

**Minutes of the Regular Council ZOOM Meeting
Of the Borough of Chester Heights
222 Llewelyn Road
Chester Heights, PA 19017
November 2nd, 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, Vice President
Laura M. Lim, Pro Tem
Natalie M. Anderson, Council
Susan Clarke, Council
Dave Firkser, Council
Fred Wood, Mayor

Officials Present Matthew R. Houtmann, P.E., Engineer
Gerald C. Montella, Esq., Solicitor
Richard Jensen, Building/Zoning Inspector
Mike Ciocco, Fire Marshal
Mike Ciocco, S.E.O., P.E. Engineer

Trooper Jessica Tobin: Update on what is happening in the Borough: Police Stats for October 2020:
50 Incidents in October, 7 of those were car accidents, 11 proactive traffic violations, and 2 criminal mischiefs.
The PA State Police are preparing for any civil unrest due to the election and will be patrolling all voting poll locations. Please contact the PA State Police Station at 484-840-1000, the borough's point of contact is Trooper Tobin who can be reached by email jetobin@pa.gov if any concerns or issues need attention. Also, the PA State Police will have a mobile field force actively patrolling these locations from November 3rd, 2020 through November 10th, 2020, do not hesitate to contact them if needed.

Public Comment – was given by:

Marta Driscoll – 458A Lenni Road

Approval of Minutes October 5th, 2020 Regular Council Meeting Minutes

MOTION Upon Motion, Council (Lim/Firkser) voted and unanimously approved the Regular Council Meeting Minutes from October 5th, 2020.

October 26th, 2020 Work Session Meeting Minutes

MOTION Upon Motion, Council (Firkser/Clarke) voted and unanimously approved the Work Session Meeting Minutes from October 26th, 2020.

Approval of Treasurer's Report for October 2020**Receipts**

August Real Estate Transfer	\$ 17,080.91	Treasurer of Delaware County
September Real Estate Transfer	\$ 9,542.50	Treasurer of Delaware County
3rd Qtr Franchise Fee	\$ 8,927.61	Comcast
September Remit	\$ 555.49	Treasurer of Delaware County
Court Fines	\$ 100.00	District Court 32-2-38
LST Tax	\$ 449.53	Berkheimer
Tax Claim TL Damage	\$ 5,112.62	Gallagher
U&O Inspection	\$ 90.00	217 Windsor Ct
U&O Inspection	\$ 90.00	340 Danbury Ct
U&O Inspection	\$ 90.00	24 Highland Dr
U&O Inspection	\$ 90.00	164 Bishops Dr
U&O Inspection	\$ 90.00	52 Ivy Ln
U&O Inspection	\$ 90.00	310 Stanton Ct
U&O Inspection	\$ 90.00	147 Bishops Dr
U&O Inspection	\$ 90.00	127 Bishops Dr
U&O Inspection	\$ 90.00	4304 Lydia Hollow Dr
Bldg/Retention Wall	\$ 450.00	Darlington Woods
HVAC Permit	\$ 150.00	273 Stanton Ct
Bldg Permit	\$ 1,725.00	Madison
Bldg/Plmg/Elec Permit	\$ 1,300.00	327 W Baltimore Pk
Bldg/Roofing Permit	\$ 130.00	11 Ivy Ln
Bldg/Roofing Permit	\$ 130.00	61 Bishops Dr
Septic On-lot	\$ 1,200.00	Hamanasset
Reimburse Eng Invoice	\$ 780.00	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	\$ 399.30	Darlington Woods
TOTAL	\$ 49,278.56	

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

PLGIT GF 10/30/20 @ 0.01%	\$ 903,205.86	Source PLGIT GENERAL FUND
PLGIT I-Class 10/30/20 @ 0.05%	\$ 305,115.08	PLGIT GENERAL FUND
Money Manager 09/30/20 @ 0.10%	\$ 9,589.92	Santander #4079
Road Improv Fund 09/30/20 @ 0.10%	\$ 109,445.07	Santander #4060

