



Minutes of the Regular Council Meeting
Of the Borough of Chester Heights
The Village of Valleybrook – Clubhouse
265 Bishops Dr., Chester Heights, PA 19017
October 4, 2021

Call to Order President Baum called the public meeting to order at 7:00 pm 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
Bob Adams, Council
Natalie M. Anderson, Council
Susan Clarke, Council
Mayor Fred Wood

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

Trooper Jessica Tobin – September Report 2021:

Chester Heights Borough – 4 crashes, 1 DUI arrest, 5 traffic stops, 0 burglaries, 1 theft, 0 retail theft and 0 fraud. September 8, 2021, erratic driver, narcotic influence, September 25, 2021, altercation/harassment and September 30, 2021, inactive domestic. Starting in November a new CSO will be appointed, Trooper Michelle Nash. State-wide Labor Day Stats: 587 DUI arrests, 9,968 traffic citations, 737 seatbelt citations, 120 parents not having their child in a safety seat and 647 crashes. Trooper Jessica Tobin received a promotion as the new OCE – Officer of Community Engagement. Congratulations.

Public Comment:

Ron Surkin – 363 Valleybrook Road

Approval of the September Meeting Minutes

September 7, 2021, Regular Council Meeting Minutes

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

September 27, 2021, Work Session Meeting Minutes

MOTION Upon Motion, Council (Anderson/Adams) voted and unanimously approved the Work Session Meeting Minutes from September 27, 2021.

Approval of the September 2021 Treasurer Report

Receipts

		<i>Source</i>
Real Estate Transfer	\$ 11,588.35	Treasurer of Delaware County
August Collections	\$ 187.59	Maryann D Furlong, TC
Annual State Fire Relief	\$ 17,984.40	Commonwealth of PA
Local Service Tax	\$ 14,626.73	Berkheimer
August Remit	\$ 130.90	Treasurer of Delaware County
Court Fines	\$ 42.76	District Court
U&O Inspection	\$ 90.00	2 Hunters Ln
U&O Inspection	\$ 90.00	67 Bishops Dr
HVAC Permit	\$ 155.00	167 Kingswood Ct
Bldg/Roofing Permit	\$ 130.00	138 Bishops Dr
Bldg/Roofing Permit	\$ 130.00	166 Summit Ln
Bldg/Plmg/HVAC Permit	\$ 3,720.00	327 W Baltimore Pk
Escrow Reimburse Eng/Sol	\$ 524.00	53 W Baltimore Pk
Fire Hydrant Reimburse	\$ 72.60	Merril Gardens
Fire Hydrant Reimburse	\$ 72.60	Merril Gardens
Fire Hydrant Reimburse	\$ 181.50	Madison
Fire Hydrant Reimburse	\$ 181.50	Brookefield
Fire Hydrant Reimburse	\$ 399.30	Darlington Woods
TOTAL	\$ 50,307.23	

Fund Balances,

Certificates of Deposit Balance

Business Money Market 0.55%	\$ 50,021.33	Malvern Bank
EBond	\$ 15,000.00	Bryn Mawr Trust
Total Certificates of Deposit	\$ 65,021.33	

General Fund Balance

PLGIT GF/Class 09/28/21 @ 0.01%	\$ 232,083.22	PLGIT General Fund
PLGIT GF/Prime 09/28/21 @ 0.04%	\$ 700,052.86	PLGIT General Fund
CH General Fund 09/28/21 @ 0.10%	\$ 305,269.76	Santander #5032
Money Manager 09/28/21 @ 0.10%	\$ 9,599.11	Santander #4079
Road Improv Fund 09/28/21 @ 0.10%	\$ 62,910.20	Santander #4060
American Rescue Plan 09/28/21 @ 0.10%	\$ 143,520.76	Santander #5024
Total Funds	\$ 1,453,435.91	

PA Liquid Fuels Fund Balance

Checking Account 09/28/21 @ 0.01%	\$ 109,078.33	PLGIT Acct #5116038
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Open Space Fund Balance

PLGIT/ I -Class 09/28/21 @ 0.01%	\$ 12,236.50	PLGIT Acct #5116056
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Fire Protection Fund Balance

