



Minutes of the Regular Council Meeting
Of the Borough of Chester Heights
The Village of Valleybrook – Clubhouse
265 Bishops Dr., Chester Heights, PA 19017
November 1, 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
Laura M. Lim, Pro Tem
Bob Adams, Council
Natalie M. Anderson, Council
Susan Clarke, Council
Mayor Wood

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

Public Comment: Ron Surkin – 363 Valleybrook Road
Gabby Graham – HOA Brookefield
Bob Adams – HOA Brookefield
Rob Carminati – Brookefield
Danny George – Brookefield
Gregg Chestnut – 317 Willits Way

Approval of the October Meeting Minutes

October 4, 2021, Regular Council Meeting Minutes

MOTION Upon Motion, Council (Lim/Ellis) voted and unanimously approved the Regular Council Meeting Minutes from October 4, 2021.

October 25, 2021, Work Session Meeting Minutes

MOTION Upon Motion, Council (Clarke/Lim) voted and unanimously approved the Work Session Meeting Minutes from October 25, 2021.

Approval of the October 2021 Treasurer Report

Receipts		Source
Real Estate Transfer	\$ 20,092.91	Treasurer of Delaware County
3rd Qtr Franchise Fee	\$ 8,912.83	Comcast
September Collections	\$ 841.36	Maryann D Furlong, TC
September Remit	\$ 1,522.97	Treasurer of Delaware County
Local Service Tax	\$ 13.68	Berkheimer
Tax Duplicate Fee	\$ 20.00	CoreLogic
Tax Duplicate Fee	\$ 20.00	Universal Settlement
U&O Inspection	\$ 90.00	126 Deerfield Ct
Electrical Permit	\$ 165.00	Village of Valleybrk
HVAC Permit	\$ 155.00	67 Bishops Dr
HVAC Permit	\$ 155.00	146 Kingswood Ct
Annual Payment	\$ 623.66	PURTA
Reimburse Alarm System	\$ 1,448.00	Chester Heights Fire Co
Reimburse Engineer Invc	\$ 1,060.00	53 Baltimore Pk
Fire Hydrant Reimburse	\$ 165.00	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	\$ 36,120.31	

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 10/28/21 @ 0.01%	\$ 189,031.88	PLGIT General Fund
PLGIT GF/Prime 10/28/21 @ 0.04%	\$ 700,076.33	PLGIT General Fund
CH General Fund 10/28/21 @ 0.10%	\$ 305,269.76	Santander #5032
Money Manager 10/28/21 @ 0.10%	\$ 9,599.11	Santander #4079
Road Improv Fund 10/28/21 @ 0.10%	\$ 62,910.20	Santander #4060
American Rescue Plan 10/28/21 @ 0.10%	\$ 143,520.76	Santander #5024
Total Funds	\$ 1,410,408.04	

PA Liquid Fuels Fund Balance

Checking Account 10/28/21 @ 0.01%	\$ 101,718.28	PLGIT Acct #5116038
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Open Space Fund Balance

PLGIT/ I -Class 10/28/21 @ 0.01%	\$	12,236.71	PLGIT Acct #5116056
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Fire Protection Fund Balance

Fire Protect Fund Check 10/28/21	\$	5,293.22	BMTC Fire Protect Fund #9579
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Expenditures

