

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

November 2, 2015

MEMBERS PRESENT Michael P. Pierce, Esq., President
Mark Carroll, Mayor
Arthur McClaskey
Patrick L. Patterson
Anne C. Searl
Lawrence Ward

OFFICIALS PRESENT Gerald C. Montella, Esq., Solicitor
Michael Ciocco, Fire Marshal
Matt Houtman, P.E., Borough Engineer

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/Searl) Council unanimously voted to approve the meeting minutes of the October 5, 2015 Regular Council Meeting and the October 26, 2015 Work Session.

PUBLIC TO ADDRESS
COUNCIL

GREG CHESTNUT Mr. Chestnut asked if there is any update concerning the borough
317 WILLITS WAY adopting a bamboo ordinance. Solicitor Montella reported that council
had reviewed several municipal
bamboo ordinance and that he had prepared a draft ordinance that was
reviewed but was not adopted.

JORDON GOLDBERG Mr. Goldberg asked to be contacted concerning the meeting for Walnut
373 RADFORT CT Hill Boulevard for discussion of which Home Owners Association is
responsible for what area.

JANICE SCHOONOVER Ms. Schoonover requested to be notified of the meeting for Walnut Hill
3 THISTLE LANE Boulevard, that she and her neighbors have not received notifications.

BUILDING INSPECTOR No report.

FIRE MARSHAL Mr. Ciocco informed council that there were seven incidents in October,
one electrical fire at Madison Apartments and that he and Richard
Jensen are looking into the matter and that there was a brush woods
fire at the Village of Valleybrook. Mr. Ciocco submitted an article to put
in the newsletter concerning fire safety during the holidays.

SEO Mrs. Timmins reported that the SEO has been working on sewer permit for 141 Heather Lane.

ZONING OFFICER No report.

SECRETARY/TREASURER No report.

TREASURER'S REPORT Upon motion (Ward/McClaskey) Council voted to approve the fund balances and receipts, as submitted by the Secretary/Treasurer.

MOTION Upon motion (Ward/Searl) Council voted to approve payment of the bills as submitted by the Secretary/Treasurer.

Description		Source
Receipts		
Real Estate Transfer Tax	\$ 2,523.50	Treasurer of Delaware County
Court Fines	\$ 41.61	District Court 32-2-38
August Remit	\$ 96.33	Treasurer of Delaware County
PURTA	\$ 253.50	Treasurer of Pennsylvania
3rd Qrt LST	\$ 182.87	Berkheimer
3rd Qrt LST	\$ 8,869.08	Berkheimer
U&O Inspection	\$ 90.00	167 Kingswood Crt
U&O Inspection	\$ 90.00	4 Bayberry Ct
U&O Inspection	\$ 90.00	117 Briarcliff Ct
U&O Inspection	\$ 90.00	167 Briarcliff Ct
U&O Inspection	\$ 90.00	211 Nottingham Ct
Electrical Permit	\$ 80.00	415 Valleybrook Road
Bldg Permit	\$ 125.00	29 Ivy Lane
Bldg/Roofing Permit	\$ 130.00	13 Bishops Dr
Bldg/Sign Permit	\$ 220.00	Wawa Store
Bldg Permit	\$ 143.50	415 Valleybrook Road
Bldg/Deck Permit	\$ 475.00	1730 Walnut Hill Blvd
HVAC Permit	\$ 155.00	126 Deerfield Ct
Bldg Permit	\$ 405.00	166 Logtown Rd
Bldg/Deck Permit	\$ 270.00	37 Bishops Dr
Bldg Permit	\$ 1,525.00	141 Heather Lane
Bldg/Undergrd Storage Tank	\$ 150.00	415 Valleybrook Road
Bldg Permit	\$ 595.00	Wawa Store Trash Enclosure
Fire Safety Inspection	\$ 15,560.00	Madison Apartments
SEO Permit	\$ 200.00	141 Heather Lane
SEO Permit/DEP	\$ 500.00	141 Heather Lane
Reimburse/Eng#43270	\$ 1,341.29	Brookefield/Vallybrk Hms
Reimburse/Eng#8581	\$ 16,970.50	Brookefield/Vallybrk Hms
Reimburse/Eng#43270	\$ 157.50	Brookefield/Vallybrk Hms
Reimburse/Sol Invc_July	\$ 112.50	Brookefield/Vallybrk Hms
Reimburse/Sol Invc_July Rohanna	\$ 1,022.50	Brookefield/Vallybrk Hms

