

**Minutes of the Regular Council Meeting
Of the Borough of Chester Heights
The Village of Valleybrook – Clubhouse
265 Bishops Drive
Chester Heights, PA 19017
July 6, 2021**

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
Bob Adams, Council
Natalie M. Anderson, Council
Susan Clarke, Council
Dave Firkser, Council
Fred Wood, Mayor

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

Public Comment:
Gabby Graham – 66 Hunters Lane
Rob – 27 Hunters Lane

Approval of Meeting Minutes:

June 7, 2021, Regular Council Meeting Minutes

MOTION Upon Motion, Council (Ellis/Anderson) voted and unanimously approved the June 7, 2021 Regular Council Meeting Minutes.

Approval of the June 2021 Treasurer Report:

<i>Receipts</i>		<i>Source</i>
Real Estate Transfer	\$ 5,120.50	Treasurer of Delaware County
Local Service Tax	\$ 14,159.62	Berkheimer
May Remittance	\$ 307.12	Treasurer of Delaware County
May Collections	\$ 925.85	Maryann D Furlong
April Collections	\$ 3,739.60	Maryann D Furlong
State Police Fines	\$ 340.33	Commonwealth of Pennsylvania
U&O Inspection	\$ 90.00	97 Bishops Dr
U&O Inspection	\$ 90.00	107 Briarcliff Ct
U&O Inspection	\$ 90.00	9 Bonnie Ln
U&O Inspection	\$ 90.00	138 Deerfield Ct

Land Dev App Fee	\$	1,184.00	National America, LLC
Bldg/Roofing Permit	\$	130.00	479 Station Rd
Bldg/Roofing Permit	\$	130.00	692 Lenni Road
Plmg Permit	\$	245.00	70 Bayberry Ct
HVAC Permit	\$	155.00	258 Llewelyn Rd
Septic Permit	\$	650.00	156 Logtown Rd
Bldg Permit	\$	155.00	379 Valleybrook Rd
Fire Marshal Permit	\$	550.00	Wawa Corporate
Engineer Reimburse	\$	3,558.50	LeNape Valley
Engineer Reimburse	\$	1,595.51	240 Wawa Rd
Solicitor Reimburse	\$	194.50	31 Smithbridge
Fire Hydrant Reimburse	\$	72.60	Summit
Fire Hydrant Reimburse	\$	181.50	Madison
Fire Hydrant Reimburse	\$	181.50	Brookefield
TOTAL	\$	33,936.13	

Fund Balances,

Certificates of Deposit Balance

Business Money Market 0.55%	\$	50,000.00	Malvern Bank
EBond	\$	15,000.00	Bryn Mawr Trust
Total Certificates of Deposit	\$	65,000.00	

General Fund Balance

PLGIT GF/Class 06/30/21 @ 0.01%	\$	296,366.81	PLGIT General Fund
PLGIT GF/Prime 06/30/21 @ 0.04%	\$	700,004.60	PLGIT General Fund
CH General Fund 06/30/21 @ 0.10%	\$	305,192.84	Santander General Fund #5032
Money Manager 06/30/21 @ 0.10%	\$	9,596.68	Santander #4079
Road Improv Fund 06/30/21 @ 0.10%	\$	62,894.35	Santander #4060
Total Funds	\$	1,374,055.28	

PA Liquid Fuels Fund Balance

Checking Account 06/30/21 @ 0.01%	\$	109,076.20	PLGIT Acct #5116038
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Open Space Fund Balance

PLGIT/ I -Class 06/30/21 @ 0.01%	\$	12,236.06	PLGIT Acct #5116056
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Fire Protection Fund Balance

Fire Protect Fund Check 06/30/21	\$	1,600.49	BMTC Fire Protect Fund #9579
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Expenditures

July Rent	\$	1,500.00	Chester Heights Fire Company
U&O Inspections	\$	450.00	Chester Heights Fire Company
3rd Qtr Contribution	\$	7,500.00	Chester Heights Fire Company
3rd Qtr Local Service Tax	\$	12,500.00	Chester Heights Fire Company