Annual Contribution	\$	17,000.00	Rachel Kohl Library
October Rent	\$	1,500.00	Chester Heights Fire Company
Fire Safety Inspections	\$	512.00	Chester Heights Fire Company
Office Cleaning	\$	160.00	Brenda Martin Cleaning Services
Meeting Room Rental/3 Mtgs	\$	450.00	Village of Valleybrook
St Thomas Flashers	\$	70.00	Charles A Higgins & Sons
Monthly Storage Fee	\$	312.70	Mini U Storage
Reimburs/Brookefield	\$	5,881.50	G D Houtman & Son, Inc
Reimburs/Rose Hill	\$	13,184.00	G D Houtman & Son, Inc
Reimburs/LeNape Valley	\$	2,316.50	G D Houtman & Son, Inc
103-105 Baltimore Pk	\$	1,675.00	G D Houtman & Son, Inc
107 Indian Springs	\$	345.00	G D Houtman & Son, Inc
Septic/209 Wawa Rd	\$	141.88	Catania Engineering Assoc, Inc.
Septic/279 Llewellyn Rd	\$	99.38	Catania Engineering Assoc, Inc.
Septic/327 Baltimore Pk	\$	165.63	Catania Engineering Assoc, Inc.
Reimburse/53 Baltimore Pk	\$	1,060.00	Catania Engineering Assoc, Inc.
Fire Safety Inspections	\$	1,724.22	Richard Jensen
Various Bldg Permits	\$	2,601.48	Richard Jensen
Uniform Construc Code Qtr Payment	\$	166.50	UCC
Recycling Day	\$	495.00	J&K Secure Shredding
Recycling Day	\$	725.00	Recycling Express, Inc
Recycling Day	\$	1,092.15	Cyber Crunch
IT Service	\$	225.00	Delta Computer Services
Trash Removal	\$	25.00	Opdenaker
Property Maintenance Invc #90-94	\$	1,178.00	Scott's Lawn Service
Tax Duplicate Fee	\$	40.00	Maryann D Furlong, TC
Annual Land Rental	\$	1.00	PECO
General Matters	\$	812.00	Gerald C Montella, Esq.
General Matters	\$	145.00	Murphy, Maddren & Dixon
Postage	\$	92.80	USPS
Movie Night	\$	668.00	The Country Press
Office Sign	\$	280.00	The Country Press
Road Mst/EMC Compensation	\$	792.24	Larry Ward
Fire Marshal Compensation	\$	285.07	Michael Ciocco
Zoning Notice	\$	7.38	USPS
Legal Adv	\$	61.15	21st Century Media
Ring Yearly Plan	\$	30.00	Ring

Postage/Newsletter	\$	567.80	Hot Frog
Office Supplies	\$	120.97	Amazon
DiSalvo Park Dedication	\$	39.48	Laura Lim
Office Supplies Reimburs	\$	13.98	Darlene Kurten
Recording Sec Compensation	\$	2,537.88	Darlene Kurten
PECO TL	\$	43.15	PECO
PECO SL	\$	555.29	PECO
Phone/Office	\$	106.99	Verizon
Phone/Fire Marshal	\$	31.23	Verizon
Open Records Officer Compensation	\$	468.40	Megan Killian
Office Expense	\$	45.00	Constant Contact
Office Expense	\$	56.17	Adobe
Office Expense		72.38	Office Basics
PA Payroll	\$	450.49	PA Dept of Rev
941 Payroll	\$	3,637.16	EFTPS
Sec/Treas Compensation	\$	3,990.68	Susan Timmins
Dig Notification	\$	15.60	PA One Call
Copier/Scanner	\$	153.73	De Lage Landen
3 Hydrants	\$	89.17	Aqua Pennsylvania
47 Hydrants	\$	1,579.26	Chester Water Authority
Total Expenditures	\$	70,895.39	

PA Liquid Fuels Fund Expenditures

\$ -

Fire Protect Fund Expenditures

American Rescue Plan Expenditures

Heather Ln Storm Drain	\$	34,500.00	Gessler Construction, Inc
	\$	34,500.00	

MOTION

Upon Motion, Council (Adams/Clarke) voted and unanimously approved the October 2021 Treasurer Report.

Correspondence:

Vice President Ellis reported a "Thank You" card was received from Mrs. Rohana. Emails were received and answered. Received communications from the County of Delaware on voting expectations, who to call list, first time voter instructions, and mail-in inquiry questions. Delaware County Health Department sent letters to all municipalities, for establishing a health department and what to expect. Phase 1 – restaurants and pools, will take place within the first few years before start of Phase 2. All information is posted on the County website.

INSPECTOR'S REPORTS

Building Inspector - No Report
Richard Jensen

Fire Marshal - No Report
Mike Ciocco

Sewage Enforcement - No Report
Mike Ciocco

EMC- Roadmaster Larry Ward PA 1 calls were handled and cleared. Resident on Ivy Lane issue was discussed and Engineer Houtmann replied and spoke to homeowner about water runoff and drainage issues have been addressed. Tree fell on Walnut Hill Blvd., fire company was out – due to calls, Springfield Tree was dispatched to remove the tree. PSP provided traffic control. PEMA sent an email related to application for road salt, should the Borough run into issues with snow removal and salt vendors having a limited supply.