Total Funds in General Fund	\$ 1,327,355.93	
PA Liquid Fuels Fund Balance		
Checking Account 10/30/20 @ 0.01%	\$ 111,792.37	PLGIT Acct #5116038
Open Space Fund Balance		
PLGIT/ I -Class 10/30/20 @ 0.05%	\$ 12,224.42	PLGIT Acct #5116056
Fire Protection Fund Balance		
Fire Protect Fund Check 10/30/20	\$ 12,961.03	BMTC Fire Protect Fund #9579
Expenditures		
October Rent	\$ 1,500.00	Chester Heights Fire Company
Signal Ahead Balt Pk	\$ 616.00	Charles A Higgins & Sons
Office Cleaning	\$ 160.00	Brenda Martin Cleaning Services
Monthly Storage Fee	\$ 240.62	Mini U Storage
Various Bldg Permits	\$ 2,673.83	Richard Jensen
240 Wawa Rd	\$ 1,102.85	Richard Jensen
Recycling eWaste	\$ 1,050.00	Recycling Express
Recycling eWaste	\$ 2,158.30	Cyber Crunch
General Matters	\$ 48.50	Peter J Rohana, Esq.
31 Smithbridge	\$ 35.00	Peter J Rohana, Esq.
Old Quarry Knoll	\$ 283.00	Peter J Rohana, Esq.
Zoning/Car Wash	\$ 4,311.50	Peter J Rohana, Esq.
Bldg Permit Overpay	\$ 150.00	Victor Burgos
Seasonal Plantings	\$ 700.00	Eva Manko
Annual Membership	\$ 348.00	PSAB
Annual Membership/Mayor	\$ 60.00	AMBP
Rent/Community Park	\$ 1.00	PECO
Reimburse/240 Wawa	\$ 780.00	Catania Engineering Assoc
General Services	\$ 265.00	Catania Engineering Assoc
Water Sample Test/72 Smithbridge	\$ 883.95	Catania Engineering Assoc
Radar Speed Sign	\$ 2,946.00	Traffic Safety Corp
Zoning Hearing Board Compensation	\$ 25.00	H Fred Hamel
Zoning Hearing Board Compensation	\$ 25.00	Glenn Mon
Zoning Hearing Board Compensation	\$ 25.00	Cynthia Mc Nicholas, Esq.
Zoning Hearing Board Compensation	\$ 25.00	Justin Buccilli
Tax Collector Audit	\$ 2,800.00	Leitzel & Economidis
General Matters	\$ 1,435.50	Gerald C Montella, Esq.
Reimburse Wawa Annex 5	\$ 87.00	Gerald C Montella, Esq.
Reimburse Rose Hill	\$ 14.50	Gerald C Montella, Esq.
Darlington Square	\$ 43.50	Gerald C Montella, Esq.
Road Mst/EMC Compensation	\$ 947.68	Larry Ward
Fire Marshal Compensation	\$ 538.76	Michael Ciocco

Security Monitoring	\$	329.70	DELCO Alarm System
Animal Control	\$	75.00	A. Strickler Animal Control
Reimburse Duplicate Payment U&O	\$	90.00	Beverly Schmitt
ZHBM Court Transcript	\$	892.00	Maria L. O'Neill, Inc
Reimburse Sign Decor	\$	133.00	Laura Lim
Reimburse/PO Box	\$	65.00	Darlene Kurten
Reimburse Office Supply	\$	12.49	Darlene Kurten
Recording Sec	\$	2,645.80	Darlene Kurten
PECO TL	\$	44.18	PECO
PECO SL	\$	325.42	PECO
Phone/Office/Fire Marshal	\$	118.63	Windstream
Open Records Officer Compens	\$	428.25	Megan Killian
Monthly Fee	\$	45.00	Constant Contact
Office Expense	\$	56.17	Adobe
Meter Usage	\$	18.68	Graffen
Office Supplies	\$	135.92	Office Basics
Cloud Storage Fee	\$	15.40	Idrive
Payroll Service Fee	\$	0.67	PAUC
Payroll Service Fee	\$	3.95	OPC Tax Payment
Newsletter Postage	\$	528.14	Hot Frog
941 Payroll	\$	4,789.48	EFTPS
Sec/Treas Compensation	\$	3,995.04	Susan Timmins
Copier/Scanner	\$	161.42	De Lage Landen
3 Hydrants@ \$42.25 per Hydrant	\$	89.99	Aqua Pennsylvania
47 Hydrants@ \$36.30 per Hydrant	\$	1,706.10	Chester Water Authority
Total Expenditures	\$	42,985.92	

PA Liquid Fuels Fund Expenditures

Total Expenditures

Fire Protect Fund Expenditures

Open Space Expenditures

MOTION

Upon Motion, Council (Lim/Anderson) voted and unanimously approved the Treasurer's Report from October 2020.

