

**Minutes of the Regular Council ZOOM Meeting
Of the Borough of Chester Heights
222 Llewelyn Road
Chester Heights, PA 19017
September 14th, 2020**

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
Ginamarie Ellis, Pro Tem
Bob Adams, Council
Natalie M. Anderson, Council
Susan Clarke, Council
Dave Firkser, Council
Laura M. Lim, Council
Fred Wood, Mayor

Official Present Gerald C. Montella, Esq., Solicitor
Matthew R. Houtman, P.E., Engineer
Richard Jensen, Building Inspector

President Baum opened the meeting with discussion on the urgent request for mail in ballot box installation proposed to the borough by Delaware County. Delaware County Council obtained third party funding to acquire and distribute 50 secure, ballot drop boxes that can be permanently installed outside or inside to accept mail in and absentee ballots in the November general election and in subsequent elections over a 5-year term. The County offered each municipality one box. The County forwarded a draft license agreement including terms requiring a 5-year contract, 24-hour access, well-lit area, ADA accessible and, 24-hour video surveillance.

President Baum researched the proposal. The borough is unable to sign a license agreement at the borough office without the written consent of the Fire Company, which is the borough's landlord. President Baum had multiple discussions with Sam Iannucci, Fire Company President, Jerry Montella, borough Solicitor about possible options. Mr. Montella advised Council of litigation pending in Federal and State courts related to mail-in drop box use. A decision is pending. Due to potential safety issues, the Fire Company declined to provide consent. Although the borough owns additional properties in the borough, none of those properties are well-lit, have security, adequate parking, electricity, and/or, ADA accessible these properties are not viable in the immediate future to secure a proper mail drop box location. President Baum suggested the Rachel Kohl Library, as a viable alternative. President Baum discussed multiple concerns, issues and possible solutions and opened the discussion for Council and the public to review alternatives. Greg Chestnut, a board member of the Rachel Kohl Library was present and agreed to present this option at the next scheduled meeting of the Library Board.

Public Comment – was given by:

Jeanne Montgomery
118 Briarcliff Ct.
Gloriann Ellis

Marta Driscoll
458 A Lenni Rd
Claudia Carlsson

Greg Chestnut
317 Willits Way

363 Radford Ct
Philip Block
Willits Way

Approval of Minutes: August 3rd, 2020 Regular Council Meeting Minutes

MOTION Upon Motion, Council (Lim/Firkser) voted and approved the meeting minutes from August 3rd, 2020 Regular Council Meeting.

Approval of Treasurer's Report for August 2020

		Source
<i>Receipts</i>		
Real Estate Transfer Tax	\$ 10,691.75	Treasurer of Delaware County
July Remit	\$ 707.11	Treasurer of Delaware County
2nd Qtr Franchise Fee	\$ 9,330.10	Verizon
2nd Qtr Franchise Fee	\$ 9,091.26	Comcast
LST Tax	\$ 6,556.70	Berkheimer
U&O Inspection	\$ 90.00	7 Stonehave Cr
U&O Inspection	\$ 90.00	184 Bishops Dr
U&O Inspection	\$ 90.00	5 Bonnie Ln
U&O Inspection	\$ 90.00	114 Heather Ln
U&O Inspection	\$ 90.00	300 Wawa Rd
Bldg/Sign Permit	\$ 125.00	240 Wawa Rd
Land Disturbance Permit	\$ 1,100.00	Darlington Woods
Bldg/Deck Permit	\$ 250.00	3 Miller Way
Bldg/Deck Permit	\$ 250.00	1 Miller Way
Bldg/Deck Permit	\$ 250.00	5 Miller Way
Bldg/Deck Permit	\$ 250.00	8 Rolling Heights
Plmg Permit	\$ 80.00	294 Stanton Ct
Bldg Permit	\$ 315.00	379 Radford Ct
Bldg Permit	\$ 125.00	81 Bayberry Ct
Reimburse Eng Invoice	\$ 775.00	LeNape Valley
Reimburse Solicitor Invoice	\$ 159.50	31 Smithbridge
Reimburse Eng Invoice	\$ 1,105.63	240 Wawa Rd
Reimburse Eng Invoice	\$ 648.13	240 Wawa Rd
Reimburse Solicitor Invoice	\$ 29.00	240 Wawa Rd
Fire Hydrant Reimburse	\$ 72.60	The Summit
Fire Hydrant Reimburse	\$ 181.50	Brookefield
Fire Hydrant Reimburse	\$ 181.50	Madison
Fire Hydrant Reimburse	\$ 798.60	Darlington Woods
TOTAL	\$ 43,523.38	