Reimburse/Sol Invc_Aug	\$ 12.50	Brookefield/Vallybrk Hms
Reimburse/Sol Invc_Sept Rohanna	\$ 301.00	Brookefield/Vallybrk Hms
Reimburse/Sol_June	\$ 812.50	Beard Townhouses
Reimburse/Eng Invc#8585	\$ 2,930.00	Beard Townhouses
Reimburse/Sol_July	\$ 137.50	CH Self Storage
Reimburse/Eng#42426	\$ 179.50	CH Self Storage
Monthly Easement Fee	\$ 562.75	T-Mobile
Fire Hydrant Reimbursement	\$ 72.60	Highland Reserve
Fire Hydrant Reimbursement	\$ 1,270.50	Coventry Crossing
Fire Hydrant Reimbursement	\$ 399.30	Darlington Woods
TOTAL	\$ 59,232.83	

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 10/30/15 @ 0.02%	\$ 446,045.37	Source PLGIT GENERAL FUND
Checking Acc 10/30/15 @ 0.02%	\$ 7.54	PLGIT GENERAL FUND
Money Manager 9/30/15 @ 0.15%	\$ 10,970.27	Bryn Mawr Trust
Borough Road Improvement Fund	\$ 35,000.00	Bryn Mawr Trust
Total Funds in General Fund	\$ 492,023.18	

PA Liquid Fuels Fund Balance

Checking Account 109/30/15 @ 0.02%	\$ 1,628.45	PLGIT Acct # 5116038
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Land Dev Escrow Fund Balance

Savings 10/30/15 @ 0.02%	\$ 3,859.91	PLGIT Acct # 5116041
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Expenditures

Chester Heights Monthly	\$ 4,000.00	Chester Heights Fire Company
Electronic Recycling	\$ 3,820.00	eforce Compliance
Paper Shredding	\$ 250.00	J&K Trash Removal
Storage Rental	\$ 159.00	Chester Heights Self Storage
Phone/Fax/Code Officals	\$ 140.07	Windstream
Various Bldg Permit	\$ 1,145.00	Richard Jensen
Wawa Annex 5	\$ 3,000.00	Richard Jensen
Wawa Annex 5/#43664 ESCROW	\$ 2,165.08	Catania Engineering Assoc
SEO_Complaint	\$ 52.50	Catania Engineering Assoc
Arbour Square	\$ 50.00	Gerald C. Montella, Esq.
Beard	\$ 12.50	Gerald C. Montella, Esq.
General Matters	\$ 987.50	Gerald C. Montella, Esq.
Le Nape Valley/446	\$ 25.00	Gerald C. Montella, Esq.
Wawa Red Roof	\$ 87.50	Gerald C. Montella, Esq.
Brookefield	\$ 587.50	Gerald C. Montella, Esq.

Brookefield	\$	967.50	Peter Rohana, Esq.
Park Trash	\$	48.34	Waste Management
Temp Assistance	\$	240.78	Anne Marie Mazzalla
Temp Assistance	\$	207.30	Valerie Hocker
3rd Qrt UCC Fee	\$	164.00	DCED
Annual Rental Fee	\$	1.00	PECO
Annual Membership	\$	373.00	PA Assoc of Boroughs
Office Supplies	\$	20.81	Office Basics
Office Supplies	\$	7.32	Walgreens
Stoney Bank TL	\$	177.00	Charles A. Higgins & Sons
Brookefield Fire Marshal Review	\$	210.00	Michael Ciocco
Fire Marshal Monthly Compensation	\$	500.00	Michael Ciocco
Postage Reimburse	\$	19.60	Michael Ciocco
Legal Adv/Snow Remvoal Bids	\$	690.58	21st Media
PECO SL	\$	528.42	PECO
PECO TL	\$	58.55	PECO
Office Supplies	\$	52.99	Adobe
941 Payroll	\$	1,019.76	EFTPS
Sec/Treas Compensation	\$	3,072.98	Susan Timmins
Dig Notifications	\$	16.40	PA 1 Call
Copier/Fax/Scanner	\$	140.13	Ricoh USA
Meter Usage	\$	13.66	Ricoh USA
Employee Insurance	\$	450.00	Keystone Health Plan
3 Hydrants@ \$42.25 per Hydrant	\$	107.12	Aqua Pennsylvania
35 Hydrants@ \$36.30 per Hydrant	\$	1,306.80	Chester Water Authority
Total Expenditures	\$	<u>26,875.69</u>	