President Baum requested a Motion to allow Secretary Timmins to advertise the 2021 Budget Hearing Date and to post the Proposed 2021 Budget on the borough's website for public view.

MOTION

Upon Motion, Council (Clarke/Lim) voted and unanimously approved to allow Secretary Timmins to Advertise the 2021 Budget Hearing date and to post the Proposed 2021 Budget on the borough's website.

Correspondence: Vice President Ellis reported most electronic correspondence was due to electoral voting questions which were handled and all information was posted with pictures for guidance. In mid-October Trooper Tobin released stats on the I-95 Tinicum closure which received 316 shares, 33,719 views.

Inspector's Reports

Building Inspector –
Richard Jensen

Building inspector Jensen reported for the month of October: 8 permits received, including 1 plumbing, 1 HVAC, 2 gas logs, 2 roofing, also a barn and retaining wall Mr. Jensen also followed up on a noise complaint at Ashley's and reported, the owners are within noise limits and the music is off by 9:00 p.m., all items follow the guidelines of the ordinance.

Fire Marshal –
Mike Ciocco, Sam Iannucci President

Fire Marshal Ciocco reported for the month of October 5 incidents occurred. 911 call center requested addresses for Octoraro Terrace which he supplied. They requested addresses for Rose Hill Development. Also, Mr. Ciocco supplied a mailing list to Engineer Houtman, Inspector Jensen, Bill Messick the question at this time is does the developer want to supply mailing acceptable addresses which would result in "Aston" addresses or supply the Chester Heights address and acquire a P.O. Box to receive mail. Once Mr. Ciocco has an approval from developer, he will notify the 911 call center with the information.

Sewage Enforcement – No Report

EMC/Roadmaster –
Larry Ward

Roadmaster Ward reported for the month of October – routine PA1 calls – cleared There was also a concern, PennDOT hired a subcontractor to install guard rails on Valleybrook & Mattson Roads, including across the bridge on Mattson. During installation there were large trees in the way so they were cut down. A concerned resident who owns property along the road stated the trees that were cut down were left on her property. Engineer Houtmann informed everyone he had someone inspect the debris/property in question.

Zoning –

Mr. Jensen reported there is a ZHB Meeting on November 17th, 2020, 7:00 p.m., at the Valleybrook Clubhouse for a non-profit, Illuminated Hearts Residential Care seeking a special exception under the zoning ordinance located at 115 Indian Springs Dr. They would like to use property as a personal care facility for the elderly (up to 13) providing care and assistance for daily living. Mr. Jensen also notified Council the building in question would need to be brought up to code in multiple areas before it can be occupied. The ZHB appointed an alternant Solicitor Mike Sheridan.

President Baum requested a Motion for the borough's Solicitor Gerald Montella, Esq., and Richard Jensen, Zoning Inspector to attend the ZHB Meeting on November 17th, 2020, 7:00 p.m., at the Valleybrook Clubhouse on behalf of the borough for informational purposes.

MOTION

Upon Motion, Council (Ellis/Firkser) voted and unanimously approve the borough's Solicitor Gerald Montella, Esq., and Richard Jensen Zoning Inspector to attend the ZHB Meeting on November 17th, 2020,

7:00 p.m., at the Valleybrook Clubhouse on behalf of the borough for informational purposes.

Solicitor's Reports

Solicitor Montella requested Council to ratify Resolution 10-A-20, a Resolution authorizing an application to the 2020 PECO Green Region Open Space Program for the Community Park walking trail. If approved this program grant is in the amount of ten thousand dollars (\$10,000.00). If the application is granted, the Borough commits to the expenditure of matching funds in the amount of ten thousand dollars (\$10,000.00).