Fund Balances,

Certificates of Deposit Balance

CD, 12 Month, @ 1.04% 5/2021	\$ 46,002.44	Malvern Bank
EBond	\$ 15,000.00	Bryn Mawr Trust
Total Certificates of Deposit	\$ 61,002.44	

General Fund Balance

		Source
PLGIT GF 08/31/20 @ 0.04%	\$ 850,527.89	PLGIT GENERAL FUND
PLGIT I-Class 08/31/20 @ 0.18%	\$ 305,098.15	PLGIT GENERAL FUND
Money Manager 08/31/20 @ 0.10%	\$ 9,588.30	Santander #4079
Road Improv Fund 08/31/20 @ 0.10%	\$ 109,417.56	Santander #4060
Total Funds in General Fund	\$ 1,274,631.90	

PA Liquid Fuels Fund Balance

Checking Account 08/31/20 @ 0.04%	\$ 111,791.42	PLGIT Acct #5116038
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Open Space Fund Balance

PLGIT/ I-Class 08/31/20 @ 0.18%	\$ 12,232.96	PLGIT Acct #5116056
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Fire Protection Fund Balance

Fire Protect Fund Check 08/30/20	\$ 12,149.24	
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Expenditures

August Rent	\$ 1,500.00	Chester Heights Fire Company
U&O Inspections	\$ 450.00	Chester Heights Fire Company
Repair Damaged TL/Smithbrg/Vallybrk	\$ 5,612.62	Charles A Higgins & Sons
Office Cleaning	\$ 160.00	Brenda Martin Cleaning Services
Monthly Storage Fee	\$ 240.62	Mini U Storage
Various Bldg Permits	\$ 3,053.89	Richard Jensen
U&O Inspections	\$ 401.49	Richard Jensen
Property Maintenance Invcs #31-34	\$ 687.00	Scott's Lawn Service
Reimburse 240 Wawa Invc #66352	\$ 1,105.63	Catania Engineering Assoc
Reimburse 240 Wawa Invc #65902	\$ 648.13	Catania Engineering Assoc
21 Highland Dr/On Lot Septic	\$ 530.01	Catania Engineering Assoc
General Services	\$ 198.75	Catania Engineering Assoc
Sewer Mapping/Partial	\$ 1,434.77	Catania Engineering Assoc
Reimburse LeNape #11282	\$ 775.00	G D Houtman & Son
2020 Road Program	\$ 2,935.00	G D Houtman & Son
Strine Property	\$ 5,457.75	G D Houtman & Son
Reimburse 31 Smithbridge	\$ 159.50	Peter J Rohana, Jr
General Matters	\$ 506.00	Peter J Rohana, Jr
eCodes Annual Maintenance Fee	\$ 1,195.00	General Code
Postage/Recycling Day Postcards	\$ 324.48	The Country Press
Recycling Day Banners	\$ 294.00	The Country Press
Recycling Day Postcards	\$ 635.00	The Country Press

Recycling Day Mugs	\$	877.21	Crestline
Recycling Container Delivery	\$	45.00	Opdenaker Inc
Recycling Container Post Office	\$	55.00	Opdenaker Inc
General Matters	\$	2,233.00	Gerald C Montella, Esq.
Reimburse/240 Wawa	\$	29.00	Gerald C Montella, Esq.
Road Mst/EMC Compensation	\$	789.25	Larry Ward
Fire Marshal Compensation	\$	538.76	Michael Ciocco
Municipal Budget Series	\$	75.00	PSAB
Office Supplies	\$	217.42	Office Basics
WC Audit	\$	77.00	Arthur J Gallagher Inc
Postage	\$	111.80	USPS
Reimburse PO Box 658 3 Months	\$	65.00	Darlene Kurten
Recording Sec	\$	2,645.82	Darlene Kurten
PECO TL	\$	35.29	PECO
PECO SL	\$	536.44	PECO
Phone/Office/Fire Marshal	\$	118.04	Windstream
Open Records Officer Compens	\$	374.72	Megan Killian
Software	\$	158.89	Zoom Video Communications
Monthly Fee	\$	45.00	Constant Contact
Office Expense	\$	56.17	Adobe
Meter Usage	\$	34.38	Graffen
941 Payroll	\$	3,521.44	EFTPS
Sec/Treas Compensation	\$	3,995.04	Susan Timmins
Dig Notifications	\$	37.69	PA One Call
Copier/Scanner	\$	161.42	De Lage Landen
3 Hydrants@ \$42.25 per Hydrant	\$	76.88	Aqua Pennsylvania
47 Hydrants@ \$36.30 per Hydrant	\$	1,706.10	Chester Water Authority
Total Expenditures	\$	46,921.40	