Fire Protect Fund Check 09/28/21 \$ 5,126.57 BMTC Fire Protect Fund #9579

Expenditures

August Rent	\$	1,500.00	Chester Heights Fire Company
Annual State Fire Relief	\$	17,984.40	Chester Heights Fire Company
Fire Safety Inspections	\$	512.00	Chester Heights Fire Company
4th Qtr Borough Contribution	\$	7,500.00	Chester Heights Fire Company
4th Qtr Local Service Tax	\$	12,500.00	Chester Heights Fire Company
Office Cleaning	\$	160.00	Brenda Martin Cleaning Services
Meeting Room Rental	\$	300.00	Village of Valleybrook
St Thomas Flashers	\$	105.00	Charles A Higgins & Sons
Monthly Storage Fee	\$	312.70	Mini U Storage
Fire Safety Inspections	\$	1,724.24	Richard Jensen
Various Bldg Permits	\$	2,495.07	Richard Jensen
3rd Qtr Stipend	\$	165.05	Richard Jensen
Recycling Day	\$	165.00	J&K Secure Shredding
Trash Removal	\$	101.50	Opdenaker
Property Maintenance Invc #77-83	\$	1,282.00	Scott's Lawn Service
Property Maintenance Invc #84-89	\$	2,313.00	Scott's Lawn Service
General Matters	\$	1,334.00	Gerald C Montella, Esq.
Reimburse/53 Baltimore Pk	\$	246.50	Gerald C Montella, Esq.
Reimburse/Reserve Stoney Bank	\$	333.50	Gerald C Montella, Esq.
National Fire Protection Renewal	\$	175.00	NFPA
Car Magnets	\$	1,090.00	The Country Press
Park Sign	\$	185.00	The Country Press
Road Mst/EMC Compensation	\$	792.24	Larry Ward
Fire Marshal Compensation	\$	615.19	Michael Ciocco
3rd Qtr Stipend	\$	165.05	Michael Ciocco
Legal Adv	\$	14.84	21st Century Media
Legal Adv	\$	86.75	21st Century Media
Office Cleaning	\$	106.00	Stanley Steamer
Office Supply	\$	69.68	Amazon
Office Supply	\$	87.91	Ring
Movie Night	\$	950.00	DJ Light and Sound
Movie Night	\$	95.12	Glow Universe
Reimburse/Movie Night	\$	226.05	Ginamarie Ellis
Microphone	\$	30.99	Amazon
Champagne Glasses	\$	34.99	Amazon
Office Expense	\$	117.94	Amazon
Flowers DiSalvo Park Event	\$	30.00	Produce Junction
Recording Sec Compensation	\$	2,537.88	Darlene Kurten
PECO TL	\$	40.78	PECO
PECO SL	\$	806.54	PECO

Phone/Office	\$	106.99	Verizon
Phone/Fire Marshal	\$	31.23	Verizon
Open Records Officer Compensation	\$	521.94	Megan Killian
Office Expense	\$	45.00	Constant Contact
Office Expense	\$	56.17	Adobe
Office Expense		122.32	Office Basics
PA Payroll	\$	459.55	PA Dept of Rev
941 Payroll	\$	3,596.19	EFTPS
Sec/Treas Compensation	\$	3,990.68	Susan Timmins
Dig Notification	\$	35.84	PA One Call
Meter Usage	\$	73.18	Graffen
Copier/Scanner	\$	153.73	De Lage Landen
3 Hydrants	\$	81.22	Aqua Pennsylvania
47 Hydrants	\$	1,706.10	Chester Water Authority
Total Expenditures	\$	70,272.05	

PA Liquid Fuels Fund Expenditures

Smithbrdg/Vallybrk TL	\$	5,870.00	Charles A Higgins & Sons
Smithbrdg/Vallybrk TL	\$	1,491.00	Charles A Higgins & Sons
	\$	7,361.00	

Fire Protect Fund Expenditures

MOTION

Upon Motion, Council (Adams/Lim) voted and unanimously approved the September 2021 Treasurer Reports.

Correspondence:

Vice President Ellis received inquiries about the use of the Community Park, checking with insurance company on how to proceed with use for groups. Heather Lane inquiry, the work has started and the small issue with storm drain will soon be completed. Ivy Lane storm drain/water issues at the corner of Ivy Lane and Valleybrook Road. Pat Smith from Chester Heights Camp Meeting sent a "Thank you" to the Borough for the historic sign and event participation. in DELCORA released its Act 37 plan to Delaware County Planning Commission and Borough received a copy. PennDOT is having virtual events: Innovation Day and Exhibit Hall. Delaware County is hosting a free flu shot clinic in October. Concord Twp reported a downed sign on RT1 due to an accident, which needs to be repaired.

INSPECTOR'S REPORTS

Building Inspector

Councilwoman Clarke reported:
Memo to Council:
The end of the third quarter is completed. Permits during the last 3 months totaled nineteen. They included Roofing, HVAC, Plumbing, an office alteration, and an addition.
Zoning matters: The Townsend property has finally received new permits for the two-bedroom barn. This matter should now be resolved with the ZHB.

The following fire inspections have been completed.