MOTION

Upon Motion, Council (Lim/Firkser) voted and unanimously approved to ratify Resolution 10-A-20 a Resolution authorizing the application to the 2020 PECO Green Region Open Space Program for the Community Park walking trail. If approved this program is in the amount of ten thousand dollars (\$10,000.00). If the application is granted, the Borough commits to the expenditure of matching funds in the amount of ten thousand dollars (\$10,000.00).

Solicitor Montella requested a Motion to approve the rental agreement between Valleybrook HOA and the Borough of Chester Heights to rent the clubhouse on November 17th, 2020, at 7:00 p.m., for the ZHB Meeting in the amount of \$1.00.

MOTION

Upon Motion, Council (Baum/Firkser) voted and unanimously approved the rental agreement between Valleybrook HOA and the Borough of Chester Heights to rent the clubhouse on November 17th, 2020, At 7:00 p.m., for the ZHB Meeting in the amount of \$1.00.

Roadmaster Ward presented the one bid received for the 2020/2021 Winter Snow Removal.
Mor Construction Services, 139 Schoolhouse Lane, Glen Mills PA
\$120.00 per ton of salt
\$120.00 rate per hour/truck
Council will consider the bid at the Work Session Meeting on November 23rd, 2020.

Engineer's Reports

Engineer Houtmann presented the Rose Hill Development – Lot line change for two existing parcels at the corners of Lenni & Llewelyn Roads, known as the Fager property. Rose Hill Development originally had planned on developing 30+ townhomes on Lot 2. In the proposed development there was to be 21,000 sq. foot to be added to the existing Lot 1 property which was originally 15,000 sq. foot by doing the proposed change, Lot 1 property would increase the square footage to 37,061.
The Planning Commission reviewed the proposal. Engineer Houtmann reviewed necessary information and prepared a letter of review on 10/22/20 with recommended changes before approval and proceeding. Lot 1 (Fager house) is considered a pre-existing non-conforming lot.
President Baum requested a Motion from Council to approve the adjustment of the lot line of the of the two parcels, (Fager property), contingent on the items on the Borough Engineer's review letter.

MOTION

Upon Motion, Council (Clarke/Lim) voted and unanimously approved the lot line adjustment on the Fager property, contingent on the items on Engineer Houtmann's review letter.

Engineer Houtmann updated Council: Ivy Lane has now been repaved, during the paving the contractor discovered a 6ft cast iron inlet grate was corroded and unsafe. Engineer Houtmann did address the issue, due to safety concerns, the grate will be replaced and billed to the borough.

Trooper Jessica Tobin – updated Council on a couple check points to report for election day:

- Harassment
- Forgery, destroying ballots, defacing of any kind at polling sites
- Permitting unregistered people to vote
- Fraud, conspiracy
- Assault, bribery, intimidation
- Unlawful voting

Mayor's Reports – No Report

Committee Reports

School District/Education/Training/Library

Chair Susan Clarke, Members Ellis, Firkser

Mary Kay Beirne reported the Garnet Valley School District is now using Hybrid teaching plan. A few COVID-19 cases have been reported. The school district has followed all mandated guidelines for handling this type of occurrence including notifying the Chester County Health Department. As of now the school district is staying on the planned Hybrid teaching until further notice.

Greg Chestnut gave an update on the county's reassessment. Mr. Chestnut has reached out to the county Council and reported a non-committal response. Currently, there are approx. 11,000 appeals for the County reassessment. Mr. Chestnut gave multiple examples of reassessments in the area, which, are not uniformed.

Finance/Insurance –

Chair Mayor Wood, Members Lim, Timmins

Mayor Wood presented the 2021 Proposed Budget:

- Carryover/Surplus \$345,000.00
- Total Income \$909,787.54
- Total Expense \$909,759.90

- **Sub-Committee – Fire Company Finance – No Report**

Chair Dave Firkser, Member Drew Baum

Nominating Vacancy – No Report

Chair Dave Firkser

Communications/Public Relations –

Chair Ginamarie Ellis, Member Lim

Vice President Ellis updated Council the 2020 Fall/Winter Newsletter has been released. Hard copies can be picked up in the office, if you have not received one, a digital copy is posted on the website.