PA Liquid Fuels Fund Expenditures
Total Expenditures

CORRESPONDENCE

President Pierce reported on the following correspondence:

- A letter from PennDOT stating they are accepting applications for federally funded Transportation Alternative Programs through January 8, 2016.
- A letter from Delaware County Office of Housing and Community Development announcing the availability of Community Development Block Grant applications for the FY 2016 program year.
- A letter from Delaware County Reading Council announcing they are conducting the second annual county-wide schools/community literacy program.
- A letter from Delaware Valley Regional Planning Commission concerning the Wawa Trail Access concerning a study and an update on a meeting with Septa.

SOLICITOR REPORT

Solicitor Montella reported on the following:

EXTENSION LETTER

Solicitor Montella requested to ratify the extension of time letter for the 1 Smithbridge, LLC Land Development for January 26, 2016, which was approved at the Work Session.

MOTION Upon motion (Ward/Patterson) Council voted to ratify the approval for the 1 Smithbridge, LLC Land Development Extension Letter.

EXTENSION LETTER Solicitor Montella requested to ratify the extension of time letter for the Beard Townhouse Land Development for January 26, 2016 which was approved at the Work Session.

MOTION Upon motion (Searl/Ward) Council voted to approve the Beard Townhouse Land Development Extension Letter.

RESOLUTION #11-15-A Solicitor Montella presented council with a resolution authorizing council to exchange land between the Borough of Chester Heights, Camp Meeting Association and Valleybrook Homes, LLC related to the conditional use approval by the borough for a development known as 'Brookefield' located at 320 Valleybrook Road.

MOTION Upon motion (Patterson/Seal) Council voted Resolution # 11-15-A.

INTER-MUNICIPAL AGREEMENT Solicitor Montella presented council with a 1st Amended Inter-Municipal Wastewater Service Agreement between the Borough of Chester Heights and Southwest Delaware County Municipal Authority. The Borough and the Authority on or about October 29, 1996 entered into an Inter-Municipal Agreement in which the Borough granted

WASTEWATER to the Authority an exclusive service area in the Borough to provide sanitary sewer service to the residents and citizens of the Borough. Solicitor Montella would like to thank the engineer for all his assistance with this agreement.

MOTION Upon motion (Ward/Patterson) Council voted to approve the 1st Amended Inter-Municipal Wastewater Service Agreement.

ENGINEER REPORT Mr. Houtman informed council that the snow removal bids were advertise October 9th and October 16th for the period December 1, 2015 ending April 1, 2017, two winter seasons. The borough received two bids:

Dan Kelly Landscaping – Boothwyn, PA
\$ 100.00 price per a ton salt
\$ 88.00 an hour

Moore Outdoor Rejuvenation Inc. – Glen Mills, PA
\$ 135.00 price per a ton salt
\$ 135.00 an hour

Mr. Houtman stated that he will review the two bids with the solicitor and make a recommendation for the December Regular Council Meeting.

Mr. Houtman reported that he received a quote for the inlet repair on Heather Lane for the amount of \$ 1,700.00

MOTION Upon motion (Ward/Searl) Council voted to approve the repair of the inlet on Heather Lane.