SOLICITOR REPORTS

Resolution 11-21-A Solicitor Montella presented Resolution 11-21-A – A Resolution of the Borough of Chester Heights, PA Accepting American Rescue Plan Act Funds
Whereas, Borough Council is required to formally accept the CSLRF funds; and
Whereas, revenue received under CSLRF must only be spent for purposes authorized by the CSLRF, and applicable regulations, and by state law; and
Whereas, revenue under the CSLRF must be accounted for in a separate fund and not co-mingled with other revenue for accounting purposes; and
Whereas, Borough of Chester Heights must comply with all applicable budgeting, accounting, contracting, reporting and other compliance requirements for CSLRF funds; and
Now, Therefore, Be It Resolved, by the Council of the Borough of Chester Heights, Delaware County, that we do hereby accept and request CSLRF funding to be distributed by the State of PA and affirm the Borough will comply with the procedures created by the PA General Assembly and the United States Treasury Department to receive funds under the act; and
Further Resolved that Council of the Borough of Chester Heights designates and directs the Borough Secretary and President of Council to take all actions necessary on behalf of the Council in regard to the CSLRF funds.

MOTION Upon Motion, Council (Lim/Ellis) voted and unanimously approved Resolution 11-21-A – A Resolution of Borough of Chester Heights, PA Accepting American Rescue Plan Act Funds.

Solicitor Montella requested Council to approve the Winter Services Contract Bid 2021-2022. Bidding was advertised and 2 (two) bids were received.

- 1. Brothers Construction
- 2. MOR Construction

Solicitor Montella discussed with Roadmaster Ward and Engineer Houtmann. The recommendation is MOR Construction Services, Inc. One hundred and fifty dollars per hour and One hundred and fifty dollars per ton of salt.

President Baum called for a Motion to award the Winter Services Contract Agreement for 2021-2022 to MOR Construction Services, Inc. for a 1 (one) year term.

MOTION

Upon Motion, Council (Ellis/Anderson) voted and unanimously approved to award MOR Construction Services, Inc. the Winter Services Agreement for 2021-2022 term of 1 year. At One hundred and fifty dollars per hour and, One hundred and fifty dollars per ton of salt.

Solicitor Montella requested a Motion to authorize drafting the contract for the Winter Services Agreement for 2021-2022, a 1 year term.

MOTION

Upon Motion, Council (Baum/Adams) voted and unanimously approved to authorize Solicitor Montella to draft the contract for the Winter Services Agreement for 2021-2022, a 1 year term.

Solicitor Montella updated Council, the traffic study for new Amazon warehouse was received from Middletown Township and shared with Mr. Surkin.

Solicitor Montella updated Council, 327 W Baltimore Pike/Townsend Zoning application was formally withdrawn.

ENGINEER REPORTS

Engineer Houtmann updated Council on sink hole issues requiring permit and materials from PennDOT, along the frontage of Madison was completed. Engineer Houtmann will inquire about the remaining piece of the PennDOT road that needs attention and draft pricing and what the work will require and discuss with Council.

Mattson Road work is scheduled to start next week.

Escrow Release #3 Rose Hill Development Escrow Release #3 – Engineer Houtmann recommends escrow release #3 in the amount of \$74,746.75 with the completion and reduction certificate authorization.

Item #	Description	Quantity	x Cost per	=Subtotal
			Development Agreement	

1.3	Subgrade Street	30891	SF	\$ 0.25	\$ 7,722.75
5.1	8" 3A Modified Stone Base	3,092	SY	\$ 9.50	\$29,374.00
5.2	2.5" 25 MM Super Pave Binder Course	3,092	SY	\$12.50	\$38,650.00
	Retainage				\$ 7,574.68

Subtotal	\$83,321.43
Less Retainage	\$ 7,574.68
Total Amount	\$74,746.75

President Baum requested a Motion for Rose Hill Development Escrow Release #3 in the amount of \$74,746.75.

MOTION

Upon Motion, Council (Clarke/Adams) voted and unanimously approved Rose Hill Escrow Release #3 in the amount of \$74,746.75.

Engineer Houtmann updated Council on the MS4 program. All operators of municipal separate stormwater systems (MS4s) are responsible for development and implementation of stormwater management plans. The stormwater requirements of the federal Clean Water Act are administered under the Pennsylvania Department of Environmental Protection's Municipal Separate Storm Sewer (MS4) Program. EPA defines an MS4 as a conveyance or system conveyances (including roads with drainage systems, municipal roads, catch basins, curbs, ditches, etc. Public education and outreach programs to help inform the residents and make them aware of what causes sedimentation to reduce pollution. DEP is ready to move on to the next phase which is the PRP (pollutant reduction program) which requires physical work to help reduction in streams. Municipalities would need to map out all and any water shed, water stormwater, any area which drains to a borough road, stormwater conveyance system or borough property. A program would have to be developed to meet the 10% reduction value required by the state. These physical updates could include new sedimentation basins, replacement of basin's installed prior to 2011, and/or stormwater filtering there are many more options suggestions to meet the 10% reduction value. Engineer Houtmann reported the plan for the stormwater shed had been approved by DEP. Engineer Houtmann advised there are two water sheds that qualify for improvements in the borough, Chester Creek Water Shed and West Chester Creek Water Shed. For the Chester Creek Water Shed Engineer Houtmann suggests the Rolling Heights basin which is one of the easiest to access. West Chester Creek Water Shed Engineer Houtmann suggest the basin at Rockford Estates. Steps that need to be started: advertise the PRP Plan, make available online (30 day period) for public comment, official meeting presentation for public awareness, and send the final PRP Plan for approval. Engineer Houtmann requested a Motion to advertise the PRP Plan and the Public Hearing.