PA Liquid Fuels Fund Expenditures

Total Expenditures

Fire Protect Fund Expenditures

Open Space Expenditures

MOTION

Upon Motion, Council (Anderson/Adams) voted and approved the Treasurer's Report for August 2020.

President Baum requested to close out the Arbour Square (The Summit) escrow account with a \$0.00 balance. All invoices have been paid and all work completed. Solicitor Montella advised that is was appropriate to close the account out.

MOTION

Upon Motion, Council (Clarke/Anderson) voted and approved to close the Arbour Square (The Summit) escrow account with a \$0.00 balance.

President Baum requested to close Darlington Square Phase II B escrow in the amount of \$3,857.50. Secretary Timmins gave a brief overview and Solicitor Montella advised the information was correct.

MOTION Upon Motion, Council (Clarke/Adams) voted and approved to close Darlington Square Phase II B escrow account in the amount of \$3857.50.

Correspondence: Pro Tem Ellis reported on multiple communications sent through email and forwarded those to appropriate members or officials to handle.

Inspector's Reports

Building Inspector – Building Inspector Jensen reported: 3 deck permits, 1 kitchen remodel, 1 sign at Wawa Blossom Hill, and the last 4 permits for Brookefield were issued. Zoning Hearing Board meeting is September 29th, 2020.

Fire Marshal – Fire Marshal Ciocco reported: 6 minor incidents in the month of August 2020. Gave a report on 16/18 Smithbridge Road.

- **Fire Company President –**

Sewage Enforcement – No Report

EMC/Roadmaster – Roadmaster Ward reported: Basic routine PA 1 calls, all cleared. With occurring storms, upkeep of cleaning storm drains making them free and clear of debris and making sure any trees are off the roads.

Zoning – No Report

Solicitor's Reports Solicitor Montella requested a Motion from Council to authorize advertising for bids for the 2020/2021 Winter Services for 1-Year Agreement. The sealed bids would be due October 26th, 2020 and approval on November 2nd, 2020. President Baum requested a Motion to allow Solicitor Montella to prepare and advertise the 2020/2021 Winter Services Contract a 1-year agreement.

MOTION Upon Motion, Council (Lim/Ellis) voted and approved Solicitor Montella to prepare and advertise for the 2020/2021 Winter Services Contract a 1-year agreement.

Solicitor Montella reported the Borough received a tax bill for the Strine property recently purchased by the Borough. A letter was submitted to Garnet Valley School District requesting the property be tax exempt. Garnet Valley School District agreed the property will be tax exempt for 2020. The Borough will need to file an exemption request through Delaware County for permanent tax exemption.

Solicitor Montella reported the Powell Estate would like to move forward with its presentation at the September 28th, 2020 Work Session Meeting.

Solicitor Montella updated Council on 31 Smithbridge Road land development. Solicitor Rohana has sent notification to SB Conrad as to land development and multiple extensions, the development needs to move forward or withdrawn. Engineer Houtmann also clarified he has spoken with Steve Conrad about the Borough carrying multiple extensions and wanting to move forward with either bringing the project to approval or withdrawing it.

Solicitor Montella updated Council on the upcoming Zoning Board Hearing on September 29th, 2020. Related to the car wash proposal.

Solicitor Rohana requested a traffic study of the proposed land development site at Route 1 & Valleybrook Road. Solicitor Montella announced due to a potential conflict of serving as solicitor of the Garnet Valley Educational Foundation in which the developer was involved, he was transferring the matters to Solicitor Rohana. President Baum also suggested that the Borough should do their own traffic study to compare with the land developer's study. Engineer Houtmann added that the intersection in question has the highest volume of traffic in Chester Heights Borough, which is a concern and suggested the Borough hire an experienced traffic engineer.

