020.

MOTION Upon Motion, Council (Lim/Clarke) voted and approved to adopt Resolution 5-20-A. A Resolution by Council to extend the discount period for payment of Municipal Tax until August 31, 2020 and waive any fee or penalty otherwise due if the tax is paid in full by December 31, 2020.

Solicitor Montella acknowledged Maryann Furlong, Boroughs Tax Collector for her gracious assistance.

Proclamation Solicitor Montella presented a Proclamation – Children's Mental Health Week – for Council's consideration.
Whereas, good mental health is a key component in a child's healthy development and Children's Mental Health Week provides the opportunity to focus on this important matter, while celebrating the accomplishments of children and families affected by mental health concerns.
Now, Therefore, Council of the Borough of Chester Heights does hereby proclaim, the week of May 3 thru 9, 2020 as Children's Mental Health Awareness Week.

MOTION Upon Motion, Council (Ellis/Anderson) voted and approved to adopt proclamation of Children’s Mental Health Awareness Week to be May 3 thru 9, 2020.

Councilwoman Clarke made a Motion to remove Councilman Coccozza due to housing displacement. President Baum and Solicitor Montella addressed questions Councilwoman Clarke had concerns about.

Failed Motion Upon Motion, Council (Clarke) voted to approve removal of Councilman Coccozza. Motion not seconded; Motion failed.

Engineer’s Reports:

Engineer Houtmann reported on the status of the above ground retention basin at the Chester Heights Community Park. The basin was a park storm-water management system which was clogged and was an emergency situation. Engineer Houtmann contacted Derosa Construction to locate blockage, clean out all debris and install a new riser to outlet structure and to remove several trees which were restricting flow. Remedial measures were performed by Derosa Construction.

Engineer Houtmann updated Council on Heather Lane. Trees were removed from the storm-water system and work completed.

Engineer Houtmann advised on the condition of the Borough’s roads. Mr. Houtmann recommended that Ivy Lane and Mattson Roads be considered for improvements. An estimate of \$40,000 per road was submitted to Council in April 2020. Upon discussion Engineer Houtmann recommended Ivy Lane be repaired this year. President Baum requested a Motion for Engineer Houtmann to advertise for bids for road improvements to Ivy Lane.

MOTION Upon Motion, Council (Firkser/Lim) voted and approved to allow Engineer Houtmann to advertise for bids for road improvement to Ivy Lane.

Mayor’s Reports: Mayor Wood reported:

SEPTA proposed a plan to construct a maintenance access road from Wawa Road to the train station. Engineer Houtmann called SEPTA for a confirmation and had not had a reply but will reach out to SEPTA again for a status.

Update on Arbor Day planting of a “Flowering Dogwood” in Memory of Mayor Stacey Smith with family and Mayor Wood, President Baum, Secretary Timmins, Pro Tem Ellis attended. In the future Mayor Wood would like to have a plaque commemorating Mayor Stacey Smith.

Mayor Wood is going to organize Movie Night in September pending social distancing issues.

Park maintenance: Tree trimming was approved for Scott's Lawn Service. Mayor Wood spoke about the soccer field and need of mowing. President Baum discussed aerating and reseeding the soccer field and requests Councilwoman Lim to ask Scott's Lawn Service to provide an estimate/proposal for consideration at the May 25th, 2020 Work Session Meeting. Council agreed to have Scott's Lawn Service mow the soccer field as soon as possible due to the overgrowth.

Mayor Wood received a letter from Jim Davis Committee Chair, Boy Scout Troop 260 Recognition for Borough resident, for the June Council Meeting.

Memorial Day plans are not scheduled as of yet. Mayor Wood will contact the VA to see if they have a schedule set up yet or cancel because of pandemic.

Committee Reports:

School District/Education/Training/Library-

Chair Susan Clarke, Members Ginamarie Ellis, Dave Firkser

Councilwoman Clarke reported the last day of class for underclassmen is Friday June 5th, 2020 and for Seniors Friday May 29th, 2020.

