

**Minutes of the Regular Council Meeting  
Of the Borough of Chester Heights  
Village of Valleybrook Clubhouse  
265 Bishops Drive  
Chester Heights, PA 19017**

**April 4, 2016**

**MEMBERS PRESENT**

Patrick L. Patterson, Vice President  
Anne C. Searl, Pro Tem (Arrived 8:10)  
Mark Carroll, Mayor  
Philip Block, Ph.D.  
Susan H. Clarke  
Jordan E. Goldberg  
Joseph McIntosh, Esq.

**OFFICIALS PRESENT**

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

**CALL TO ORDER**

Vice President Patterson 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. Vice President Patterson turned over the meeting to Solicitor Montella for a public hearing to consider the adoption of Ordinance #205.

**PUBLIC HEARING  
ORDINANCE # 205**

Solicitor Montella presented council with an ordinance that would amend Chapter 149 Sewers, by adding Section 15 (1) – (13) establishing definitions and procedures for the installation, use and maintenance of sewer grinder pumps in the borough. The purpose of this Ordinance is to establish procedures for the installation, use and maintenance of sewage grinder pumps and any associated force mains or low-pressure laterals. It is declared that the enactment of this Ordinance is necessary for the protection, benefit and preservation of the health, safety and welfare of the inhabitants of this municipality. Solicitor Montella advertised the ordinance with the Daily Times on March 7, 2016 and March 14, 2016 pursuant to the Municipal Planning Code and hand delivered to the Delaware County Law Library. The ordinance was circulated among the borough engineer, the sewer enforcement office and council and those comments were incorporated into the ordinance. Solicitor Montella asked if anyone in the public would like to make a statement for or against the ordinance. There was no public comment. Solicitor Montella asked if anyone on council had any questions or comments. Councilwoman Clarke asked if there are any other grinder pumps in the borough and would this ordinance apply to them and have they been

notified about the amendment to the ordinance. Solicitor Montella responded that this ordinance would apply to any grinder pumps that are in the borough and that there is one house on Lenni Road that is tied into Southwest and anyone new coming into the Southwest system would have to enter into an O&M Agreement that would be required to be recorded as a property owner. Solicitor Montella reported that the borough is required to send out notice to individual property owners. Solicitor Montella closed the public hearing at 7:13 p.m. and requested council to consider adoption of the amended ordinance.

**MOTION** Upon motion (McIntosh/Block) council voted to approve the Amendment to Ordinance # 205.

**RETURN TO REGULAR COUNCIL MEETING** President Patterson returned to the April 4, 2016 Regular Council Meeting at 7:13 p.m.

**APPROVAL OF MINUTES** Upon motion (Clarke/Goldberg) Council voted four to approve with one abstention (Block) the meeting minutes of the March 7, 2016 Regular Council Meeting and March 28, 2016 Work Session with revision to the draft minutes.

**PUBLIC TO ADDRESS COUNCIL**

**MARY KAY BERNIE  
13 BISHOP DRIVE**

Ms. Bernie stated that she witnessed the aftermath of a car accident at Lenni and Llewelyn Roads and asked if PennDOT would consider implementing a three way stop sign at the intersection. Council and the borough engineer discussed various possibilities to control the speeding and traffic issues with this intersection. Councilwoman Clarke suggested council consider authorizing the engineer initiate a PennDOT study on Llewelyn & Lenni Roads Intersection, Mattson & Valleybrook Roads Intersection and Valleybrook and Llewelyn Roads Intersection. Councilman Patterson suggested these issues to be discussed at the next highway/transportation committee meeting.

**FIRE COMPANY  
BANQUET**

Vice President Patterson reported that he, Councilwoman Clarke, Councilwoman Searl and the fire marshal attended the fire company banquet and would like to thank the fire company for all they do for the community.

**BUILDING INSPECTOR**

Mr. Jensen reported that he is working on normal inspection with Wawa Annex 5 and that he is doing fire safety inspection at Madison Apartments. Mr. Jensen reported that he had sent both certified and regular mail to the relative for the abandoned property at 301 Llewelyn Road and that he has not received any response. Mr. Jensen reported that he will be meeting with the contractor for the house that burned down at 11 Wilson Circle.

Solicitor Montella suggested this is a matter for Executive Session.

