

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

December 7, 2015

MEMBERS PRESENT

Michael P. Pierce, Esq., President
Frederick L. Wood, Vice President
Mark Carroll, Mayor
Arthur McClaskey
Patrick L. Patterson
Anne C. Searl
Lawrence Ward
Joseph McIntosh, Esq.

OFFICIALS PRESENT

Gerald C. Montella, Esq., Solicitor
Michael Ciocco, Fire Marshal
Matt Houtman, P.E., Borough Engineer
Richard Jensen, Building Inspector

CALL TO ORDER

President Pierce called the public meeting to order at 7:00 p.m. and led those in attendance in a moment of silence and the reciting of the Pledge of Allegiance.

APPROVAL OF MINUTES

Upon motion (Ward/Wood) Council unanimously voted to approve the meeting minutes of the November 2, 2015 Regular Council Meeting and the November 23, 2015 Work Session.

**PUBLIC TO ADDRESS
COUNCIL**

**PHILIP BLOCK
357 WILLITS WAY**

Mr. Block asked if the vacancy on the Planning Commission has been filled. President Pierce answered the vacancy has not yet been filled and noted the item is on the agenda for discussion at this meeting.

**STEVE LUONGO
7 BONNIE LANE**

Mr. Luongo thanked President Pierce, Councilman McClaskey and Councilman Ward for their hard work and dedication over the years and indicated the community appreciates everything they have done for Chester Heights.

BUILDING INSPECTOR

Mr. Jensen reviewed his report for Council, including a summary of permits issued and inspections conducted during 2015. There were 70 building, plumbing and HVAC permits issued and 15 electrical permits issued. There were 51 U& O inspections and 21 fire inspections. Mr. Jensen further commented that the Wawa project is well under way with activity nearly every day. He anticipates it will be approximately two months before they are putting up steel.

- FIRE MARSHAL Mr. Ciocco informed Council that there has been an issue with emergency access at the Chester Heights Camp Meeting site. He reminded everyone that code requires maintaining emergency access at all times. Mr. Houtman said it was part of the plans and reviews that there must be usable access to the cottages at all times. He will schedule an onsite meeting with the developer immediately to resolve the matter. Mr. Jensen indicated they can provide a proper haul road which could double as emergency access.
- SEO No report.
- ZONING OFFICER Mr. Jensen reported there is a Zoning Hearing on 12/15/15 regarding Wawa Signage. The property was posted on 12/7/15. Mr. Jensen indicated he is unable to attend the hearing and that Mrs. Timmins will ensure the building is opened for the Hearing.
- SECRETARY/TREASURER Ms. Valerie Hoxter requested authorization to advertise 2016 Meeting Dates on behalf of Mrs. Timmins who was unable to attend the meeting.
- MOTION Upon motion (Ward/Wood) Council unanimously authorized advertising 2016 Meeting Dates. Mayor Carroll reminded Council that Planning Commission Meetings will begin at 7:00 p.m. in 2016.
- TREASURER'S REPORT Upon motion (Wood/Ward) Council voted to approve the fund balances and receipts, as submitted by the Secretary/Treasurer for November 2015.
- MOTION Upon motion (Wood/Ward) Council voted to approve payment of the bills as submitted by the Secretary/Treasurer for November 2015.

Description		Source
Receipts		
Real Estate Transfer Tax	\$ 17,455.43	Treasurer of Delaware County
Court Fines	\$ 276.02	District Court 32-2-38
3rd Qtr Franchise Fee	\$ 9,186.58	Comcast
3rd Qtr Franchise Fee	\$ 8,600.63	Verizon
State Police Shared Vehicle	\$ 527.26	Treasurer of Pennsylvania
Sept Collections	\$ 707.44	Maryann Furlong, Tax Col
Oct Collections	\$ 365.55	Maryann Furlong, Tax Col
3rd Qtr LST	\$ 6.46	Berkheimer
3rd Qtr LST	\$ 1,781.03	Berkheimer
3rd Qtr LST	\$ 2,204.91	Berkheimer
U&O Inspection	\$ 90.00	239 Windsor Ct
U&O Inspection	\$ 90.00	277 Windsor Ct
U&O Inspection	\$ 90.00	141 Kingswood Ct
U&O Inspection	\$ 90.00	168 Bishops Dr
U&O Inspection	\$ 90.00	303 Stanton Ct
U&O Inspection	\$ 90.00	353 Radford Ct
U&O Inspection	\$ 90.00	250 Wawa Rd