Dr. Greg Holden Assistant Principal will be resigning from Garnet Valley High School at the end of 2020 school year and taking a position in the Strath Haven School District.

Greg Chestnut reported after school activities such as prom, graduation etc. are being discussed in the wake of COVID-19. Committees have been formed and everyone is working together to help find a safe and healthy way to proceed.

The library applied for and approved a payroll protection plan, an SBA Loan which will cover 8 weeks of payroll to the library as part as the Federal help.

E-books have been very popular, and discussion of curb side pickup is being considered as long as the library can be deemed an essential business. All overdue fees will be forgiven.

Finance/Insurance-

Chair Steve Coccozza, Members Susan Timmins, Laura M. Lim

Councilwoman Lim presented Profit & Loss Budget vs Actual.

Councilwoman Lim presented Council with the current CD at Iron Workers Bank which expires on May 7th, 2020. The Iron Workers Bank – CD is currently worth \$45,887.23 with a rate at .75% for the next 12 months.

1. Santander Bank .6% for 12 months
2. Sun East Federal Credit Union .8% for 12 months
3. Bryn Mawr Trust .5% for 13 months
4. Citadel 1% for 12 months

Councilwoman Lim requested a Motion asking Council to consider Citadel at 1% for 12 months to hold CD.

MOTION Upon Motion, Council (Clarke/Ellis) voted and approved to make Citadel the new bank to hold CD at 1% for 12 months.

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

Chair Dave Firkser, Members Drew Baum, Steve Cocozza

Nominating/Vacancy-No Report

Chair Dave Firkser, Member Steve Cocozza

Communications/Public Relations-

Chair Ginamarie Ellis, Member Laura M. Lim

Pro Tem Ellis thanked everyone for the help she received in preparing the newsletter for Spring/Summer of 2020, Pat McFadden, Sam Iannucci, and all new or re-elected Council Members and Mayor Wood for their bio's and making a nice group effort in producing a success. Thank you.

Mayor's Event Committee-No Report

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

Historical Committee-No Report

Chair Susan Timmins, Member Dave Firkser

Planning/Zoning- No Report

Chair Susan Clarke Members Drew Baum, Dave Firkser

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-No Report

Chair Steve Cocozza Members Drew Baum, Laura M. Lim

Highways/Transportation-

Chair Dave Firkser Member Larry Ward

Councilman Firkser reported SEPTA has work scheduled from May 10th thru 30th, 2020 schedules are due to change and adjust accordingly.

Public Utilities/Trash/Recycle-

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

Councilwoman Lim reported Ryan Opdenaker met with the Chester Heights Post-Master and a recycling bin was chosen and will be delivered in the next week or two. Recycling bin will be emptied once a week on Thursday's.

Old Business: No Report

New Business: President Baum addressed Gary Koerner at Camp Meeting giving an overview of discussions. Mr. Koerner was inquiring about connection to sewer lines at Brookefield pump station which has not yet been dedicated to Southwest Municipal Authority.

President Baum will attempt to address questions over the next few weeks and report at next Council meeting.

Pro Tem Ellis advised St. Thomas is not interested in hosting elections now or for the foreseeable future due to health concerns due to COVID-19. Pro Tem Ellis is waiting to hear from the Delaware County Bureau of Elections for an election host. The Bureau is encouraging voters to use a mail in vote for the June 2nd, 2020 primary.

Additional period for Public Comment:

Greg Chestnut Inquired about the Powell property. Advised the property is part of Act 319.
317 Willits Way Mr. Chestnut would like to know if penalties for rezoning the property will be retro-active for the last 6 years. Solicitor Montella will research the question.

Anne Searl Expressed her concerns and opinions with Council.

ADJOURNMENT: Upon Motion, Council (Ellis/Lim) unanimously voted to adjourn meeting at 8:04 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