

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

April 6, 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

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

President Baum addresses Council and Public:

Statement:

On March 6th, 2020, Governor Tom Wolf signed an Emergency Disaster Declaration to provide increased support to state agencies involved in the response to the COVID-19 virus.

On March 16th, 2020, Mayor Wood proclaimed a Disaster Emergency due to the COVID-19 pandemic. According to the Borough Code, the Proclamation included closure of the Borough Office to the public and appointing Larry Ward as the Emergency Management Coordinator.

On March 19th, 2020, Governor Tom Wolf issued an Executive Order shutting down physical locations of all non-life sustaining businesses due to the COVID-19 virus pandemic.

On March 21st, 2020, Council by Resolution #3-20-A, extended the Mayor's Proclamation of Disaster Emergency until the Commonwealth Disaster Declaration to Delaware County and Municipalities ends.

On March 23rd, 2020, the Governor issued his first Order to Stay at Home which effected the Philadelphia Area including Delaware County. The Stay at Home Order is now effective through **April 30th, 2020**.

Because the Borough is operating under a State and Borough Declaration of Disaster Emergency, Council is conducting this special Council meeting remotely to protect the public and limit personal contact. To that end, the Borough published a legal notice on April 4th, 2020 in the Daily Times advertising this special meeting using ZOOM consistent with the

State Sunshine Act. Due to the meeting being held remotely all documents to be voted on and discussed during the Council meeting will be posted on the Borough's website after the meeting. Also, no committee reports will be discussed unless requested by the committee Chair.

Public Comment:

Marta Driscoll 458A Lenni Road Is reaching out to help local assistant living facilities and collecting cards for seniors to celebrate Easter and Spring. Collection deadline is April 9th, 2020.

Approval of Minutes

March 2, 2020 Regular Council Meeting Minutes

MOTION Upon Motion, Council (Lim/Anderson) voted and approved the Meeting Minutes from March 2nd, 2020 Regular Council Meeting.

Approval of Secretary/Treasurer Report for March 2020

Secretary/Treasurer Report for March 2020

		Source
<i>Receipts</i>		
Real Estate Transfer Tax	\$ 17,015.68	Treasurer of Delaware County
Feb Collections	\$ 11,432.83	Maryann D Furlong, TC
Feb Remit	\$ 49.64	Treasurer of Delaware County
LST Tax	\$ 23.46	Berkheimer
U&O Inspection	\$ 90.00	220 Windsor Ct
U&O Inspection	\$ 90.00	2 Forge Hill Way
U&O Inspection	\$ 90.00	119 Briarcliff
U&O Inspection	\$ 90.00	271 Llewellyn Rd
U&O Inspection	\$ 90.00	52 W Baltimore Pk
HVAC Permit	\$ 155.00	354 Radford Ct
Electrical Permit	\$ 80.00	379 Valleybrook Rd
Electrical Permit	\$ 145.00	3 Miller Way
Bldg Permit	\$ 360.00	2 Miller Way
Tax Col Software Portion	\$ 425.00	Garnet Valley School District
Septic Permit	\$ 550.00	21 Highland Dr
Annual Liquor License Fee	\$ 200.00	68 W Baltimore Pk
Reimburse/Eng/Sol Review	\$ 241.25	240 Wawa Rd
Reimburse/Eng/Sol Review	\$ 159.50	Arbour Square
Reimburse/Eng/Sol Review	\$ 72.50	Rose Hill
Fire Hydrant Reimburse	\$ 217.80	The Summit
Fire Hydrant Reimburse	\$ 181.50	Brookefield
Fire Hydrant Reimburse	\$ 181.50	Madison

Fire Hydrant Reimburse	\$ 399.30	Darlington Woods
TOTAL	\$ 32,339.96	

Fund Balances,

Certificates of Deposit Balance

CD, 12 Month, @ 1.25% 5/2020	\$ 45,321.62	Iron Workers Bank
EBond	\$ 15,000.00	Bryn Mawr Trust
Total Certificates of Deposit	\$ 60,321.62	

General Fund Balance

PLGIT GF 03/30/20 @ 0.86%	\$ 533,396.85	Source PLGIT GENERAL FUND
PLGIT I-Class 03/30/20 @ 1.00%	\$ 304,503.34	PLGIT GENERAL FUND
Money Manager 03/30/20 @ 1.75%	\$ 9,534.14	Santander #4079
Road Improv Fund 03/30/20 @ 1.75%	\$ 108,799.46	Santander #4060
Total Funds in General Fund	\$ 956,233.79	