- FIRE MARSHAL** Mr. Ciocco provided council with a list of essential items people should have in case of a fire.  
Mr. Ciocco reported there was a fire at 369 West Baltimore Pike from a power surge that may have been from a car accident on Baltimore Pike.
- SEO** Mrs. Timmins reported that there was a sewer permit repair for 24 Highland Drive.
- ZONING OFFICER** No report.
- SECRETARY/TREASURER** Mrs. Timmins reported that she submitted the 2015 Annual Recycling Report and the RCT-900 Tax Filing Report for PURTA. The insurance auditors for payroll conducted the annual payroll audit.
- TREASURER’S REPORT** Upon motion (McIntosh/Block) Council voted to approve the fund balances and receipts, as submitted by the Secretary/Treasurer for March 2016.
- MOTION** Upon motion (Clarke/McIntosh) Council voted to approve payment of the bills as submitted by the Secretary/Treasurer for March 2016.

Description		Source
<b>Receipts</b>		
Real Estate Transfer Tax	\$ 2,855.84	Treasurer of Delaware County
Feb_2015	\$ 18,554.73	Maryann Furlong, Tax Col
Court Fines	\$ 710.39	District Court 32-2-38
LST Collections 1st Qtr	\$ 1,759.97	Berkheimer
LST Collections 1st Qtr	\$ 628.53	Berkheimer
LST Collections 1st Qtr	\$ 598.75	Berkheimer
Land Dev Application Fee	\$ 1,000.00	Mark & Nancy Beard
U&O Inspection	\$ 90.00	367 Radford Ct
U&O Inspection	\$ 90.00	328 Danbury Ct
U&O Inspection	\$ 90.00	16 Wilson Cr
U&O Inspection	\$ 90.00	26 Highland Dr
U&O Inspection	\$ 90.00	116 Briarcliff Ct
U&O Inspection	\$ 90.00	371 W. Baltimore Pk
Bldg/Retention Wall Permit	\$ 130.00	133 Bishop Dr
Bldg/Blasting Permit	\$ 125.00	Brookefield
HVAC Permit	\$ 150.00	238 Bishop Dr
HVAC Permit	\$ 150.00	317 Stanton Ct
Electrical Permit	\$ 55.00	44 Smithbridge Rd
Reimburse_Eng Invc	\$ 983.40	Wawa Annex 5
Monthly Easement Fee	\$ 574.74	T-Mobile
Fire Hydrant Reimbursement	\$ 218.10	Highland Reserve
Fire Hydrant Reimbursement	\$ 363.00	Madison Apartments

Fire Hydrant Reimbursement	\$ 399.30	Darlington Woods
TOTAL	\$ 29,796.75	

**Fund Balances,**

<i>Certificates of Deposit Balance</i>		
CD, 12 Month, @ 0.90% Matures 12/29/15	\$ 43,371.10	Iron Workers Bank
CD, 12 Month, @.0.50% Matures 12/03/15	\$ 213,282.36	Wawa Credit Union
EBond	\$ 15,000.00	Bryn Mawr Trust
Total Certificates of Deposit	\$ 271,653.46	

**General Fund Balance**

Checking Acc 3/30/16 @ 0.02%	\$ 336,336.14	Source PLGIT GENERAL FUND
Checking Acc 12/30/15 @ 0.02%	\$ 7.54	PLGIT GENERAL FUND
Money Manager 1/30/16 @ 0.15%	\$ 10,973.95	Bryn Mawr Trust
Borough Road Improvement Fund	\$ 72,000.00	Bryn Mawr Trust
Total Funds in General Fund	\$ 419,317.63	

**PA Liquid Fuels Fund Balance**

Checking Account 3/30/16 @ 0.02%	\$ 51,715.30	PLGIT Acct # 5116038
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**Land Dev Escrow Fund Balance**

Savings 3/30/16 @ 0.02%	\$ 3,861.83	PLGIT Acct # 5116041
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**Expenditures**

