

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

September 14, 2015

- MEMBERS PRESENT Michael P. Pierce, Esq., President
Frederick L. Wood, Vice President
Arthur McClaskey
Joe McIntosh, Esq.
Patrick L. Patterson (Arrived at 7:09)
Anne C. Searl
Lawrence Ward
- OFFICIALS PRESENT Gerald C. Montella, Esq., Solicitor
Matt Houtman, P. E., Borough Engineer
Michael Ciocco, Fire Marshal
Richard Jensen, Bldg Inspector/Zoning Officer
- OATH OF OFFICE Mayor Carroll administered the Oaths of Office to Anne Searl.
- RESOLUTION #08-15-C President Pierce asked council to ratify Resolution #08-15-C that would appoint Anne Searl to fill the council vacancy that was approved at the August 24, 2015 Work Session.
- MOTION Upon motion (Ward/Wood) council ratified Resolution #08-15-C that was adopted at the August 24, 2015 Work Session.
- 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/Patterson) Council unanimously voted to approve the meeting minutes of the August 3, 2015 Regular Council Meeting and the August 24, 2015 Work Session.
- PUBLIC TO ADDRESS
COUNCIL No response from the public.
- BUILDING INSPECTOR Mr. Jensen informed council that he is working on normal inspections and Wawa Red Roof inspections.
- FIRE MARSHAL Mr. Ciocco informed council that he is working on all knox boxes to make sure they have the correct keys.
- SEO Mr. Ciocco, P. E., S. E. O., informed council that he is working on a septic system at 458A Lenni Road.

ZONING OFFICER Mr. Jensen reported that Scott's Lawn Service removed the temporary signs in the borough and that he addressed a concern from a borough resident concerning a neighbor spraying vegetables and that he informed the resident that this is not regulated by the borough, this would be regulated by the EPA.

SECRETARY/TREASURER No report.

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

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

| Description | | Source |
|--------------------------|-------------|------------------------|
| Receipts | | |
| Franchise Fee 2nd Qrt | \$ 8,324.53 | Verizon |
| Franchise Fee 2nd Qrt | \$ 9,543.87 | Comcast |
| Real Estate Transfer Tax | \$ 6,208.30 | Treasurer of DelCounty |
| Court Fines | \$ 61.94 | District Court 32-2-38 |
| July Remit | \$ 114.20 | Treasurer of DelCounty |
| August Taxes | \$ 210.83 | Maryann Furlong |
| 3rd Qrt LST | \$ 9,116.42 | Berkheimer |
| 3rd Qrt LST | \$ 1,095.78 | Berkheimer |
| 3rd Qrt LST | \$ 2,313.25 | Berkheimer |
| 3rd Qrt LST | \$ 1,018.50 | Berkheimer |
| U&O Inspection | \$ 90.00 | 45 Ashley Ct |
| U&O Inspection | \$ 90.00 | 367 Radford Ct |
| U&O Inspection | \$ 90.00 | 189 Bishops Dr |
| U&O Inspection | \$ 90.00 | 96 Bayberry Ct |
| U&O Inspection | \$ 90.00 | 102 Bishops Dr |
| HVAC Permit | \$ 90.00 | 50 Bayberry Ct |
| Bldg Permit | \$ 250.00 | 6 Wilson Cir |
| Bldg Permit | \$ 125.00 | 6 Wilson Cir |
| Bldg/Shed Permit | \$ 125.00 | 379 Valleybrook Rd |
| Electrical Permit | \$ 280.00 | Wawa Red Roof |
| Bldg/Deck Permit | \$ 125.00 | 6 Rolling Heights Ln |
| Bldg/Deck Permit | \$ 575.00 | 249 Bodley Rd |
| Bldg/Roofing Permit | \$ 130.00 | 164 Bishops Dr |
| Bldg/Roofing Permit | \$ 130.00 | 333 Willits Way |
| Plmg Permit | \$ 155.00 | 343 Danbury Ln |
| Plmg Permit | \$ 80.00 | 315 Stanton Ct |
| Bldg Permit | \$ 135.00 | 315 Stanton Ct |
| Plmg Permit | \$ 230.00 | 458A Lenni Rd |
| Electrical Permit | \$ 80.00 | 16 Stonehaven Cir |