PA Liquid Fuels Fund Balance

Checking Account 03/30/2020 @ 0.86%	\$ 113,632.97	PLGIT Acct #5116038
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Open Space Fund Balance

PLGIT/ I-Class 03/30/20 @ 1.00%	\$ 19,799.37	PLGIT Acct #5116056
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Fire Protection Fund Balance

Fire Protect Fund Check 03/31/20	\$ 11,806.24	BMT Acct #9579
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Expenditures

Transfer to Open Space Fund	\$ 350,000.00	Open Space Fund
March Rent	\$ 1,500.00	Chester Heights Fire Company
2nd Qtr LST	\$ 12,500.00	Chester Heights Fire Company
2nd Qtr Contribution	\$ 7,500.00	Chester Heights Fire Company
General Liability/Cyber Renewal	\$ 7,046.00	Arthur J Gallagher
Tech Appraisal/Strine Property	\$ 550.00	Martin Anderson
Storage Rental	\$ 224.72	Chester Heights Self Storage
Office Clean	\$ 80.00	Brenda Martin Cleaning Services
General Matters	\$ 1,943.00	Gerald C Montella, Esq.
Reimburse/CH Self Storage	\$ 43.50	Gerald C Montella, Esq.
Reimburse/Rose Hill	\$ 72.50	Gerald C Montella, Esq.
Reimburse/Arbour Square	\$ 159.50	Gerald C Montella, Esq.
Misc Services	\$ 1,983.50	G D Houtman & Son
296 Llewellyn Culvert	\$ 535.00	G D Houtman & Son
Walnut Hill Blvd Line Painting	\$ 658.50	G D Houtman & Son
Reimburse Logtown	\$ 577.50	G D Houtman & Son

Reimburse LeNape Valley	\$	2,859.50	G D Houtman & Son
Bldg Permits	\$	2,865.72	Richard Jensen
2nd Qtr Stipend	\$	165.05	Richard Jensen
Annual Membership	\$	135.00	ICC
2nd Qtr Stipend	\$	185.00	Michael Ciocco
Fire Marshal Compensation	\$	538.76	Michael Ciocco
SEO Comp#64509	\$	231.88	Catania Engineering Assoc
Reimburse/240 Wawa Rd#64511	\$	241.25	Catania Engineering Assoc
ReimburseCH Storage#64510	\$	771.25	Catania Engineering Assoc
Stoney Bank No U Turn Sign	\$	397.20	Charles A Higgins & Sons
Tax Payment Reimburse	\$	185.71	Dave Firkser
Postage	\$	22.00	Chester Heights Post Office
Laptop	\$	695.34	Amazon
Drop Box	\$	249.99	Amazon
Office Supplies	\$	115.16	Office Basics
Office Supplies	\$	64.56	Office Basics
Qrt Trash	\$	87.00	Opdenaker
Legal Adv	\$	176.34	21st Century
Monthly Comp	\$	789.25	Larry Ward
Easter Egg Hunt	\$	440.72	Party City
Recording Sec	\$	1,620.03	Darlene Kurten
PECO TL	\$	34.34	PECO
PECO SL	\$	309.81	PECO
Phone/Office/Fire Marshal	\$	116.63	Windstream
Newsletter Postage	\$	515.26	Hot Frog
Open Records Officer	\$	575.47	Megan Killian
Reimburse for Soil Test Kits	\$	27.00	Laura Lim
2020 Muncpal Taxes	\$	82.34	Delaware County Treasurer
Animal Control	\$	281.37	Brandywine SPCA
Monthly Fee	\$	45.00	Constant Contact
Software	\$	424.00	Intuit
Office Expense	\$	56.17	Adobe
1st Qtr Payroll	\$	1,444.65	PA Dept of Rev
1st Qtr Payroll	\$	17.74	PAUC
941 Payroll	\$	3,438.84	EFTPS
Sec/Treas Compensation	\$	3,995.03	Susan Timmins
Dig Notifications	\$	16.10	PA One Call
Meter Usage	\$	126.29	Graffen
Copier/Scanner	\$	161.42	De Lage Landen
3 Hydrants@ \$42.25 per Hydrant	\$	82.13	Aqua Pennsylvania
47 Hydrants@ \$36.30 per Hydrant	\$	1,706.10	Chester Water Authority
Total Expenditures	\$	411,666.12	

PA Liquid Fuels Fund Expenditures

Total Expenditures

Heather Lane Storm Drain \$ 1,993.75 G D Houtman & Son

Fire Protect Fund Expenditures

Open Space Expenditures \$ 350,000.00 Open Space Acquisition

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

Correspondence- Councilwoman Ellis reported on digital correspondence in the community, also received positive feedback for COVID-19 postings.