U&O Inspection	\$ 90.00	189 Bishops Dr
U&O Inspection	\$ 90.00	6201 Lydia Hollow Dr
HVAC/Electrical Permit	\$ 235.00	20 Highland Dr
Zoning Hearing Application Fee	\$ 500.00	Wawa Red Roof
HVAC Permit	\$ 155.00	53 Bayberry Ct
Reimburse/Solicitor_July	\$ 150.00	Highland Reserve
Reimburse/Solicitor_August	\$ 325.00	Highland Reserve
Reimburse Legal Ad	\$ 404.65	Brookefield/Vallybrk Hms
Reimburse/Sol Invc_Oct	\$ 50.00	Arbour Square
Reimburse/Sol/Eng Invc	\$ 632.50	Beard Townshouses
Reimburse/Sol Invc_Eng #8758	\$ 2,050.00	Rose Hill
Reimburse/Eng Invc#8758	\$ 1,422.50	Highland Reserve
Reimburse/Eng Invc#8754	\$ 1,265.00	446/Le Nape Valley
Reimburse/Eng Invc#43270	\$ 1,341.29	Wawa Annex 5
Reimburse/Sol_Oct	\$ 87.50	Wawa Annex 5
Reimburse/Eng#43664	\$ 2,165.08	Wawa Annex 5
Monthly Easement Fee	\$ 526.75	T-Mobile
Fire Hydrant Reimbursement	\$ 72.60	Highland Reserve
Fire Hydrant Reimbursement	\$ 181.50	Madison Apartments
Fire Hydrant Reimbursement	\$ 399.30	Darlington Woods
TOTAL	\$ 53,884.98	

Fund Balances,

Certificates of Deposit Balance

CD, 12 Month, @ 0.90% Matures 12/29/15	\$ 43,176.48	Iron Workers Bank
CD, 12 Month, @.0.50% Matures 12/03/15	\$ 213,543.17	Wawa Credit Union
EBond	\$ 15,000.00	Bryn Mawr Trust
Total Certificates of Deposit	\$ 271,719.65	

General Fund Balance

Checking Acc 11/30/15 @ 0.02%	451,600.65	Source PLGIT GENERAL FUND
Checking Acc 11/30/15 @ 0.02%	\$ 7.54	PLGIT GENERAL FUND
Money Manager 9/30/15 @ 0.15%	10,970.27	Bryn Mawr Trust
Borough Park & Rec Fund#4871	\$ -	Bryn Mawr Trust
Borough Road Improvement Fund	\$ 72,000.00	Bryn Mawr Trust
Total Funds in General Fund	\$ 534,578.46	

PA Liquid Fuels Fund Balance

Checking Account 11/30/15 @ 0.02%	\$ 1,628.50	PLGIT Acct # 5116038
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Land Dev Escrow Fund Balance

Savings 11/30/15 @ 0.02%	\$ 3,860.02	PLGIT Acct # 5116041
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Expenditures

Chester Heights Monthly	\$ 4,000.00	Chester Heights Fire Company
4th Qrt LST	\$ 10,000.00	Chester Heights Fire Company