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|----------------------------|---------------------|-------------------------|
| Electrical Permit | \$ 150.00 | 229 Valleybrook Rd |
| Electrical Permit | \$ 290.00 | 458A Lenni Rd |
| HVAC Permit | \$ 155.00 | 262 Bishops Dr |
| HVAC Permit | \$ 185.00 | 458A Lenni Rd |
| Reimburse/Sol/Eng | \$ 334.25 | CH Self Storage |
| Reimburse/Sol/Eng | \$ 3,300.00 | 446 Lenni/Le Nape Val |
| Reimburse/Sol/Eng | \$ 3,995.00 | Rose Hill |
| Reimburse/Sol/Eng | \$ 3,742.50 | Mark & Nancy Beard |
| Reimburse/Sol/Eng | \$ 12.50 | Highland Reserve |
| Reimburse/Sol/Eng | \$ 12.50 | Valleybrook/Brookefield |
| Monthly Easement Fee | \$ 562.75 | T-Mobile |
| Fire Hydrant Reimbursement | | Highland Reserve |
| Fire Hydrant Reimbursement | | Coventry Crossing |
| Fire Hydrant Reimbursement | \$ 399.30 | Darlington Woods |
| TOTAL | \$ 54,106.42 | |

Fund Balances,

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|---|----------------------|-------------------|
| <i>Certificates of Deposit Balance</i> | | |
| 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

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|------------------------------------|----------------------|---------------------------------|
| Checking Acc 8/30/15 @ 0.02% | 566,402.45 | Source PLGIT GENERAL FUND |
| Checking Acc 8/30/15 @ 0.02% | \$ 7.54 | PLGIT GENERAL FUND |
| Money Manager 6/30/15 @ 0.15% | \$ 10,969.52 | Bryn Mawr Trust |
| Borough Park & Rec Fund#4871 | \$ 5,114.50 | Bryn Mawr Trust |
| Borough Road Improvement Fund | \$ 35,000.00 | Bryn Mawr Trust |
| Total Funds in General Fund | \$ 617,494.01 | |

PA Liquid Fuels Fund Balance

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|-------------------------------------|--------------|-------------------------|
| Checking Account 8/30/15 @ 0.02% | \$ 43,462.43 | PLGIT Acct # 5116038 |
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Land Dev Escrow Fund Balance

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| Savings 8/30/15 @ 0.02% | \$ 3,859.68 | PLGIT Acct # 5116041 |
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Expenditures

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| Rolling Heights Road Program | \$ 50,945.00 | A.F. Damon |
| St. Thomas Flashers | \$ 16,322.00 | Charles A. Higgins |
| Chester Heights Monthly | \$ 4,000.00 | Chester Heights Fire |
| 3rd Qrt LST | \$ 10,000.00 | Chester Heights Fire |
| U&O Inspections | \$ 270.00 | Chester Heights Fire |
| Anniversay Donation | \$ 200.00 | Rachel Kohl Library |
| Storage Rental | \$ 159.00 | CH Self Storage |