Inspector’s Reports:

Building Inspector- No Report

Fire Marshall-*Fire Marshall Ciocco reported* there was a kitchen fire at the end of February no injuries. *Fire Marshall reported,* inattentive cooking is the number one cause of home fires. There were multiple requests from residents for campfires/firepits that were granted.

Sewage Enforcement- No Report

EMC/Roadmaster- *Roadmaster Ward reported* that the Borough is operating under the Proclamation of Disaster Emergency until the Commonwealth Disaster Declaration to Delaware County and Municipalities ends. Information will be forwarded to Council as it comes into the Borough and its residents accordingly.

Zoning- No Report

Solicitor’s Reports: *Solicitor Montella presented:*

Resolution # 4-20-A- A Resolution to approve the acquisition of real property, 11 acres +/- located at the northeast corner of Baltimore Pike and Darlington Road in the Borough of Chester Heights, Delaware County, Pennsylvania from William B. Strine, owner. The Borough intends to use the property as open space for the benefit of the residents of the Borough.

MOTION Upon Motion, Council (Ellis/Lim) voted and approved Resolution # 4-20-A, a Resolution to acquire real property, 11 acres +/- located at the northeast corner of Baltimore Pike and Darlington Road in the Borough of Chester Heights, Delaware County, PA from William B. Strine, with the intention to use property as open space for the benefit of the residents of the Borough.

Ratify Resolution # 3-20-A- *Solicitor Montella requested* Council to ratify Resolution # 3-20-A, a resolution to extend the Mayor’s Proclamation of Disaster Emergency, related to the COVID-19 pandemic.

MOTION Upon Motion, Council (Clarke/Anderson) voted and approved to ratify Resolution #3-20-A, a resolution to extend the Mayor's Proclamation of Disaster Emergency, related to the COVID-19 pandemic.

Storm-water Controls and Best Management Practices Operations and Maintenance Agreement – 15 Stoney Bank Road-Chester Heights Storage

Mike Ciocco P.E.,S.E.O., required new owner to open a Storm-water and Best Management Practices Agreement with the Borough. *Solicitor Montella presented* the Agreement to Council requiring \$4,227.30 to be escrowed. The Agreement provides for management of storm-water within the confines of the property through the use of Best Management Practices (BMP's), for the health, safety, and welfare of the residents of the Municipality and the protection and maintenance of the water quality which require on-site storm-water BMP constructed and maintained on the property.

MOTION Upon Motion, Council (Clarke/Lim) voted and approved the Storm-water Controls and Best Management Practices Operation and Maintenance Agreement for 15 Stoney Bank Road – Chester Heights Storage Facility.

President Baum and Council took a moment to thank Gerald C. Montella, Esq. Solicitor, for his hard work over the last two weeks of bringing the Open Space purchase to closing. Solicitor Montella, also wanted to thank Sue Timmins and Matt Houtmann for their assistance.

Engineer's Reports: *Engineer Houtmann presented* Arbour Square/Westrum Development final escrow release #4 in the amount of \$88,964.00 less any open invoices owed to the Borough and contingent on items being satisfied per Engineer Houtmann's review.

MOTION Upon Motion, Council (Clarke/Lim) voted and approved to the final release of Arbour Square/Westrum Development's Escrow #4 in the amount of \$88,964.00 less any outstanding invoices owed to the Borough and professional consultants and contingent on open items being satisfied per Engineer Houtmann's review.

Engineer Houtmann presented a 90 Day extension for S.B. Conrad - 31 Smithbridge Road Land Development, which would end July 13, 2020.

MOTION Upon Motion, Council (Anderson/Lim) voted and approved the 90 Day Extension to S.B. Conrad – 31 Smithbridge Road Land Development, which would end July 13, 2020.

Engineer Houtmann announced the assessment of the Borough's road's condition has been completed and a report with estimated costs was submitted to Council by email and that all roads seemed to be in descent condition. The roads that would need attention at the earliest would be Ivy Lane & Mattson Road.

Engineer Houtmann requested an authorization to approve a Resolution for the routine application for Delaware County Liquid Fuel Funds for 2020 in the amount of \$743.00.

MOTION Upon Motion, Council (Clarke/Firkser) voted and approved the authorization to approve a Resolution for the routine application to Delaware County Liquid Fuel Funds for 2020 in the amount of \$743.00.