Annual Contribution	\$ 3,500.00	Brandywine Youth Club
Le Nape Valley/446 Invc#8754	\$ 1,265.00	G. D. Houtman & Son, Inc.
Westrum Invc#8755	\$ 7,529.50	G. D. Houtman & Son, Inc.
Brookefield Invc #8756	\$ 7,425.00	G. D. Houtman & Son, Inc.
Highland Reserve Invc #8757	\$ 1,422.50	G. D. Houtman & Son, Inc.
Rose Hill Invc #8758	\$ 2,050.00	G. D. Houtman & Son, Inc.
Beard Townhs Invc #8759	\$ 3,281.00	G. D. Houtman & Son, Inc.
Road Program_Walnut Hill Invc #8762	\$ 1,992.00	G. D. Houtman & Son, Inc.
General Matters Invc #8763	\$ 1,677.50	G. D. Houtman & Son, Inc.
2015 Road Program Invc #8752	\$ 7,230.00	G. D. Houtman & Son, Inc.
Park Invc #8753	\$ 1,765.50	G. D. Houtman & Son, Inc.
Heather Lane Inlet Repair	\$ 1,700.00	Madison Avenue Holding LLC
Storage Rental	\$ 159.00	Chester Heights Self Storage
4th Newsletter	\$ 1,250.00	Ken Stark
Phone/Fax/Code Officials	\$ 141.44	Windstream
Various Bldg Permit	\$ 1,817.50	Richard Jensen
4th Qtr Stipend	\$ 185.00	Richard Jensen
Wawa Annex 5	\$ 3,000.00	Richard Jensen
Wawa Annex 5/Invc #44304	\$ 1,041.16	Catania Engineering Assoc
Arbour Square Invc #44305	\$ 56.38	Catania Engineering Assoc
141 Heather Lane	\$ 253.69	Catania Engineering Assoc
Property Maintenance	\$ 145.00	Scott's Lawn Service
Property Maintenance	\$ 860.00	Scott's Lawn Service
Property Maintenance	\$ 95.00	Scott's Lawn Service
Property Maintenance	\$ 558.00	Scott's Lawn Service
Property Maintenance	\$ 40.00	Scott's Lawn Service
Property Maintenance	\$ 860.00	Scott's Lawn Service
Areation/Seeding	\$ 1,145.00	Scott's Lawn Service
Council Compensation	\$ 148.68	Anne C. Searl
Council Compensation	\$ 223.03	Arthur C McClaskey
Council Compensation	\$ 223.03	Fredrick L. Wood
Council Compensation	\$ 223.03	Lawrence B. Ward
Council Compensation	\$ 223.03	Patrick L. Patterson
Council Compensation	\$ 223.03	Joseph McIntosh, Esq.
Council Compensation	\$ 223.03	Michael P. Pierce, Esq.
Mayor Compensation	\$ 223.03	Mark Carroll
Zoning Officer	\$ 223.03	Richard Jensen
2 Stray Dogs	\$ 550.00	Animal Protection Board
Stray Dog/Wawa Rd	\$ 75.00	A. Strickler Animal Control
Park Trash	\$ 48.24	Waste Management
Temp Assistance	\$ 307.72	Anne Marie Mazzalla
Temp Assistance	\$ 418.63	Valerie Hocker
Office Supplies	\$ 51.92	Amazon
Annual Rental Fee	\$ 1.00	PECO
Magazine Renewal	\$ 90.00	PA Assoc of Boroughs
Office Supplies	\$ 44.46	Office Basics
Office Supplies	\$ 37.16	Walgreens
Replace Wawa Street Sign	\$ 322.58	Charles A. Higgins & Sons
Valleybrook TL Repair	\$ 613.04	Charles A. Higgins & Sons
Stoney Bank TL	\$ 65.00	Charles A. Higgins & Sons

Training	\$ 225.00	PA Assoc of Boroughs
4th Qtr Stipend	\$ 185.00	Michael Ciocco
Fire Marshal Monthly Compensation	\$ 500.00	Michael Ciocco
Postage	\$ 40.84	Chester Heights Post Office
Legal Adv/Budget Hrg	\$ 177.12	21st Media
Legal Adv/Condensed Report	\$ 375.76	21st Media
Legal Ad/Tax Levy Ordinance	\$ 629.80	21st Media
PECO SL	\$ 518.53	PECO
PECO TL	\$ 81.18	PECO
Office Supplies	\$ 52.99	Adobe
Annual Solvency Fee	\$ 140.54	PA UC
941 Payroll	\$ 991.68	EFTPS
Sec/Treas Compensation	\$ 3,072.98	Susan Timmins
Dig Notifications	\$ 19.20	PA 1 Call
Copier/Fax/Scanner	\$ 140.13	Ricoh USA
Meter Usage	\$ 20.36	Ricoh USA
Employee Insurance	\$ 450.00	Keystone Health Plan
3 Hydrants@ \$42.25 per Hydrant	\$ 99.91	Aqua Pennsylvania
35 Hydrants@ \$36.30 per Hydrant	\$ 1,176.12	Chester Water Authority
Total Expenditures	\$ 79,899.98	