STORMWATER BASIN Councilman Ward stated that he was asked by a concerned citizen at the Village of Valleybrook regarding the storm water retention basin that serves the second and third court sustained a lot of tree damage from the June 23rd Storm and a lot of the tree were cleaned up, but of a lot of the larger tree pieces were left in the retention basin and asked if the engineer could take a look at the situation.

WALNUT HILL BLVD Mr. Houtman stated that he is still working on a date for the meeting with various Home Owner Association and residents concerning the maintenance of Walnut Hill Boulevard.

MEETING

MAYOR'S REPORT Mayor Carroll stated that he has contacted Trooper Green regarding the speeding at the Village of Valleybrook and that the state police are not able to site for speeding, but they can site for reckless driving.

COMMITTEE REPORTS

BOROUGH PROPERTY Mayor Carroll stated that he is waiting to hear from council concerning the replacement of the dead trees at the Community Park. President Pierce asked that the secretary contact Scott's Lawn Service for cleaning the storm drains.

NEW CONSTRUCTIONS
& INSPECTIONS No report.

ENVIRONMENTAL President Pierce reported that the Recycling Day was a very worthwhile adventure and thank Fred for all his efforts.

FINANCE President Pierce requested approval for the 2016 Preliminary Budget that was reviewed at the October 26th Work Session and that will be available for public inspection, it reflects no tax increase for 2016.

MOTION Upon motion (Ward/Searl) Council voted to approve the 2016 Preliminary Budget.

SECRETARY/TREASURER Mrs. Timmins requested council for authorization to advertise the Budget Hearing for December 7, 2015 and the hours open for public inspection of the 2016 Preliminary Budget.

MOTION	Upon motion (Ward/McClaskey) Council voted to authorize the secretary to advertise the Budget Hearing and the hours open for public inspection of the budget.
TAX LEVY ORDINANCE	Solicitor Montella requested approval to advertise the 2016 Tax Levy Ordinance.
MOTION	Upon motion (Ward/Searl) Council voted to authorize the solicitor to advertise the 2016 Tax Levy Ordinance.
HIGHWAY	Councilman Ward reported that council had a request from the residents at 101 Valleybrook Road to extend the guard rail to the residents driveway and requested council to make a motion to write an official letter to PennDOT requesting the extension of the guard rail.
MOTION	Upon motion (Ward/Searl) Council voted to have the engineer write a letter to PennDOT requesting the extension of the guard rail at 101 Valleybrook Road.
INSURANCE	No report.
NOMINATING & VACANCY	Councilman Patterson updated council on the Planning Commission Vacancy that the candidates that expressed interest will meet with the Chairman of the Planning Commission.
ORDINANCE & CODE REVIEW	No report.
PUBLIC UTILITIES	No report.
PUBLIC SAFETY	Councilman Ward informed council there will be another Hazard Mitigation Plan Meeting update in November and that he will be attending the meeting. Councilman Ward informed council that the Delaware County Inter Community Health Organization that they have been pushing to carry medicines to ALS and BLS, an option to provide basic support life support, each medicine requires training for the administration of these medicine. The fire company will be deciding whether or not to carry these medicines.
SCHOOL DISTRICT/ LIBRARY	Councilwoman Searl reported that APRISE state health insurance assistance for a medicare 2016 update presentation on November 11 th .
PLANNING & ZONING	Mayor Carroll reported that at the last Planning Commission Meeting there was a review and recommended preliminary approval for the

Beard Townhouses and Arbour Square was before the Planning Commission and they have some revisions needed.

LONG RANGE PLANNING No report.

GRANTS No report.

INSPECTOR/SECRETARY Mrs. Timmins reported that she will be attending the PA Association of Borough's two day class in Media for Municipal Secretary/Administrators.

EDUCATION

HISTORICAL COMMITTEE No report.

ENVIRONMENTAL No report.
ADVISORY BOARD

NEW BUSINESS No report.

OLD BUSINESS No report.

ADDITIONAL PERIOD FOR
PUBLIC COMMENTS

No response from the public.

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) council voted to adjourn the meeting at 7.39.

Respectfully submitted,
Susan Timmins
Secretary/Treasurer