Vice President Ellis reported Trooper Tobin advised, one of the postings on the Borough's Facebook Page resulted in the police receiving details of a subject's vehicle. Trooper Tobin wanted to say thank you for information received.

Vice President Ellis informed Council that she is preparing an instructional email for the elections to help inform the residents on what to expect when voting in person. The directions will include images/signage to help navigate residents to their correct voting location.

Pro Tem Lim informed Vice President Ellis that friends and family that have viewed the 2020 Fall/Winter

Newsletter have thoroughly enjoyed it and what a great way to kick off the celebration of 75 years. Pro Tem Lim updated Council on the PECO Green Grant, the borough's application was submitted on time. Pro Tem Lim was contacted by PECO and informed, not enough applications were submitted so PECO will, extend the application process for a couple more weeks and we should hear back about the grant in mid-March.

Mayor's Event Committee –

Chair Mayor Wood, Members Ellis, Anderson

Vice President Ellis is trying to coordinate a "Tree Lighting with Santa", at DiSalvo Park. Due to COVID-19 hosting "Lunch with Santa" is not an option. Vice President Ellis is awaiting to hear back from a couple vendors to see if this is possible since it will be hosted outside.

Historical Committee –

Chair Sue Timmins, Member Firkser

Secretary Timmins informed Council she is gathering information to install a plaque at DiSalvo Park. Once she receives pricing, availability, wording, she will update Council.

Planning/Zoning – No Report

Chair Susan Clarke, Members Baum, Firkser

Engineering/Construction/Inspections – No Report

Chair Susan Clarke, Members Baum, Firkser

Ordinance/Code Review – No Report

Chair Susan Clarke, Members Baum, Firkser

Public Safety/Environmental – No Report

Chair Drew Baum, Member Firkser

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 presented the final payment and close out letter on October 29th, 2020 of the DCNR Grant with total project costs of \$372,454.00 the grant covers 50% = \$186,127.00 payment received. President Baum thanked Peter Williamson from Natural Lands Trust, Secretary Timmins, Solicitor Gerald Montella, Esq., Engineer Matt Houtmann, P.E. During the course of the grant process there were several different requests filled. President Baum recognizes the experience of handling these grants as being invaluable. Looking forward, he hopes to encourage Council to seek more grants to improve our borough.

Pro Tem Lim presented landscaping at DiSalvo Park, by Eva Manko planting 2 dwarf spruce trees and some seasonal planting around the borough sign for the cost of \$1,400.00. Pro Tem Lim requested a Motion for \$1,400.00 for seasonal planting around the borough sign at DiSalvo Park.

MOTION

Upon Motion, Council (Baum/Ellis) voted and unanimously approved to pay \$1,400.00 for seasonal planting around the boroughs DiSalvo Park sign.

Highways/Transportation – No Report

Chair Dave Firkser, Member Larry Ward

Public Utilities/Trash/Recycle – No Report

Chair Laura M. Lim, Members Anderson, Ellis

Old Business –

Councilwoman Clarke updated Council on USDA – Lantern Fly Infestation: USDA contacted Councilwoman Clarke to let her know they were available to meet Friday November 6th, 2020. Two representatives, Councilwoman Clarke and Councilman Dave Firkser will start their exploration in Darlington Woods, Madison, Mayor Wood's property, and proceed to the Village of Valleybrook from there they will decide if more time is needed. This project is to locate the "Trees of Heaven" in the borough and with the USDA's assistance, draft a letter of notification, to inform residents and give them options on how to address the issue if they choose to.

New Business – No Report

Additional period for public comment – given by:

Marta Driscoll 458A Lenni Rd
Justin Buccilli 80 Bishops Dr
Jack Higgins The Highlands
Greg Chestnut Willits Way
Mary Kay Berine

ADJOURNMENT: **Upon Motion, Council (Ellis/Firkser) unanimously voted to adjourn meeting at 8:42 p.m.**

Rose Hill Lot Line Land Development Dates: - Submitted Plans 09/24/20, Reviewed Planning Commission 10/22/20, Extension 01/20/21.

Respectfully Submitted,
Darlene Kurten
Recording Secretary