PA Liquid Fuels Fund Expenditures
Total Expenditures

- CORRESPONDENCE** President Pierce indicated there was no correspondence received.
- SOLICITOR REPORT** Solicitor Montella reported on the following:
- EMERGENCY AID DESIGNEE** Borough Council previously approved a Resolution appointing Mrs. Timmins as Agent for the Borough to obtain any available financial assistance under the Disaster Emergency Assistance Act. However, the Resolution must be signed by the President of Council.
- RESOLUTION #12-12A** Solicitor Montella requested Council approve Resolution # 12-12A confirming appointment of Mrs. Timmins as the Agent for any Disaster Relief that may become available to the Borough.
- MOTION** Upon motion (Patterson/Ward) Council voted to approve Resolution # 12-12A.
- RESOLUTION #12-12B** Solicitor Montella presented Council with Resolution 12-12-B for approval of the Preliminary Subdivision Land Development Application of Mark and Nancy Beard for the property located at 29 Stoneybank Road.
- MOTION** Upon motion (Ward/McIntosh) Council voted to approve Resolution # 12-12-B.
- RESOLUTION #12-12-C** Solicitor Montella presented Council with Resolution 12-12-C for approval of the Final Reverse Subdivision Plan of Mark and Nancy

Beard for the property located at 29 Stoneybank Road into two lots: Lot 1 to include 4.51 acres and the existing dwelling, and Lot 2 to include approximately 9.55 acres and the new townhouse development and related improvements.

MOTION Upon motion (Ward/McIntosh) Council voted to approve Resolution # 12-12-C.

RESOLUTION #12-12-D Solicitor Montella presented Council with Resolution 12-12-D allowing for a revision to the recorded Preliminary/Final Subdivision Plan for Wawa, Annex 5. The revision would allow conversion of the 4th floor of the parking garage to office space.

MOTION Upon motion (Ward/Patterson) Council voted to approve Resolution # 12-12-D. Vice President Wood abstained.

TAX LEVY ORDINANCE 2016 BUDGET Solicitor Montella requested Council hold the public hearing to consider adoption of the 2016 Budget and Tax Levy Ordinance 204 which reflects no tax increase for 2016. Solicitor Montella informed Council that sufficient public notice of the Budget Hearing was given via advertisement in the Delaware County Daily Times on November 13, 2015 and November 20, 2015. Solicitor Montella also hand delivered a copy to the Delaware County Law Library. There was no public comment.

MOTION Upon motion (Wood/Patterson) Council voted to adopt the 2016 Budget and Ordinance 204 which reflects no tax increase and establishes the Tax Levy for 2016 at .58 mills per dollar of assessed valuation and one-half of one percent on all transfers of real estate.

ENGINEER REPORT SNOW REMOVAL CONTRACT Mr. Houtman informed Council that the Borough received snow removal bids from Dan Kelly Landscaping and Moore Outdoor Rejuvenation. Both firms have sufficient manpower and equipment to serve the Borough. Dan Kelly Landscaping's fees were lower. Mr. Houtman checked three references for Dan Kelly Landscaping and all three considered their services to be above satisfactory. Mr. Houtman recommended Council award the snow removal contract to Dan Kelly Landscaping, subject to the Solicitor's review of the contract.

MOTION Upon motion (Ward/Searl) Council voted to award the snow removal contract for 2016 to Dan Kelly Landscaping subject to the Solicitor's review of the contract and incorporation of all bid documents associated with the contract.

ESCROW RELEASE #1 BROOKFIELD Mr. Houtman requested Escrow Release #1 for the Brookfield Development in the amount of \$150,713.67.

