



**Borough of Chester Heights  
53 W. Baltimore Pike, 2<sup>nd</sup> Floor  
Chester Heights, PA 19017  
Regular Council Meeting Minutes  
November 6, 2023**

**Call to Order** President Baum called the meeting to order at 7:00 PM and led those in attendance in reciting the Pledge of Allegiance.

President Baum requested a Motion to Amend the Agenda for November 6, 2023, Regular Council Meeting:

1. Approve Cash Disbursements: October 3, 2023 through November 6, 2023.
2. Brookefield Easement Presentation
3. Adopt Preliminary Budgets

**MOTION** Upon Motion, Council (Anderson | Sacks) voted and unanimously approved the Amended Agenda for November 6, 2023, Regular Council Meeting.

**Members Present** Drew Baum, President  
Laura M. Lim, Vice President  
Bob Adams, Councilmember  
Marta Driscoll, Councilmember  
Robert Sacks, Councilmember  
Ginamarie Ellis, Mayor

**Official Present** Gerald Montella, Esq., Solicitor  
Matthew R. Houtmann, P.E., Engineer

**Public Comment:** **No Report**

**Approval of the September Meeting Minutes:**

**October 2, 2023, Regular Council Meeting Minutes**

**MOTION** Upon Motion, Council (Lim | Sacks) voted and unanimously approved the Regular Council Meeting Minutes from October 2, 2023.

**October 23, 2023, Work Session Meeting Minutes**

**MOTION** Upon Motion, Council (Lim | Sacks) voted and unanimously approved the Work Session Meeting Minutes from October 23, 2023.

**Approval of the Cash Disbursements from October 3, 2023 through November 6, 2023:**

**General Fund Disbursements October 3, 2023 through November 6, 2023.**

**MOTION**

Upon Motion, Council (Baum | Sacks) voted and unanimously approved the General Fund in the amount of \$ 56,604.17 from October 3, 2023 through November 6, 2023.

**Liquid Fuels Disbursements October 3, 2023 through November 6, 2023.**

**MOTION**

Upon Motion, Council (Anderson| Baum) voted and unanimously approved the Liquid Fuels Fund in the amount of \$ 749.68 from October 3, 2023 through November 6, 2023.

**Correspondence:**

**Mayor Ellis reported:**

**PSP Report for September 2023:**

Incident Type

Crashes – 2023 (4) – 2022 (4)  
DUI Arrests – 2023 (0) – 2022 (1) **100%**  
Traffic Stops – 2023 (19) – 2022 (14) **36%**

Incident Type

Burglary – 2023 (0) – 2022 (1) **100%**  
Crim. Mischief – 2023 (1) – 2022 (0)  
Theft – 2023 (1) – 2022 (2) **50%**  
Retail Theft – 2023 (0) – 2022 (0)  
Theft – Fraud – 2023 (1) – 2022 (2) **50%**  
Domestic Violence – 2023 (1) – 2022 (0)

Noteworthy Incidents for September 2023:

Troop K-Media: DUI-Drug and CSDDCA

On 09/02/23, at approximately 7:33pm, Cpl. Andrew Hearn initiated a traffic stop on Valleybrook at Ivy Mills Rd, Chester Heights Borough, Delaware County for numerous traffic offenses. Upon further investigation, the operator was found to be under the influence of drugs and was in possession of marijuana and paraphernalia.

PSP Media conducted active patrols of “soft targets” such as schools, places of worship, shopping centers, etc.

Trooper Nab reported vehicle thefts are still increasing and please keep your doors locked, do not keep any valuables in sight. The state police is working with local authorities to get license plate readers that are placed above the intersection cameras. There have been a lot of hit and runs in the area, If you see anything, please call 911. To report a complaint please call the front desk at 484-840-1000. For an emergency call 911.