Engineer's Reports

Engineer Houtmann reported that the community park's property lines have been marked with bright pink stakes and the proposed walking trail, was also marked with white stakes should the Borough like to take a walk around to explore and look at the proposed area and provide feedback. Once Engineer Houtmann receives a response from the Borough, he will contact contractor and to complete the walking-trail. Engineer Houtmann also reported that the topographic study was completed, and the report will be ready view within a couple days.

Mayor's Reports

Mayor Wood announced that he participated in Feed America – Urban League that Councilwoman Lim coordinated to help feed the Chester Heights residence. He thanked her for all her hard work.

Committee Reports

School District/Education/Training/Library –

Chair Susan Clarke, Members Ellis, Firkser

Greg Chestnut reported Garnet Valley School District started virtual learning on September 1st, 2020 and at this time will continue through October 9th, 2020 unless health updates from Chester County states otherwise. If the district allows some students to go back to school, they will do so.

The central league has delayed the start of all sports activities until the new year unless otherwise changed/updated by Chester County Health Department.

Mr. Chestnut reported the Rachel Kohl library is opening up September 15th, 2020 to a limited number of people on "a grab and go" basis and curbside pickup is still available.

Mr. Chestnut also added that the Garnet Valley School District filed an appeal with the County Board of Assessment for the process they used for the recent reassessment. The school district feels the commercial properties in the borough are being undervalued which will cause an unfair and unnecessary shift of burden for residents.

Finance/Insurance –

Chair Mayor Wood, Members Lim, Timmins

Mayor Wood announced budget for 2021 is approaching and all information is due by September 28th, 2020 to himself and Secretary Timmins.

- **Sub-Committee – Fire Company –**

Chair Dave Firkser, Member Drew Baum

Councilman Firkser reported communication between himself and Sam Iannucci, Fire Co. President, finance reported to be on track. Also, the Fire Co. was able to purchase a new fire truck. There was also some discussion about a one-time request for funding of water rescue equipment that will be presented at the next meeting. The budget layout will be given to the Chester Heights Borough, Wawa Corporate, and

Thornbury Township and the application's for funding grants. This is due to August 2020 storms which created 39 calls to the Fire Co. 14 were for fast running water, flooding areas and creating water rescue.

Nominating/Vacancy –

Chair Dave Firkser

President Baum requested Council for a nomination of Vice President, currently vacant. Councilwoman Lim nominated Ginamarie Ellis to fill the Vice President vacancy. Councilman Adams nominate Ginamarie Ellis to fill the Vice President vacancy.

MOTION

Upon Motion, Council (Lim/Adams) voted and nominated Councilwoman Ginamarie Ellis to fill the vacancy of Vice President. Council votes: Adams Aye, Anderson Aye, Clarke Aye, Firkser Aye, and Lim Aye.

President Baum announced that there is a vacancy for Pro Tem on Council and a nomination for the vacancy will be requested at the next Council meeting.

Communications/Public Relations –

Chair Ginamarie Ellis, Member Lim

Vice President Ellis announced the first draft of the Newsletter should be completed for her review within the next week and mailable by mid - October. The newsletter is, "the Anniversary Addition Celebrating 75 Years of The Chester Heights Borough". Requests have been made about posting 75 years of the borough's minutes on our website. Councilwoman Ellis informed the public that once the newsletter is mailed out posting the minutes will happen a decade at a time for anyone that would like to read the history. Chester Heights was founded 75 years ago, on September 21st, 1945.

Mayor's Event Committee – No Report

Chair Mayor Wood, Members Ellis, Anderson

Historical Committee –

Chair Sue Timmins, Member Firkser

Secretary Timmins reported that she received photos and background information on 5 WW II veterans and will submit for the spring newsletter.

Planning/Zoning –

Chair Susan Clarke, Members Baum, Firkser

Councilwoman Clarke reported that there was not a planning commission meeting because nothing was on the agenda. Vice President Ellis reported that the Zoning Board Hearing on ZOOM will be posted on Facebook and shared through email. Councilwoman Clarke will supply a brief summary from the Zoning Board Hearing on September 29th, 2020. President Baum added Engineer Houtmann and Solicitor Pete Rohana will be present at the meeting and requested EMC Ward to see what the guidelines for COVID-19 and how many people can be safely present at a distance in the meeting.