MOTION Upon motion (Patterson/Wood) Council voted to approve Escrow Release #1 for the Brookfield Development in the amount of \$150,713.67 as recommended and inspected Mr. Houtman.

HEATHER LANE INLET Mr. Houtman informed Council that the inlet at the end of Heather Lane has been repaired and the invoice amount was for the exact amount of the estimate.

WALNUT HILL BLVD Mr. Houtman stated he is still working on a date for the meeting concerning maintenance of landscaping of Walnut Hill Boulevard. He anticipates the meeting date will be sometime in mid-January.

MAYOR'S REPORT No report.

COMMITTEE REPORTS
BOROUGH PROPERTY Mayor Carroll stated that the rotted trees at the Community Park have been removed and replaced with lilac trees. Mayor Carroll informed Council that BYC Soccer season has ended and he has requested that they remove "No Parking in the Grass" signs until the spring season.

NEW CONSTRUCTION & INSPECTIONS No report.

ENVIRONMENTAL Councilwoman Searl reported on Recycling Day which was held on October 17, 2015. There were twenty (20) volunteers who helped to collect 7.3 tons of recyclable material. There were 3.5 tons of electronic waste, 2.4 tons of household materials and 1.4 tons of document shredding collected. The total cost for the Recycling Day was \$4,804.64. Councilwoman Searl thanked Vice President Wood for organizing the Recycling Day.

FINANCE Vice President Wood requested approval to transfer \$36,000 to the Road Improvement Fund from the General Fund.

MOTION Upon motion (Ward/Patterson) Council voted to approve the transfer of \$36,000 to the Road Improvement Fund from the General Fund.

CD RENEWAL Vice President Wood informed Council there are two CDs coming due: one at the Wawa Credit Union and the other at Iron Workers Bank. He recommended rolling over both CDs.

MOTION Upon motion (Ward/Searl) Council voted to roll over the CDs coming due at the Wawa Credit Union and the Iron Workers Bank.

HIGHWAYS No report.

INSURANCE No report.

NOMINATING & VACANCY	Councilman Patterson updated council on the Planning Commission vacancy and reviewed the three qualified residents who were interested in the position. All three met with the Planning Commission.
MOTION	Upon motion (Patterson/McIntosh) Council voted to appoint Ellen Fox of Bishops Drive to fill the vacancy on the Planning Commission.
ORDINANCE & CODE REVIEW	No report.
PUBLIC UTILITIES	No report.
PUBLIC SAFETY	Councilman Ward informed Council that the Fire Company would like to submit a report to Council at each work session, mostly for education and information purposes. They would also like to submit a report regarding finances and fire calls at each regular Council meeting.
SCHOOL DISTRICT/ LIBRARY	There was no report on the School District. Councilwoman Searl informed Council of the Library's tree lighting to be held on December 6, 2015. She also reminded everyone that the Library is encouraging donations and that there is a Community Room available for rent at the Library for a nominal fee.
PLANNING & ZONING	No report.
LONG RANGE PLANNING	No report.
GRANTS	No report.
INSPECTOR/SECRETARY EDUCATION	No report.
HISTORICAL COMMITTEE	No report.
ENVIRONMENTAL ADVISORY BOARD	No report.
NEW BUSINESS OCTORARA TRAIL FEASIBILITY STUDY	Councilman Patterson and Councilwoman Searl informed everyone that Chester Heights was previously invited to join Concord Township to participate in a joint grant application. Grant funds will be used to conduct an initial feasibility study on conversion of the Octorara Trail to a Rails to Trails use in both Concord Township and Chester Heights Borough. Through its budget, the Borough has committed \$5,000 in matching funds to the study. The total grant amount available for the study is \$80,000. On November 20, 2015 Councilwoman Searl attended a meeting with members of Concord Township, Delaware County Planning Department and others to review the project. The project is being fast-tracked and

there will be monthly meetings throughout 2016. There is a desire to begin the project in 2017 with completion estimated for 2020. Councilman Patterson stated the Borough will be represented at the meetings by Councilwoman Searl and Planning Commission Chair Leiser. He reminded everyone that this is a very preliminary phase wherein property owners and other stakeholders will be identified and communication will begin in order to determine feasibility of the project.