Mayor Ellis continued: Multiple pieces of correspondence reported, noteworthy a thank you note from Debbie Jensen – To the Borough of Chester Heights and Council, I cannot begin to thank you enough for sharing with me your as well as your professional thoughts for my dear husband Rich. Rich had great respect for this Borough and everyone he served. The feeling I took away from the September 5<sup>th</sup> meeting was how he would have been so touched by having been honored in this way. Drew, you were awesome and so sincere.

Correspondence from Valleybrook HOA.

**Inspector's Reports:**

- **Building Inspector -No Report**
- **Fire Marshal – No Report**
- **Sewage Enforcement – No Report**
- **EMC | Road Master**

Larry Ward updated Council: The submitted hazard mitigation report has been approved, and on the record for three years.

Mr. Ward will be attending Road Master a winter road readiness course next week.

Also, Mr. Ward is still reviewing the bids submitted for the 2023-2024 Winter Services Bids.

- **Zoning – No Report**

**Solicitor's Report:**

***Ratified Motion*** Upon Motion, Council (Baum | Lim) voted and unanimously Ratified Motion for Authorizing Solicitor to prepare 2024 Animal Protective Services Contract with Mr. Strickland.

***Ratified Motion*** Upon Motion, Council (Lim | Driscoll) voted and unanimously Ratified Motion for Authorizing Solicitor to draft ordinance creating the office of the Borough Manager.

***Resolution*** Solicitor Montella presented Resolution #2023.11.06.A – A Resolution of the Borough of Chester Heights, Delaware County, Pennsylvania authorizing a request for the statewide Local Share Assessment Grant Program. This is a request for local share assessment grant of \$1 million from the Commonwealth Financing Authority to be used for the acquisition of 40.28 acre parcel owned by resident Lorraine Powell. It also designates the President, Vice President as the officials to execute all documents therein.

***MOTION*** Upon Motion, Council (Baum | Driscoll) voted and unanimously approved Resolution # 2023.11.06.A – A Resolution of the Borough of Chester Heights, Delaware County, Pennsylvania authorizing a request for the statewide Local Share Assessment Grant Program.

**Engineer's Report:** Engineer Houtmann updated Council on the Walking Trail – clearing was to start last week and is working with the contractor to begin this week and the bridges should be delivered. New construction update: Old Quarry Know is proceeding quickly, 2 houses are up and under roof, and 2 foundations started. Rose Hill Construction is also continuing, and we are finishing up with the planning modules.

**Mayor's Report:** Two abandoned dogs last week are now being fostered and hopefully adopted. When the communications committee delivered newsletters to Merrill Gardens some residents requested to have the sidewalk connect to the Wawa Store and the possibility of installing a few benches.

**Committee Reports:**

- **School District | Education| Training | Library**  
Chair Marta Driscoll, Members Clarke, Miller, Chestnut

Debbie Miller announced the new Children's Library will be opening soon and there is work being done to the other library. Story time should start within the next week with the children. The annual appeal letters have been sent out, when received please consider donating to the library. The library is funded by five municipalities.

- **Finance | Insurance**

Chair Laura M. Lim, Members Anderson, Timmins

Vice President Lim presented the 2024 Preliminary Budgets:

2024 Preliminary General Fund - \$766,089.00 plus an additional \$12,000.00 for quiet zone feasibility study totaling \$778,089.00.

**MOTION**

Upon Motion, Council (Baum | Anderson) voted and unanimously approved the 2024 Preliminary General Fund Budget.

2024 Preliminary Liquid Fuels - \$85,800.00.

**MOTION**

Upon Motion, Council (Baum | Sacks) voted and unanimously approved the 2024 Preliminary Liquid Fuels Budget.

2024 Preliminary Fire Protection Fund – \$136,856.00.

**MOTION**

Upon Motion, Council (Sacks | Driscoll) voted and unanimously approved the 2024 Preliminary Fire Protection Fund.

2024 Preliminary ARPA Fund – 110,000.00.

**MOTION**

Upon Motion, Council (Baum | Sacks) voted and unanimously approved the 2024 Preliminary ARPA Fund.

