



**Borough of Chester Heights
53 W. Baltimore Pike, 2nd Floor
Chester Heights, PA 19017
Regular Council Meeting Minutes
October 2, 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.

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:

September 5, 2023 Regular Council Meeting Minutes

MOTION Upon Motion, Council (Lim | Sacks) voted and unanimously approved the Regular Council Meeting Minutes from September 5, 2023.

September 18, 2023 Work Session Meeting Minutes

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

Approval of the Cash Disbursements from September 6, 2023 through October 2, 2023:

General Fund Disbursements September 6, 2023 through October 2, 2023.

MOTION Upon Motion, Council (Sacks | Driscoll) voted and unanimously approved the General Fund in the amount of \$ 112,551.30 from September 6, 2023 through October 2, 2023.

Liquid Fuels Disbursements September 6, 2023 through October 2, 2023.

MOTION

Upon Motion, Council (Sacks | Adams) voted and unanimously approved the Liquid Fuels Fund in the amount of \$ 4,629.82 from September 6, 2023 through October 2, 2023.

Correspondence:

Mayor Ellis reported:

PSP Report for August 2023:

Incident Type

Crashes – 2023 (6) – 2022 (5) 20%

DUI Arrests – 2023 (1) – 2022 (0)

Traffic Stops – 2023 (14) – 2022 (5) 180%

Incident Type

Burglary – 2023 (0) – 2022 (1) 100%

Crim. Mischief – 2023 (0) – 2022 (0)

Theft – 2023 (3) – 2022 (2) 50%

Retail Theft – 2023 (0) – 2022 (0)

Theft – Fraud – 2023 (2) – 2022 (1) 100%

Domestic Violence – 2023 (0) – 2022 (1) 100%

Resident Correspondence:

Resident wanted to know if the borough still had a contract with Brandywine SPCA.

Inspector's Reports:

➤ **Building Inspector -No Report**

➤ **Fire Marshal**

Mike Ciocco reported: Issues at Merrell Gardens have been resolved. Routine matters. Expressed concerns with property on Wawa Road.

Mayor Ellis – Activity Report for the Month of September – Chester Heights Fire Co. No. 1:

15 Calls: (7) Building Responses, (3) Automatic Fire Alarms, (1) EMS Call, (1) Wires Call, (1) Controlled Burn, (1) Cover, (1) Smoke Investigation.

They are having a company meeting and work night on October 5th, Fire preventions Smart start & Fire Inspector course on October 12th, Fire Prevention for St. Thomas on October 13th and two more inspector courses on October 19th and 26th, pipeline training in Buckeye on October 28th. They will also be participating in the Concord Township's Veterans Day on November 5th.

➤ **Sewage Enforcement – No Report**

➤ **EMC | Road Master**

Larry Ward updated Council: All PA One calls have been cleared without issues. Mr. Ward attended the last quarterly EMC meeting at the 911 center and was presented with the PEMA rank of Advanced EMC, there are only about a dozen in the county awarded with the Advanced ranking.

Congratulations to Larry Ward.

Also, Wednesday, October 4th, an integrated public alert warning system will occur at 11:10am. Alerts on cell phones, TV's etc. No action is needed, just a test which occurs every three (3) years.

➤ **Zoning – No Report**

Solicitor's Report:

Ratified Motion Upon Motion, Council (Baum | Sacks) voted and unanimously Ratified Motion for Resolution #2023-09-A – A Memorial Resolution for Richard Jensen.

Ratified Motion Upon Motion, Council (Lim | Sacks) voted and unanimously Ratified Motion for Resolution #2023-09-D Powell Preliminary | Final Subdivision.

Ratified Motion Upon Motion, Council (Baum | Driscoll) voted and unanimously approved Solicitor Montella to advertise and prepare the 2023-2024 Winter Services Contract.

Extension Letter for 8 Smithbridge Road, extension letter will renew until January 18 2024.

MOTION Upon Motion, Council (Baum | Lim) voted and unanimously approved the Extension Letter for 8 Smithbridge Road.

Engineer's Report: Engineer Houtmann updated Council on the Wawa Road bridge: This bridge is quickly deteriorating, estimates for repairing the bridge are difficult because the contractors believe the wall of the bridge can collapse. Engineer Houtmann's recommendation is for the Borough to rebuild the bridge. President Baum requested a Motion of approval for the Borough Engineer – Matt Houtmann to prepare documents, a bid package, work specifications for the repair of the culvert on Wawa Road and bridge.