Engineering/Construction/Inspections – No Report

Chair Susan Clarke, Member Anderson

Ordinance/Code Review –

Chair Susan Clarke, Members Baum, Firkser

Councilwoman Clarke reported after reviewing the building inspector's fees and compensation that what is paid for services received is fair. Councilwoman Clarke also suggested she would like to meet with Councilwoman Anderson and clean up some of the ordinance concerns she has had.

Public Safety/Environmental – No Report

Chair Drew Baum, Member 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 –

Chair Drew Baum, Members Lim, Wood

President Baum announced that Chester Heights received their first Greenways Grant for \$100,000.00.

Also, an update on the DCNR Grant President Baum is finishing up the paperwork and hopes to complete and receive the grant awarded to the borough relatively soon.

Councilwoman Lim reported the update for Recycling Day, September 26th, 2020 from 2:00 p.m. to 4:00 p.m. following all COVID-19 safety precautions with DEP. Councilwoman Lim requested Vice President Ellis to request 10 volunteers on social media, Maryann & Chris Furlong volunteered, with the presumption that Council members along with Mayor Wood are volunteering and available at 1:30 p.m. please email Councilwoman Lim. The Recycling Day postcard was mailed to all residents and is your proof for dropping items off. If you did not receive one, please stop by the borough office and either Sue or Darlene can give you one. Vendors: Greendrop will be accepting all clothing and household items, including working electrical appliances, J&K Shredding for any confidential paper shredding: bank statements, bills, receipts etc., Electronic Recycling TV's, computers, printers, fax machines, phones, scanners etc. Certain items may be refused including large appliances, hazardous waste, and medications will not be accepted.

Mandatory COVID-19 green or yellow phase precautionary measures: Stay in your car and always wear a Mask, only one person per vehicle and place items in the trunk and volunteers will remove it.

Councilwoman Lim thanked Sam Iannucci and the Fire Company for volunteering and helping with traffic. Councilwoman Anderson reached out to vendors for the Recycling Day event and ended up with getting a great discount which the committee used to purchase a ceramic coffee mug to the first 175 people with a free coffee voucher donated from Wawa. The committee also purchased t-shirts with the Chester Heights logo for all volunteers helping that day.

Highways/Transportation –

Chair Dave Firkser, Member Larry Ward

Councilman Firkser reported the pothole on Valleybrook Road which residents were complaining about was repaired.

Councilman Firkser also inquired about the speed trap signs and the availability of installation by Higgins, if anyone has received an update. Conclusion was that Councilman Firkser would give them a call.

Public Utilities/Trash/Recycle – No Report

Chair Laura M. Lim, Members Anderson, Ellis

Old Business:

Councilwoman Lim updated everyone on Feed America which became Urban League from Philadelphia a wonderful organization that wrote a waiver for Chester Heights residents to be a part of feeding children 18 and younger during difficult times. Meals were picked up over the months of July & August 2020, 32 families participated and over 90 children, total meals given 8,416. Councilwoman Lim thanked Dave Firkser, Mayor Wood, Sue and Darlene for volunteering help. And a huge thank you to Natalie Anderson for helping every day. President Baum thanked Councilwoman Lim & Anderson, and everyone involved volunteering saying this was a great help for residents and the borough of Chester Heights.

New Business: President Baum requested a Motion to set the pay rate for the Zoning Board, Solicitor position at \$145.00 an hour.

MOTION Upon Motion, Council (Anderson/Ellis) voted and approved the pay rate of \$145.00 an hour to the Zoning Board, Solicitor position.

Additional period for public comment – given by:

Greg Chestnut

317 Willits Way

Jeanne Montgomery

118 Briarcliff Ct

Marta Driscoll

458 A Lenni Road

ADJOURNMENT: Upon Motion, Council (Ellis/Lim) unanimously voted to adjourn meeting at 8:57p.m.

Land Development Dates: S.B. Conrad – 31 Smithbridge – Submitted Plans 12/18/18, Reviewed Planning Commission 10/25/19, Extension 01/14/20, Extension 04/14/20, Extension 07/13/20, **Extension 10/11/20.**

Respectfully Submitted,
Darlene Kurten
Recording Secretary