MOTION

President Baum requested a Motion to authorize Engineer Houtmann to advertise the PRP Plan and the Public Hearing.

Upon Motion, Council (Lim/Ellis) voted and unanimously approved to authorize Engineer Houtmann to advertise the PRP Plan and Public Hearing.

Mayor's Report: No Report

COMMITTEE REPORTS

School District/Education/Training/Library

Chair Susan Clarke, Debra Miller, Greg Chestnut

Ms. Miller announced the Keystone Grant was received and will help with repairs to the library. 300 donations were received.

Mr. Chestnut reported the Garnet Valley school district approved full day kindergarten. The school board also accepted the resignation of Mary Kay Beirne and acknowledged her 16 years of representing the school district and borough.

Finance/Insurance

Chair Mayor Wood, Members Lim, Timmins

Pro Tem Lim presented the preliminary budget for 2022:

General Fund	Total Revenue	\$709,023.20
	Total Expense	\$702,026.47
Liquid Fuels	Total Revenue	\$82,118.76
	Total Expense	\$82,118.76
Fire Protection	Total Revenue	\$86,238.81

Total Expense \$86,138.81
Unallocated \$100.00
American Rescue Amount \$143,501.49
Additional Amount Due \$143,501.49 in July 2022
Total Amount \$287,002.98 expected in 2022, unused funds are to be returned by 2024.

MOTION

Vice President Ellis requested a Motion to adopt the preliminary 2022 budgets and authorization to advertise.
Upon Motion, Council (Lim/Adams) voted and unanimously adopted the 2022 preliminary budgets and authorized advertising.

Fire Company Finance – No Report
Chair Dave Firkser, Member Baum

Nomination Vacancy –
Chair Dave Firkser, Member Baum

President Baum reported the vacancy on the Zoning Hearing Board has been posted the deadline in November 15th, 1 application has been received.

Communications/Public Relations
Chair Ginamarie Ellis, Member Lim

Vice President Ellis reported the Fall/Winter Newsletter has been mailed, extra copies are at the Borough office if you did not receive one or would like an extra copy.
Voting signs were placed, to inform residents to vote at Garnet Valley Middle School. Emails and Facebook communications informing residents where to vote.

Mayor’s Event Committee
Chair Mayor Wood, Members Anderson, Ellis

Vice President Ellis is planning a Lunch with Santa for December, update to follow.

Historical Committee – No Report
Chair Susan Timmins, Member Anderson, Volunteers Ierati, Searl

Planning/Zoning
Chair Susan Clarke, Members Baum, Firkser

Councilwoman Clarke reported a planning commission meeting was held last week items including, 53 W Baltimore Pike – sidewalks, septic abandonment ordinance – structure questions, after area was filled in and not building on area in question – discussed removing the wording completely, the Borough does not have a steep slope ordinance – something to research for 2022, and PC approved their minutes but have not been circulated yet.

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, Jack Higgins, Rich Wood Jr., Philip Block

Borough Property/Parks/Open Space – No Report
Chair Drew Baum, Members Lim, Wood

Highways/Transportation - No Report
Chair Dave Firkser, Member Larry Ward

Public Utilities/Trash/Recycling
Chair Laura M. Lim, Members Anderson, Ellis

Pro Tem Lim updated Council on the recycling bin at the post office. This was a school project for recycling with a 1 (one) year review. Due to the high frequency of trash (coffee cups, food, dirty diapers etc.) being discarded in the recycling bin and the Postmaster having to dig through the bin to separate items from residents, the bin will be removed.

Old Business – No Report

New Business – No Report

Additional Period for Public Comment
Gregg Chestnut – 317 Willits Way

ADJOURNMENT: **Upon Motion, Council (Lim/Ellis) voted and unanimously approved to adjourn meeting at 8:58 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