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| Phone/Fax/Code Officials | \$ 143.34 | Windstream |
| 3rd Qrt Stipend | \$ 185.00 | Richard Jensen |
| Zoning Matters | \$ 420.00 | Richard Jensen |
| U&O Inspections | \$ 270.00 | Richard Jensen |
| Wawa Annex 5 | \$ 2,500.00 | Richard Jensen |
| Newsletter Printing | \$ 850.00 | Country Press, Inc. |
| Recycle Postcard | \$ 380.00 | Country Press, Inc. |
| Wawa Septic/Electrical Permit | \$ 95.00 | United Inspections |
| Wawa Annex 5/#42869 ESCROW | \$ 1,270.09 | Catania Eng Assoc |
| Brookefield ESCROW | \$ 157.50 | Catania Eng Assoc |
| Wawa Annex 5/#42871 SEO | \$ 236.25 | Catania EngAssoc |
| SEO | \$ 169.13 | Catania Eng Assoc |
| Brookefield | \$ 12.50 | Gerald C. Montella, |
| Arbour Square | \$ 537.50 | Gerald C. Montella, |
| Beard | \$ 200.00 | Gerald C. Montella, |
| General Matters | \$ 1,600.00 | Gerald C. Montella, |
| Highland Reserve | \$ 325.00 | Gerald C. Montella, |
| 446 Lenni/Le Nape | \$ 637.50 | Gerald C. Montella, |
| Rose Hill | \$ 312.50 | Gerald C. Montella, |
| Bank Fee | \$ 84.75 | PLGIT |
| Park Trash | \$ 48.62 | Waste Management |
| Temp Assistance | \$ 296.22 | Anne Marie Mazzalla |
| Temp Assistance | \$ 230.30 | Valerie Hocker |
| Remove Signage | \$ 210.00 | Scott's Lawn Service |
| Property Maintenance | \$ 180.00 | Scott's Lawn Service |
| Property Maintenance | \$ 402.00 | Scott's Lawn Service |
| Property Maintenance | \$ 80.00 | Scott's Lawn Service |
| Office Supplies | \$ 144.62 | Office Basics |
| Office Supplies | \$ 16.18 | Office Basics |
| Office Supplies | \$ 469.98 | Best Buy |
| Cable | \$ 12.95 | Comcast |
| Mark Out Dig/PA One Call | \$ 65.00 | Charles A. Higgins |
| Mark Out Dig/PA One Call | \$ 209.90 | Charles A. Higgins |
| Fire Marshal Monthly Compensation | \$ 500.00 | Michael Ciocco |
| 3rd Qrt Stipend | \$ 185.00 | Michael Ciocco |
| Annual Membership NFPA | \$ 165.00 | NFPA |
| Newsletter | \$ 1,250.00 | Ken Stark |
| Postage | \$ 46.35 | CH Post Office |
| Office Supplies | \$ 52.99 | Adobe |
| 941 Payroll | \$ 926.24 | EFTPS |
| Sec/Treas Compensation | \$ 3,072.98 | Susan Timmins |
| Dig Notifications | \$ 30.05 | PA 1 Call |
| Copier/Fax/Scanner | \$ 140.13 | Ricoh USA |
| Meter Usage | \$ 20.12 | Ricoh USA |
| Reimbursement | \$ 500.00 | Marco Tourlitis |
| Employee Insurance | \$ 450.00 | Keystone Health Plan |
| 3 Hydrants@ \$42.25 per Hydrant | \$ 153.59 | Aqua Pennsylvania |
| 35 Hydrants@ \$36.30 per Hydrant | \$ 1,306.80 | Chester Water Auth |
| Total Expenditures | \$ 103,447.08 | |
| PA Liquid Fuels Fund Expenditures | | |
| Rolling Heights Road Program | \$ 40,000.00 | A.F. Damon |

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| PECO SL | \$ 619.11 | PECO |
| PECO TL | \$ 32.26 | PECO |
| Total Expenditures | <u>\$ 40,651.37</u> | |

- CORRESPONDENCE** President Pierce reported on the following correspondence:
- A letter from the Rachel Kohl Community Library thanking the borough for the donation to the library’s thirty-fifth anniversary.
 - A letter from the City of Chester concerning their 333rd Founder’s Day Celebration on Saturday, October 24th.
 - A letter from Walt Picher, Business Manager, for St. Thomas the Apostle, thanking Mr. Patterson, Mr. Houtman and Mr. Lutz, the traffic engineer for PennDOT, for implementing the new flashing lights for St. Thomas School.
 - A letter addressed to President Pierce concerning the recent settlement agreement DELCORA entered into with the Environmental Protection Agency to make improvements to the combined sewer and stormwater drainage system in the City of Chester.
- SOLICITORS REPORT** Solicitor Montella presented with the following:
- ORDINANCE #203** Solicitor Montella presented council with an ordinance requiring all persons, partnerships, businesses and corporations to obtain a permit for any construction or development within a floodplain area, providing for the issuance of such permits; setting forth certain minimum requirements for new construction and development with areas of the borough of Chester Heights which are subject to flooding.
- PUBLIC COMMENT** Solicitor Montella asked if anyone at the meeting has a comment.
- GREG CHESTNUT** Mr. Chestnut asked if this ordinance would apply to existing structures in the borough. Solicitor Montella responded that the ordinance would pertain to new permits in the floodplain.
- MOTION** Upon motion (Ward/McClaskey) council voted to approve Ordinance #203.
- ARBOUR SQUARE** Solicitor Montella presented council with a decision to grant the Conditional Use for Arbour Square after a full and thorough review, subject to compliance with all conditions, to construct a four-story life care development facility.
- MOTION** Upon motion (Wood/McClaskey) council voted six to grant, one abstention (McIntosh) for the Conditional Use for Arbour Square.