1) St. Thomas school has been inspected. Most all items are complying. One item that was discovered during the fire inspection is that no fire department connection point has been provided when the school was constructed. The Church will be inspected in the next week.

2) Madison Apartments are going through a weekly inspection. As of last week, 80 units have been inspected. Issues of non-compliance are being addressed.

3) Fire company responded to a call at Madison. It appears one of the residents tried to light the fire pit with a lighter. There was a blow back from build-up of propane. This unit was not ready to be occupied by residents, No injuries reported.

If you have questions, please feel free to contact me at rich085@outlook.com.

**Fire Marshal
Mike Ciocco**

Vice President Ellis reported for Fire Marshal:

October is fire safety Month, residents are reminded to change out batteries in smoke detectors.

Note: Smoke detectors over 10 years old need replacing dates are marked on the bottom of detectors. 10-year detectors, no battery replacement required, replace detector. Five fire incidents reported for the month of October.

Fire Company President Sam Iannucci reported:

7 – Building Responses

6 – Fire Alarms

3 – Accidents

4 - Cover Assignments

2 - Wires

1 - CO, Car Fire, Gas Leak, WDICAL, Water Rescue

14 - Calls in 71

7 - Calls in 59

2 - Calls in 13

1 Call in 46, 23, 17, Montgomery County

Activities for October

10/7 — Meeting/Maintenance Night, Cover 59

10/14 — Water Rescue

10/21— Engine Company Operations

10/28 — Vehicle Rescue

5 members completed Water Rescue Operations Training in September

4 members are attending Advanced Water Rescue Technician in October

4 members are attending Rope Rescue operations in October

Sewage Enforcement – No Report

Mike Ciocco

EMC-Roadmaster

Larry Ward

Roadmaster Ward updated Council – EMC – no damage report for hurricane in Chester Heights.

Signage downed at RT 1 & Stoney Bank Road, was relayed to Higgin's for repair, repair of signage will be scheduled.

Roadmaster Ward reported: A tree came down on Valleybrook Road last week. Due to the downed tree a car crashed into the tree and led to another car crashing into the first car. The fire company assisted in removing the tree off of the car to get the people to safety. The fire company doesn't have the equipment (chainsaws) to help remove trees and Mr. Ward requested a Motion for Council to purchase two

chainsaws for the fire company from the Roadmaster budget. The Roadmaster understands he is not allowed to assist. The fire company would strictly be required to operate the chainsaw and equipment. Roadmaster Ward requested a limit not to exceed \$2,000.00.

President Baum requested a Motion to purchase two (2) chainsaws with accessories for the fire company.

MOTION

Upon Motion, Council (Adams/Clarke) voted and unanimously approved to purchase two (2) chainsaws and accessories for the fire company.

Public Comment: Greg Chestnut – 358 Willits Way

Roadmaster Ward reported numerous PA 1 calls were received and cleared.

SOLICITOR REPORTS

RATIFY MOTION

Solicitor Montella requested Council to Ratify Motion for approval to advertise a Public Hearing for consideration of adoption of ordinances.

1. Marijuana Dispensaries
2. Marijuana Growth/Processing
3. Sewer Abandonment

MOTION RATIFIED

Upon Motion, Council (Baum/Clarke) voted and unanimously approved to Ratify Motion to allow Solicitor Montella to advertise a Public Hearing for consideration of adoption of ordinances.

1. Marijuana Dispensaries
2. Marijuana Growth/Processing
3. Sewer Abandonment

RATIFY MOTION

Solicitor Montella requested Council to Ratify Motion to allow Engineer Houtman to assist Madison with its HOP Permit to PennDOT.

MOTION RATIFIED

Upon Motion, Council (Baum/Adams) voted and unanimously approved to allow Engineer Houtman assist Madison with their/the HOP Permit to PennDOT.

Solicitor Montella presented a Stipulation for approval:

Folio No. 06-00-00009-00 – 31 – 51 West Baltimore Pike

Assessment	\$3,265,510.00
Stipulation	\$3,500,000.00

Solicitor Montella requested a Motion for Council to approve the Stipulation approving the assessment of \$3,500,000.00 for the property for the tax year, 2021, also approved by Garnet Valley School District.

MOTION

Upon Motion, Council (Baum/Ellis) voted and unanimously approved the Stipulation approving the assessment of \$3,500,000.00 for the property for the tax year, 2021, property at 31-51 West Baltimore Pike, Stipulation also approved by the Garnet Valley School District.

ENGINEER REPORTS

Engineer Houtmann updated Council on Mattson Road – re-paving, with regards to the stabilization/widening area previously discussed. Engineer Houtmann met with the residents in the area, the residents were not in favor of widening the roadway. President Baum recommended using the base bid for the re-paving of Mattson Road, not to include the extra stabilization. Engineer Houtmann updated Council on Heather Lane’s completion.