Engineer Houtmann responded to Councilman Firkser concerns from auditor conflict concerning the advanced vehicle detection traffic signal upgrades. Engineer Houtmann and Secretary Timmins are communicating with auditor to clear up any matters.

Mayor's Report: *Mayor Wood presented a proposal from Scott's Lawn Service to install two park benches in the amount of \$354.00, not to exceed \$400.00.*

MOTION Upon Motion, Council (Clarke/Ellis) voted and approved Scott's Lawn Service to install two park benches in the amount of \$354.00, not to exceed \$400.00.

Committee Reports:

School District/Education/Training/Library- *Mr. Greg Chestnut reported the Library offers 25,000 ebooks/audio books online and the public can acquire a library card by calling the office so they can access those amenities. He also announced the library was going to apply for a small business administration loan under the payroll protection plan program to keep staff on payroll for the next 8 weeks.*

Ms. Mary Kay Beirne talked about the school district being closed and how students were working online with a program called Schoology. And also thanked Larry Ward with getting the program ready and running.

Finance/Insurance- No Report

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

Nominating/Vacancy- No Report

Communications/Public Relations- *Councilwoman Ellis reported the Newsletter went to print last week and the public should be receiving the edition soon.*

Since the Easter festivities were cancelled Councilwoman Ellis requested public to host an online event of "how many M & M's in the candy jar". The winner received a chocolate bunny.

Mayor's Event Committee- No Report

Highways/Transportation- *Councilman Firkser requested information and input on the "No Turn on Red" sign at Valleybrook Road and Route 1. Engineer Houtmann*

responded the sign recommended by PennDOT's Chief Engineer.
Solicitor Montella suggested it would be prudent to follow PennDOT's Chief Engineer's recommendation and keep the sign in place.

Planning/Zoning- No Report

Historical Committee- No Report

Public Safety/Environmental- No Report

Public Utilities/Trash/Recycle- *Councilwoman Lim announced* a tentative date for Recycling Day to be held on September 26th, 2020 and encourages residents to clean up and clear out clutter in preparation.

Borough Property/Parks/Open Space- *Councilwoman Lim announced* PABeautiful.org from May 1st – 31st, 2020. Encouraging Borough's to clean up parks. PennDOT and DEP is sponsoring PA Great American Clean Up and the Chester Heights Borough's Community Park is having a clean up on May 9th, 2020, a low number of 10 volunteers are being requested due to COVID-19. Dates to possibly change if necessary.

Councilwoman Lim requested Council to approve soil testing at the Chester Heights Community Park from three different locations within park (playground soil, soccer field, and grassy area between the parking lot and soccer field). The soil will be tested for lead, nitrate nitrogen, and ammonium nitrate per Scott from Scott's Landscaping. The amount to be approved for testing is \$126.00.

MOTION Upon Motion, Council (Baum/Anderson) voted and approved to spend \$126.00 on soil testing at the Chester Heights Community Park, from three different locations within the park, for lead, nitrate nitrogen, and ammonium nitrate.

Councilwoman Lim presented to Council safety concerns and park maintenance upkeep at the Chester Heights Community Park. Councilwoman Lim and Mayor Wood walked the Community Park with Keith Laulis from Springfield Tree and Land Service. Upon their inspection notable trees, limbs and debris showed safety concerns. Springfield Tree and Land Service, Keith Laulis, gave an estimate of \$4365.00 to remove all tree limb issues and debris, including removal of 2 Ornamental Pear trees, and a Cherry tree.

MOTION Upon Motion, Council (Ellis/Firsker) voted and approved Springfield Tree and Land Service to remove all tree/limb issues and debris for the cost of \$4365.00 with the condition that the Borough is named as additional insured on the certificate of insurance policy.

Councilwoman Lim advised that during the inspection, they noticed an above ground retention basin approx. 40' from soccer field.
Engineer Houtmann is going to look into the issue and find out who's property it is and will let Council know what he finds as soon as possible.

Engineering/Construction/Inspections- No Report

Ordinance/Code Review- No Report

Old Business: *Councilwoman Lim announced* the Post Office Recycling Bin is being coordinated with the trash company and she is waiting to hear from the Postmaster to finalize.

New Business: No Report

Additional period for Public Comment:

Gregg Chestnut Inquired about the business of Councils upcoming meetings.
317 Willits Way

Mike Ciocco Let Council know that he issued a property address for newly
Firemarshall acquired Strine property, Route 1 and Darlington Road as “1 Darlington
Road”.

ADJOURNMENT: **Upon Motion, Council (Ellis/Lim) unanimously voted to
adjourn meeting at 8:03 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