Chester Heights Monthly	\$ 4,000.00	Chester Heights Fire Company
U&O Inspections	\$ 540.00	Chester Heights Fire Company
Fire Safety Inspections	\$ 499.44	Chester Heights Fire Company
Code Books	\$ 417.00	General Code
General Liability	\$ 8,219.00	Arthur J. Gallagher & Co
Snow Remov Invc#19342	\$ 1,140.00	Dan Kelly's Landscaping
Storage Rental	\$ 159.00	Chester Heights Self Storage
Phone/Fax/Code Officials	\$ 144.51	Windstream
Wawa Annex 5/Invc #45118	\$ 269.76	Catania Engineering Assoc
SEO 476 Valleybrook Rd	\$ 56.38	Catania Engineering Assoc
Property Maintenance	\$ 145.00	Scott's Lawn Service
Property Maintenance	\$ 1,145.00	Scott's Lawn Service
U & O Inspections	\$ 540.00	Richard Jensen
Fire Safety Inspections	\$ 1,997.76	Richard Jensen
Wawa Annex 5	\$ 3,000.00	Richard Jensen
Arbour Square	\$ 537.50	Gerald C. Montella
Brookefield	\$ 62.50	Gerald C. Montella
General Matters	\$ 2,137.50	Gerald C. Montella
LeNape Valley	\$ 937.50	Gerald C. Montella
Rose Hill	\$ 25.00	Gerald C. Montella
Valleybrook	\$ 412.50	Gerald C. Montella
Wood	\$ 162.50	Gerald C. Montella
Legal Ad/ZHB	\$ 277.24	21st Media
Legal Adv/Public Hrg	\$ 677.74	21st Media

Legal Adv/Public Hrg	\$ 35.74	21st Media
Annual Membership	\$ 50.00	CRC Watershed Assoc
Postage	\$ 6.74	Chester Heights Post Office
Postage	\$ 6.96	Chester Heights Post Office
Postage	\$ 39.20	Chester Heights Post Office
Park Trash	\$ 48.06	Waste Management
Assistance	\$ 256.53	Anne Marie Mazzalla
Assistance	\$ 470.50	Valerie Hocker
Mark Dig/Smithbridge	\$ 72.90	Charles A. Higgins & Sons, Inc.
Mark Dig/Stoney Bank	\$ 225.85	Charles A. Higgins & Sons, Inc.
St. Thomas Flashers Repair	\$ 472.00	Charles A. Higgins & Sons, Inc.
Fire Marshal Monthly Compensation	\$ 500.00	Michael Ciocco
PECO SL	\$ 583.77	PECO
PECO TL	\$ 32.58	PECO
1st Qrt Payroll	\$ 10.17	PAUC
1st Qrt Payroll	\$ 445.86	PA Dept of Rev
Office Supplies	\$ 52.99	Adobe
941 Payroll	\$ 1,153.84	EFTPS
Sec/Treas Compensation	\$ 3,231.76	Susan Timmins
Dig Notifications	\$ 29.74	PA 1 Call
Copier/Fax/Scanner	\$ 140.13	Ricoh USA
Meter Usage	\$ 14.02	Ricoh USA
Employee Insurance	\$ 450.00	Keystone Health Plan
3 Hydrants@ \$42.25 per Hydrant	\$ 134.39	Aqua Pennsylvania
35 Hydrants@ \$36.30 per Hydrant	\$ 1,437.48	Chester Water Authority
Total Expenditures	\$ 37,404.04	

PA Liquid Fuels Fund Expenditures  
Total Expenditures

**CORRESPONDENCE** Vice President Patterson reported on an invitation for a Heroes Appreciation Day on April 10<sup>th</sup> from the Church of Christ in Aston and a Delaware Valley Regional Planning Commission safety newsletter with reports for local and county roads.

Councilwoman Clarke stated that the communication concerning the sewer work on Llewelyn Road has been lacking. Vice President Patterson suggested to discuss this issue at the next communication meeting. Councilman Block and Goldberg, this is something that could be posted on Everbridge once the system is activated.

**SOLICITOR REPORT** Solicitor Montella reported on the following:

**RESOLUTION #03-16-A** Solicitor Montella presented council with the following:

**DCSWA AMENDMENT ORDINANCE** Solicitor Montella requested authorization to advertise and schedule a public hearing for the Amendment to 1987 Ordinance for Regulating Disposal of Municipal Solid Waste and conduct a public hearing on May 2, 2016.