RESOLUTION #09-15-A Solicitor Montella presented council with a resolution that would approve the preliminary/final land development and subdivision application for Rose Hill Developers, LP. with twenty-seven conditions and four waivers, compliance with the borough engineer, the borough planning commission, the Delaware County Planning Commission, the borough code inspector and the fire marshal.

MOTION Upon motion (Ward/Patterson) council voted six to approve, one abstention (Pierce) Resolution #09-15-A.

RESOLUTION #09-15-B Solicitor Montella presented council with a resolution that would appoint Susan Timmins as the agent for the Commonwealth of Pennsylvania Public Disaster Assistance Grant Program.

MOTION Upon motion (Ward/Patterson) council voted to approve Resolution #09-15-B.

ENGINEER REPORT Mr. Houtman reported on the following:
The paving work for Rolling Heights Road and Wilson Circle and the patching work on Mattson Road have been completed.
Mr. Houtman reported that he has been working with the solicitor on the flood plain ordinance.
All the necessary work at the Highland Reserve has been completed.

BEARD LAND DEV Mr. Houtman reported that he will be working with the developer for the Beard Land Development concerning the imported fill.

JANICE SCHNOOVER
3 THISTLE LANE Ms. Schnoover asked the engineer who is responsible for the damaged trees along Walnut Hill Boulevard. Mr. Houtman stated that he will be organizing a meeting with all the developments and home owners along Walnut Hill Boulevard to determine who is responsible for what.

MAYOR'S REPORT No report.

COMMITTEE REPORTS

BOROUGH PROPERTY Mayor Carroll reported that the projects are completed at the park.

NEW CONSTRUCTIONS
& INSPECTIONS No report.

ENVIRONMENTAL No report.

FINANCE Vice President Wood announced that it will be time to work on the 2016 budget and to please send any budget request to the secretary/treasurer.

HIGHWAY No report.

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| INSURANCE | No report. |
| NOMINATING & VACANCY | President Pierce announced that with the resignation of John Bohlmer there is a vacancy on the Planning Commission and anyone interested to please contact the secretary. |
| MOTION | Upon motion (Patterson/Wood) council voted to accept the resignation of John Bohlmer from the Planning Commission and asked the secretary to post the vacancy on the website. |
| ORDINANCE & CODE REVIEW | Councilman Patterson reported that eCodes is now available on the website. |
| PUBLIC UTILITIES | No report. |
| PUBLIC SAFETY | No report. |
| SCHOOL DISTRICT/ LIBRARY | No report. |
| PLANNING & ZONING | Mayor Carroll reported that the last Planning Commission reviewed the ongoing land developments. |
| LONG RANGE PLANNING | No report. |
| GRANTS | No report. |
| INSPECTOR/SECRETARY EDUCATION | No report. |
| HISTORICAL COMMITTEE | Councilman Patterson reported that council received a proposal from Mar-J Builders to do excavating work at the corner park for \$ 9,400.00. |
| MOTION | Upon motion (Patterson/McIntosh) council approved the proposal from Mar-J Builders. |
| ENVIRONMENTAL ADVISORY BOARD | Vice President Wood updated council on the October 17 th Annual Recycling Day. |
| NEW BUSINESS | No report. |
| OLD BUSINESS | No report. |
| <u>ADDITIONAL PERIOD FOR PUBLIC COMMENTS</u> | No response. |

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 10/27/15**
3. **Mark & Nancy Beard** – Submitted Plan 5/5/14, Reviewed Planning Commission 6/26/14 **Extension 10/27/15**– Mayor Carroll/Shepherd
4. **446 Lenni Developers/Le Nape Valley**– Submitted ACT 247 Formal Plans 11/18/14Submitted Sketch plan 9/18/14 –Reviewed Planning Commission 9/25/14 –**Extension – 8/15//15** Councilman McIntosh/Shepherd
5. **Rose Hill Townhouse** – Submitted Sketch plan – 9/15/14 Reviewed Planning Commission 9/25/14 Conditional Use Hearing 11/03/14 –Submitted ACT 247 Formal Plans 11/5/14 Extension – **11/16/2015** - Councilman Ward/Shepherd
6. **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 10/9/2015** - Vice President Wood/Shepherd

ADJOURMENT Upon motion (Ward) council voted to adjourn the meeting at 7:45. .

Respectfully submitted,
Susan Timmins
Secretary/Treasurer