MOTION Upon Motion, Council (Baum | Sacks) voted and unanimously approved Engineer Houtmann to prepare documents, a bid package, work specification for the repair of the culvert on Wawa Road and bridge.

Engineer Houtmann reviewed the driveway plan for Rose Hill, a couple of the driveways looked like they have doubled in size. Plans need to be reviewed.

Councilmember Adams requested an update from Engineer Houtmann on the Brookefield HOA Bus Stop plan and easement. Will be added to Work Session Meeting on October 23, 2023.

Mayor's Report: **No Report**

Committee Reports:

▪ **School District | Education| Training | Library**

Chair Marta Driscoll, Members Clarke, Miller, Chestnut

Councilmember Driscoll updated Council on the Library:

Programs at this time have all been cancelled, Lego renovations are underway. Construction should be completed by the end of the month. The fundraising dinner was a success, and the annual appeal letter will be mailed out shortly.

▪ **Finance | Insurance**

Chair Laura M. Lim, Members Anderson, Timmins

Vice President Lim updated Council: General Fund Budget is almost ready, as is the Liquid Fuels. The first draft budget should be ready to go out by the end of the week.

- **Fire Company Finance Subcommittee – No Report**
Chair Drew Baum, Member Lim
- **Nominating Vacancy – No Report**
Chair Bob Adams, Member Baum
- **Communications | Public Relations**
Chair Ginamarie Ellis, Members Lim, Sacks
Mayor Ellis updated Council:
The Newsletters have been delivered to the Borough office and residents should have received a copy or they will any day now.
- **Mayor’s Event Committee**
Chair Ginamarie Ellis, Members Anderson Sacks
Mayor Ellis updated Council:
December 9, 2023 – Cookies and Milk with Santa from 4:30 PM to 6:30 PM at the Borough office – 53 W Baltimore Pike, 2nd Floor.
- **Historical Committee – No Report**
Chair Susan Timmins, Members Anderson, Ieradi, Searl
- **Planning | Zoning**
Chair Susan Clarke, Members Adams, Baum
Councilmember Driscoll reported the Planning Commission Meeting was cancelled this past week. Still waiting for review on the Catch All Ordinance and the Historical Preservation Ordinance.
- **Engineering | Construction | Inspections – No Report**
Chair Susan Clarke, Members Adams, Baum
- **Ordinance | Code Review – No Report**
Chair Susan Clarke, Members Baum, Driscoll, Ellis
- **Public Safety | Environmental – No Report**
Chair Bob Adams, Members Baum, Sacks
- **Borough Property | Parks | Open Space**
Chair Drew Baum, Members Lim, Sacks
The borough sign was decorated for fall over the past weekend.
- **Highways | Transportation -**
Chair Robert Sacks, Member Ward
Councilman Sacks attended a meeting at the office of Congresswoman Mary Gay Scanlon’s concerning the Quiet Zone.
Plan on applying for a grant to cover the feasibility study.
- **Public Utilities | Trash | Recycling**
Chair Laura M. Lim, Members Anderson, Driscoll, Ellis

Ratified Motion Upon Motion, Council (Lim | Sacks) voted and unanimously approved the five (5) year contract with Constellation.

Vice President Lim updated Council on Recycling Day:
J & K Shredding – 1.77 tons of paper
U Haul & 3 vehicles of items delivered.
Cyber Crunch 4,023 pounds of recycled electronics
Crestline – tote bags were delivered late, and a discount was applied.
Total summary of expenditures is \$3,584.26.

OLD BUSINESS:

Councilmember Sacks updated Council on 352 Danbury Court:
Councilmember Sacks received daily updates from a resident concerned with construction noise after hours.
COSA performed a resident check. Darlington Woods HOA | PennCO Management informed the resident that no work was to occur after 6:00 PM.

NEW BUSINESS:

Mayor Ellis announced: The Western DELCO Historical Group scheduled an afternoon tea and to watch the public premiere of a Field of the Retreat after the Battle of Brandywine and cost is \$25.00 a ticket at the Martian Chapel at Middletown Presbyterian Church on Old Middletown Road. October 7, 2023, 4:00 PM.
Sandwiches and desert's, bring your own tea cup.

Additional Period for Public Comment: No Report

ADJOURNMENT **Upon Motion, Council (Lim | Sacks) voted and unanimously adjourned Regular Council Meeting at 7:42 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, **EXTENSION Until January 18, 2024.**

Respectfully Submitted
Darlene Kurten
Recording Secretary