Tent Permit	\$	110.00	Chester Heights Fire Company
Playground Equipment Installation	\$	66,200.50	Buzz Burger, Inc.
Remove Tree/Vegetation	\$	4,700.00	Springfield Tree
Office Cleaning	\$	160.00	Brenda Martin Cleaning Services
Monthly Storage Fee	\$	240.62	Mini U Storage
Various Bldg Permits	\$	2,873.19	Richard Jensen
U&O Inspections	\$	401.48	Richard Jensen
Zoning Officer Compensation	\$	434.94	Richard Jensen
Qtrly Payment	\$	145.00	International Code Council
Septic/735 Darlington Rd	\$	298.13	Catania Engineering Assoc
Septic/209 Wawa Rd	\$	165.63	Catania Engineering Assoc
Sewer Mapping	\$	202.13	Catania Engineering Assoc
Septic/735 Darlington Rd	\$	1,291.88	Catania Engineering Assoc
Septic/2 Ivy Lane	\$	364.39	Catania Engineering Assoc
Septic/249 Wawa Rd	\$	132.50	Catania Engineering Assoc
Septic/1 Forge Hill Way	\$	132.50	Catania Engineering Assoc
Septic/279 Llewelyn Rd	\$	66.25	Catania Engineering Assoc
Sewer Mapping	\$	132.50	Catania Engineering Assoc
Soccer Nets	\$	365.70	KwikGoal
Supplies/Park Event	\$	133.92	Amazon
Supplies/Park Event	\$	513.60	Michael's Crafts
Movie Night	\$	850.00	DJ Sound & Lighting
Park Reopening DJ	\$	689.00	DJ Sound & Lighting
Park Reopening Tent	\$	200.00	Taylor Rental
Movie Night Signs	\$	610.00	The Country Press
Consulting/Powell Property	\$	1,045.00	Natural Lands Trust
Property Maintenance Invc #65-66	\$	300.00	Scott's Lawn Service
Zoning Hearing Notice	\$	345.08	21st Century Media
Mattson Road Bid Adv	\$	318.48	21st Century Media
Park Trash Removal	\$	91.50	Opdenaker
General Matters	\$	986.00	Gerald C Montella, Esq.
Reimburse Rose Hill	\$	72.50	Gerald C Montella, Esq.
Zoning/Townsend	\$	406.00	Gerald C Montella, Esq.
Reimburse/53 Baltimore Pk	\$	14.50	Gerald C Montella, Esq.
Powell Property	\$	58.00	Gerald C Montella, Esq.
PUC Letter	\$	87.00	Gerald C Montella, Esq.
Road Mst/EMC Compensation	\$	843.68	Larry Ward
Fire Marshal Compensation	\$	615.19	Michael Ciocco
Plan Review/Rose Hill	\$	281.04	Michael Ciocco
Tent Permit	\$	392.57	Michael Ciocco
Financial Consulting	\$	770.00	Barbara Biedekapp
Flags	\$	130.00	Brandywine Flag
Annual Payroll Service	\$	689.00	Quickbooks
Office Expense	\$	143.04	Office Basics

DNRC Signage/Darlington	\$	103.88	Legacy Signs
Office Expense	\$	7.99	Darlene Kurten
Recording Sec Compensation	\$	2,537.88	Darlene Kurten
Virus Software	\$	132.49	Norton
PECO TL	\$	51.33	PECO
PECO SL	\$	554.30	PECO
Phone/Office/Fire Marshal	\$	115.99	Windstream
Open Records Officer Compensation	\$	562.12	Megan Killian
Office Expense	\$	45.00	Constant Contact
Office Expense	\$	56.17	Adobe
Meter Usage	\$	69.72	Graffen
Service Fee	\$	3.95	Official Payments
PA Payroll	\$	790.73	PA Dept of Rev
941 Payroll	\$	6,332.56	EFTPS
Sec/Treas Compensation	\$	3,990.68	Susan Timmins
Dig Notification	\$	29.72	PA One Call
Copier/Scanner	\$	153.73	De Lage Landen
3 Hydrants@ \$42.25 per Hydrant	\$	122.78	Aqua Pennsylvania
47 Hydrants@ \$36.30 per Hydrant	\$	1,706.10	Chester Water Authority
Total Expenditures	\$	128,319.56	

PA Liquid Fuels Fund Expenditures

Fire Protect Fund Expenditures

MOTION Upon Motion, Council (Ellis/Adams) voted and unanimously approved the June 2021 Treasurer Report.

Correspondence: Vice President Ellis reported – Walnut Hill Blvd. upkeep received a few concerns, Rose Hill Construction complaints for starting before 7:00 a.m., The Summit changed their name to Merrill Gardens.

Vice President Ellis reported for Trooper Tobin:

INCIDENT TYPE	JUNE 2020	JUNE 2021
Crashes	4	4
DUI Arrests	0	0
Traffic Stops	12	13

INCIDENT TYPE	JUNE 2020	JUNE 2021
Burglary	0	0
Crim. Mischief	0	1
Theft	0	3
Retail Theft	0	0
Theft-Fraud	1	0

Vice President Ellis reported – Land Development Application for Act 247 was received and confirmed by the County for property at 53 Baltimore Pike. Two concerns were emailed from two different residents at Highland Reserves. Each concern was researched, Engineer Houtmann will research further on one of the concerns and the other was directed toward the HOA and PSP. Communications with Darlington Woods & Village of Valleybrook for in-person tax collections with Maryann Furlong for the Garnet Valley School District. Darlington Woods August 24, 2021, at the clubhouse, Village of Valleybrook August 26, 2021 at the clubhouse.