Public Comment: Ron Surkin – 363 Valleybrook Road
Engineer Houtmann will get a price to fix the sewer drain at the corner Heather Lane & Valleybrook Road. Madison Apartments already started to apply for the permit to PennDOT, for repairs needed to fix sink hole issue at front of property on Valleybrook Road.
Run – off water issues at Ivy Lane and Valleybrook Road, Engineer Houtmann has been reaching out to property owner for a meeting to discuss and address issues.
Brookefield update, they are still replacing inlet tops, should be completed soon. Engineer Houtmann will be meeting with contractor to go over street repairs before they overlay them.
Issues with excessive water coming in from Camp Meeting community is still being resolved. Owner of the property was notified of the issues and a letter was sent by Engineer Houtmann.
Engineer Houtmann will contact Concord Township about the street light issues at RT 1 & Stoney Bank Road to inquire about needed updates previously discussed.
Public Comment: Brookefield residents.

Mayor's Report: No Report

COMMITTEE REPORTS

School District/Education/Training/Library

Chair Susan Clarke, Debra Miller, Mary Kay Beirne

Gregg Chestnut reported the Garnet Valley School District is discussing full day Kindergarten. Covid has not had an effect on the school day, the safety plan to ensure that seems to be working. Mr. Chestnut asked for information on the Brookefield school bus changes, addressing that school buses do not go into Developments because they cannot turn completely around and do not back up due to safety issues. Councilwoman Lim suggested these changes should be required for new construction. Councilwoman Clarke suggested the planning commission should be notified for new development plans. Councilwoman Clarke reported -Debbie Miller – Library is requesting a larger donation for 2022, amount depends on grants applied for and received. The library has cedar siding which is deteriorating and needs to be replaced. An expansion program has started, with money gifted to the library. The library has extended hours, Sunday's 1pm – 5pm.

Finance/Insurance

Chair Mayor Wood, Members Lim, Timmins

Pro Tem Lim presented Draft YTD Budget vs Actual 9.30.21
Total Income \$575,426.07
Total Expense \$548,966.52
Gain \$ 26,459.55 keep in mind all expenses and invoicing will change amounts.

Fire Company Finance – No Report

Chair Dave Firkser, Member Baum

Nominating Vacancy

Chair Dave Firkser, Member Baum

President Baum announced the Borough received a resignation letter today from Glenn Mon. We thank Glenn for his many years of dedicated service the Borough of Chester Heights. A posting will be made for any residents who would like to apply for the Zoning Hearing Board position, please send in a resume with a letter of interest.

Communications/Public Relations

Chair Ginamarie Ellis, Member Lim

Vice President Ellis reported the Newsletter should be mailed out any day now, if you do not receive one there will be extras in the Borough office to pick up. The digital version, once received, will be sent to Council and posted online.

Mayor's Event Committee

Chair Mayor Wood, Members Anderson, Ellis

Vice President Ellis updated Council on the Movie Night event, which was a success. Thank you to Opdenaker to supplying trash cans, DJ Light and Sound for the movie, Plum Pit Caterers for the food truck.

Historical Committee – No Report

Chair Susan Timmins, Member Anderson, Volunteers Ierati, Searl

Planning/Zoning

Chair Susan Clarke, Members Baum, Firkser

Councilwoman Clarke reported there was not a planning commission meeting this month, therefore, the planning commission did not approve their minutes.

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

Pro Tem Lim announced the Borough received 20 spotted lantern fly trap kits, looking for volunteers to assemble and put up at the Borough parks.

Highways/Transportation – No Report

Chair Dave Firkser, Member Larry Ward

Public Utilities/Trash/Recycling

Chair Laura M. Lim, Members Anderson, Ellis

Pro Tem Lim reported Chichester Township is having a recycling day Saturday, October 16th for household hazardous waste. You need to register for this event at www.DELCOHHWevents.com.

Old Business – No Report

New Business – No Report

Additional Period for Public Comment

Marta Driscoll – 458 A Lenni Road
Larry Ward – Chester Heights Fire Company
Sam Iannucci – Chester Heights Fire Company

ADJOURNMENT:

Upon Motion, Council (Ellis/Adams) voted and unanimously approved to adjourn meeting at 8:31 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 – March 12, 2021, Planning Commission Review – May 27, 2021.
53 Baltimore Pike – Submitted – June 18, 2021, Planning Commission, Review August 26, 2021 – Extension November 24, 2021.

Respectfully Submitted
Darlene Kurten
Recording Secretary