Vice President Lim requested authorization to allow Secretary Timmins to advertise the 2024 Preliminary Budgets that will be available for a 10-day Public Viewing Inspection period starting November 13<sup>th</sup> through November 24, 2023.

**MOTION**

Upon Motion, Council (Baum | Adams) voted and unanimously approved the 2024 Preliminary Budgets to be advertised by Secretary Timmins for a 10-day Public Viewing Inspection period starting November 13<sup>th</sup> through November 24, 2023.

Vice President Lim requested authorization to allow Secretary Timmins to advertise the 2024 Budget Hearing for December 6, 2023.

**MOTION**

Upon Motion, Council (Sacks | Baum) voted and unanimously approved authorization for Secretary Timmins to advertise the 2024 Budget Hearing for December 6, 2023.

- **Fire Company Finance Subcommittee – No Report**

Chair Drew Baum, Member Lim

- **Nominating Vacancy – No Report**  
Chair Bob Adams, Member Baum  
Resignation of Mark Carroll – Planning Commission – 4 Year Term Ending in 2026.
  - **Communications | Public Relations**  
Chair Ginamarie Ellis, Members Lim, Sacks  
Mayor Ellis updated Council:
  - **Mayor’s Event Committee**  
Chair Ginamarie Ellis, Members Anderson Sacks  
Mayor Ellis updated Council:  
December 9, 2023 – Pictures with Santa from 4:30 PM to 6:30 PM at the Borough office – 53 W  
Baltimore Pike, 2<sup>nd</sup> Floor, so far someone is donating pizza.
  - **Historical Committee – No Report**  
Chair Susan Timmins, Members Anderson, Ieradi, Searl
  - **Planning | Zoning**  
Chair Susan Clarke, Members Adams, Baum
  - **Engineering | Construction | Inspections – No Report**  
Chair Susan Clarke, Members Adams, Baum
  - **Ordinance | Code Review – No Report**  
Chair Susan Clarke, Members Baum, Driscoll, Ellis  
Councilwoman Driscoll spoke about the Historical Preservation Ordinance, Solicitor Montella will be making amendments and will send to the ordinance committee for final review and will then be sent to Planning Commission for any final recommendations.
  - **Public Safety | Environmental – No Report**  
Chair Bob Adams, Members Baum, Sacks
  - **Borough Property | Parks | Open Space**  
Chair Drew Baum, Members Lim, Sacks
- Ratify Motion**      Upon Motion, Council (Lim | Sacks) voted and unanimously ratified motion to approve the Open Space Steering Committee.
- **Highways | Transportation -**  
Chair Robert Sacks, Member Ward
  - **Public Utilities | Trash | Recycling**  
Chair Laura M. Lim, Members Anderson, Driscoll, Ellis  
Vice President Lim updated everyone on recycling day and the take back drug program, 16 pounds of medicine was “taken back”. Thank you.

**OLD BUSINESS:**      Danny George – presented the Brookefield Bus Stop:  
The residents at Brookefield feel the bus stop at Valleybrook & Smithbridge Road is unsafe and wouldlike Council to consider an easement for the bus stop for children. Mr. George reported in the last 13 months there were 125 citations issued at the intersection. The plan was distributed and presented to Council for review.

President Baum requested authorization for Solicitor Montella to draft an easement agreement, including the plan and legal description to present to Brookefield for their review.

**MOTION**      Upon Motion, Council (Baum | Sacks) voted and unanimously approved to authorize Solicitor Montella to draft an easement agreement, to present to Brookefield for their review.

**NEW BUSINESS:**

**Additional Period for Public Comment:**

Danny George – Brookefield Resident – concerns, with ads in the newsletter.

**ADJOURNMENT**      **Upon Motion, Council (Sacks | Anderson) voted and unanimously adjourned Regular Council Meeting at 7:58 pm.**

**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, extended until October 20, 2023, Extended Until January 18, 2024.

**Respectfully Submitted**  
**Darlene Kurten**  
**Recording Secretary**