INSPECTOR’S REPORTS

Building Inspector – Councilwoman Clarke reported for Richard Jensen – normal inspections, 4 permits issued for HVAC and a roof. Notification letters for fire inspections have started to be mailed.
 Richard Jensen
 The ZHB was continued for Baltimore Pk. property, new plans have been submitted. Some fire separation issues needed to be addressed. Alt. Engineer Ciocco is handling the septic repairs and approval. Inspector was informed that a new well has been installed for the barn/home.

Fire Marshal – Vice President Ellis reported for Mike Ciocco – 3 incidents and routine matters.
 Mike Ciocco

Sewage Enforcement – No Report
 Mike Ciocco

EMC – Roadmaster – Roadmaster Ward informed Council – he had participated in current EMC courses.
 Larry Ward
 PennDOT fixed the potholes at Valleybrook Rd & RT 1. Also, on Valleybrook Rd headed towards Bodley the pavement was breaking away from guardrail, there was an accident which damaged the guardrail. PennDOT addressed both issues at that time. Roadmaster Ward announced – getting road repair on Llewelyn Rd is ongoing. Engineer Houtmann reported they just videotaped the conditions on Llewelyn Rd and sent to PennDOT to address the issue. Roadmaster Ward reported he has received many PA 1 calls, which have been cleared.

SOLICITOR REPORT: Solicitor Montella presented two final draft ordinances:

- Medical Marijuana Dispensary Facilities
- Medical marijuana Grower/Processor

These final draft ordinances were collaborated between Engineer Houtmann, Building/Zoning Inspector Richard Jensen and the Ordinance Committee. Solicitor Montella reported the final draft ordinances are ready to be sent to the Borough's Planning Commission, and Delaware County's Planning Commission for review. Once both Planning Commissions provide feedback, if they are not subject to any changes, Solicitor Montella will request permission to advertise a public hearing. Based, upon the public hearing Council can decide whether to adopt the final draft ordinances.

Councilwoman Clarke requested a Motion to allow Solicitor Montella to forward the final draft ordinances: 1) Medical Marijuana Dispensary Facilities, 2) Medical Marijuana Grower/Processor to the Borough's Planning Commission and to Delaware County's Planning Commission.

MOTION

Upon Motion, Council (Baum/Ellis) voted and unanimously approved for Solicitor Montella to forward final draft ordinances 1) Medical Marijuana Dispensary Facilities, 2) Medical Marijuana Grower/Processor to the Borough's Planning Commission and to Delaware County's Planning Commission.

ENGINEER REPORT: Engineer Houtmann presented One Smithbridge, LLC to re-affirm resolution for plan revision for new land development.

President Baum requested a Motion to approve and re-affirm the resolution for One Smithbridge, LLC, plan revision for new land development.

MOTION

Upon Motion, Council (Ellis/Adams) voted and unanimously approved to re-affirm the resolution for the plan revision for new land development for One Smithbridge, LLC.

Engineer Houtmann reported – Llewelyn Road – heavy run off water from storms. The builder is waiting for the supplies to install a culvert underneath the farm access driveway which has been approved and this should eliminate any future issues, as soon as, the culvert is completed.

Engineer Houtmann updated Council – Heather Lane Storm Sewer repair was advertised, awaiting bids to report to Council.

MAYOR'S REPORT: No Report

COMMITTEE REPORT'S:

School District – Education – Training – Library:

Chair Susan Clarke, Debra Miller, Mary Kay Beirne

Councilwoman Clarke announced a large donation is to be received by the Rachel Kohl Library.

Debbie Miller reported the Rachel Kohl Library is now open until 6:30, curbside pickups and drop offs have slowed down, and there are an estimate of 150 people now visiting the library daily.

Mary Kay Beirne announced the Garnet Valley School District passed a 0% budget increase.

Vice President Ellis announced Governor Wolf's office gave the school districts, including Garnet Valley School District, an extra \$4 million from the State Budget this year.

Finance – Insurance –

Chair Mayor Wood, Members Lim, Timmins

Vice President Ellis reported – the American Recovery Act application was mostly completed by Darlene and submitted on June 8th. Governor Wolf acknowledged completed application.

Sub-Committee – Fire Company Finance –

Chair Dave Firkser, Member Baum

Roadmaster Ward reported the Fire Company Audit for 2019-2020 was completed. Leitzell & Economidis will be contacting Borough upon completion of the report.

Nominating Vacancy – No Report

Chair Dave Firkser

Communications – Public Relations –

Chair Ginamarie Ellis, Member Lim

Vice President Ellis reported – Newsletter content is due by August 20, 2021.

As soon as theme and content subjects are established Council will be notified.