RECOGNITION OF OUTGOING COUNCIL MEMBERS

Vice President Wood thanked President Pierce, Councilman McClaskey and Councilman Ward for the generous use of their time during their years of service to the Borough.

Vice President Wood thanked President Pierce for serving eighteen (18) years on Council, fifteen (15) of those years as President. President Pierce's strong leadership, heart and compassion for the community, along with his knowledge and experience of Borough Code has been very helpful to everyone, including those who have served with him on Council.

Vice President Wood thanked Councilman Ward for serving fifteen (15) years on Council and mentioned his family's long history with the Borough and the Fire Company. He further commented that Councilman Ward has always acted in the best interests of Borough residents and has been an asset to the Borough in safety, hazard recovery and emergency management. Vice President Wood hopes Councilman Ward will continue to support the Borough in managing the Borough's Emergency Management compliance.

Vice President Wood thanked Councilman McClaskey for fifteen (15) years of service on Council and commented on his family's long history in the Borough. He added that Councilman McClaskey has always been devoted to doing what is right for the Borough and its residents and that he has brought a practical and conservative wisdom to Council.

Mayor Carroll added that he has had the great pleasure of serving with President Pierce, Councilman Ward and Councilman McClaskey during their time on Council. He outlined a number of Council's achievements during their tenure, including: the building of the Borough Park on Valleybrook Road; improvements to the Borough Park including moving the Borough monument to the park, the addition of the playground and picnic area and soccer fields; the acquisition of the pocket park on Lenni Road; the preservation of many acres of open space throughout the Borough; assisting the Fire Company with their modernization project; and improvement of traffic safety at Smithbridge Road with the installation of the traffic light. All of this has been achieved while maintaining the lowest tax rate in Delaware County. Mayor Carroll also mentioned that there have been few disagreements on Council during

this time, and those disagreements were based solely on how to best serve the residents.

Mayor Carroll then offered his good wishes and a heartfelt and bittersweet thank you to President Pierce, Councilman Ward and Councilman McClaskey presenting them each with a plaque of recognition and thanks for their years of dedicated service on behalf of all members of Council, himself and the residents of the Borough.

Councilman Ward thanked everyone stating he has enjoyed fifteen (15) years on Council and forty (40) years as a member of the Fire Company. He feels the Borough has made great strides over the years.

President Pierce thanked everyone for their support and commented he has always considered being on Council as a service position for doing what is right for the residents – what they think is right and best for the Borough. He feels Council has always tried to take the best approach for the greater good and the betterment of the entire Borough. He believes thanks should be given to all members of Council and to all of the officials for their dedication and hours of commitment to make the right decisions for the Borough residents.

OLD BUSINESS No report.

ADDITIONAL PERIOD FOR
PUBLIC COMMENTS No response from the public.

DECEMBER
WORK SESSION President Pierce indicated it has been tradition to cancel the December Work Session if there was nothing pressing for completion by the end of year.

MOTION Upon motion (Patterson/McIntosh) Council voted to cancel the December Work Session.

Land Development Dates

1. **STF Crier** – Submitted Plans 4/30/07, Reviewed Planning Co 5/24/07 - Open Ended Extension
2. **S. B. Conrad/CH Market** - Submitted Plans 2/18/10, Reviewed Planning Commission 3/25/10 **Extension 1/26/2016**
3. **Mark & Nancy Beard** – Submitted Plan 5/5/14, Reviewed Planning Commission 6/26/14 **Extension 1/26/2016**– Mayor Carroll/Shepherd
4. **Westrum/Arbour Square** – Reviewed Planning Commission 3/23/15 – Public Hearing for Proposed Amendment to Zoning Ordinance 10/6/14 PC Reviewed 3/23/15 – **Extension 1/7/2016** - Vice President Wood/Shepherd

ADJOURNMENT Upon motion (Ward/McClaskey) Council voted to adjourn the meeting at 7:50 p.m.

Respectfully submitted,

Valerie Hoxter