Mayor's Event Committee –

Chair Mayor Wood, Members Anderson, Ellis

Vice President Ellis announced – The first movie night held this year was a great success. A special thank you to – St. Thomas – for hosting, DJ Light & Sound, Plum Pit Catering Truck, Opdenaker, and Country Press. Thank you, Council: Natalie Anderson, Gloriann Ellis, Drew Baum and Dave Firkser.

The next movie night will take place mid – September, Vice President Ellis is taking suggestions for a movie to host.

Constant Contact is a way the Borough keeps residents informed of Official Borough news and information. Anyone interested can sign up and leave your email, which can be added to the Borough's list to stay updated with borough news and events.

Historical Committee –

Chair Susan Timmins, Member Anderson, Ierati, Searl

Councilwoman Anderson reported – The historical committee has been very active this year with the 75th Anniversary project.

A special thank you to Tony Ierati and Anne Searl for deep diving into the history of the Chester Heights Borough and supplying the knowledge needed.

The DiSalvo historical sign is in its final draft, the committee has been working with Legacy Signs.

The historical residential sign project is in its final stages for all historical homes, orders will be placed shortly.

President Baum thanked Councilwoman Anderson for her continued hard work.

Planning – Zoning – No Report

Chair Susan Clarke, Members Baum, Firkser

Councilwoman Clarke reported the planning commission did meet in June with all members present. One of the topics of discussion/presentation was the Powell Property – Attorney and developer were present to answer previous questions existing for development. Powell Presented: 52 Townhomes – 48 acres of open space offered to the Borough of Chester Heights, or by-right plan 23 single family homes.

Engineering – Construction – Inspections –

Chair Susan Clarke, Members Baum, Firkser

Councilwoman Clarke reported the committee met on June 14th, and upon discussion on fire inspections are much needed. There does need to be some website wording updates and documentation needs to be addressed. Councilwoman Clarke will collaborate with Inspector Jensen for the fire inspection safety schedule.

Ordinance – Code Review –

Chair Susan Clarke, Members Baum, Firkser

Councilwoman Clarke reported the committee met on June 21st, collaborating with Councilwoman Anderson, Solicitor Montella, Engineer Houtmann and Code Enforcer Jensen. The marijuana ordinances have taken priority for execution, but also not without noticing the code needing to be updated in multiple areas, including the septic abandonment ordinance. Solicitor Montella has spoken to Alt Engineer Ciocco about septic abandonment and drafting an updated version.

Vice President Ellis inquired about the property at RT 1 & Valleybrook Road, and the possibility of amending the zoning ordinance for that property.

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

Vice President Ellis reported – the park modernizations largest effort is complete. The play equipment has been installed, kid tested, and kid approved! The play equipment totaled \$72,338.00. Removal of the old equipment and install of new equipment was \$66,200.50. Totaling \$138,538.50.

A pet station and new trash cans were purchased totaling \$2,023.57.

Two new soccer nets were purchased and installed for \$365.70 and two blue bird houses were purchased and installed for \$275.89.

We also want to thank in advance Boy Scout Troop 154 for volunteering to paint our purple dinosaur.

The total budgeted amount was \$166,000.00 and actual cost was \$141,203.66.

This was completed 15% under budget.

We would like to host a “Park Community Day” on July 24 from 10am – 1pm for our Chester Heights Residents, at our community park located at 343 Valleybrook Road. We will have free bird houses and bird feeders to paint for the children, light refreshments, an ice cream truck, a DJ and several free raffle giveaways donated by the community.

Recycling Day update: The date has changed! New date is September 25th from 9am to 12pm at our community park. Save the dates reminders will be mailed out soon.

We would also like to thank the Chester Heights Volunteer Fire Company for helping our events be safe by directing traffic during both events.

Highways – Transportation – No Report

Chair Dave Firkser, Member Larry Ward

Public Utilities – Trash – Recycling – No Report

Chair Laura M. Lim, Members Anderson, Ellis

Old Business – No Report

New Business – No Report

Additional Period for Public Comment:

Mary Kay Beirne

Larry Ward

Ron – 27 Hunters Ln

Executive Session: President Baum announced in accordance with Act 84, the Sunshine Law that Council will meet in Executive Session to discuss matters regarding real estate.

Council met in Executive Session at 8:02 p.m. and ended at 8:39 p.m.

ADJOURNMENT: Upon Motion, Council (Ellis/Anderson) unanimously voted to adjourn meeting at 8:41 p.m.

Land Development Dates: **Rose Hill Lot Line**, Submitted Plans 09/24/20, Reviewed Planning Commission 10/22/20, Extension 01/20/21, Reviewed Planning Commission 05/27/21,
103-109 Valleybrook Road, Kheny Sketch Plan Submitted 03/12/21, Reviewed Planning Commission 05/27/21.

Respectfully Submitted,

Darlene Kurten, Recording Secretary