MOTION	Upon motion (Goldberg/Block) council voted to authorize the Solicitor to advertise the Amendment to the 1987 DCSWA Ordinance.
ONE SMITHBRIDGE EXTENSION	Solicitor Montella presented council with an extension letter for One Smithbridge LLC/Chester Heights Market for July 25, 2016.
MOTION	Upon motion (McIntosh/Block) council voted five to approve, one abstention (Clarke) to approve the extension for One Smithbridge LLC.
ENGINEER REPORT	Mr. Houtmann reported on the following:
COUNTY AID	Mr. Houtman presented council with the 2016 County Aid Application for a set amount of \$743.00 to be used for borough road maintenance projects.
MOTION	Upon motion (McIntosh/Goldberg) to approve the 2016 County Aid Application.
PEDESTRIAN WALK	Mr. Houtman presented council with a letter to PennDOT concerning the borough having no objection to remove the pedestrian crossing at the Wawa Red Roof Traffic Light Intersection.
MOTION	Upon motion (Block/McIntosh) council voted to authorize the engineer to send a letter to PennDOT requesting the removal of the pedestrian crossing at the Wawa Red Roof Traffic Light Intersection.
BID DOCUMENTS	Mr. Houtman informed council with information concerning the work that will be done for the 2016 Road Program and has provided bid specs, the bids will be opened before the May 2 <sup>nd</sup> Regular Council Meeting.
MAYOR'S REPORT	Mayor Carroll informed council that he has contacted Trooper Greene with regards to having him and the Valleybrook HOA Board attend a meeting to discuss the residents complaints.
<u>COMMITTEE REPORTS</u>	
BOROUGH PROPERTY/	Mayor Carroll reported that borough park was aerated and seeded recently. Vice President Patterson reported that the contractors for Brookefield offered to remove any tree brush on the borough property next to their property.
ENGINEER/CONSTRUCT INSPECTIONS	No report.
FINANCE/INSURANCE	No report.
HIGHWAYS/	Vice President Patterson reported that there needs to be a meeting scheduled.

NOMINATING/VACANCY	Vice President Patterson reported that council is waiting for a formal resignation letter from Jay Townsend, the Chairman of the Zoning Hearing Board.
PUBLIC RELATIONS/ COMMUNICATIONS	Councilwoman Searl reported that the next meeting will be April 11 <sup>th</sup> . Councilwoman Clarke reported that she has asked a representative of Welcome Neighbor to the meeting.
ORDINANCE AND CODE REVIEW	Councilman Goldberg reported that he attended an educational session on land development at the Brandywine Conservancy.
PUBLIC UTILITIES/ TRASH/RECYCLING	Councilwoman Clarke reported that there will be meeting on April 7 <sup>th</sup> . There will be a recycling event sponsored by Wawa Corporate at the park sometime in May.
PUBLIC SAFETY/ ENVIRONMENT	Councilman Block reported that the CRC Watershed Stream Clean Up Day will be held on April 30 <sup>th</sup> .
SCHOOL DISTRICT/ TRAINING/LIBRARY	Ms. Bernie reported that Rob Hayes was appointed to the School Board. Mr. Chestnut reported that the library has a new director for the library.
PLANNING/ZONING	Mayor Carroll reported that the Arbour Square will be presenting at the next Planning Commission on April 28 <sup>th</sup> .
HISTORICAL	No report.
NEW BUSINESS	Mayor Carroll reported that he will attend the next Village of Valleybrook HOA meeting to discuss the borough's work session meeting concerning the request for the road dedication of the Village of Valleybrook's roads. Councilwoman Clarke asked if council could look into a projector for the office. Mr. Iannucci, the president of the fire company, stated that the fire company has a projector that could be used. Mr. Houtman announced the meeting to discuss the issues with Walnut Hill Boulevard will be at the borough office on April 14 <sup>th</sup> . Councilwoman Clarke stated that she is going to send John Ryan of the Rolling Heights HOA a correspondence concerning the request of one of the residents to put a sign up on her property for cars to slow down. Councilwoman Clarke suggested council consider having the June 6 <sup>th</sup> council meeting at Darlington Woods.
OLD BUSINESS	No response.
<u>PUBLIC COMMENT</u> LARRY WARD	Mr. Ward stated that the fire company would like to do a presentation at the

BISHOP DRIVE

May Work Session. Mr. Ward informed council that there is an abundance of parking in both the fire company and borough property, which comes from the construction site, the sewer drilling and the preschool.

EXECUTIVE SESSION

Vice President Patterson announced in accordance with Act 84, the Sunshine Law that Council will meet in Executive Session to discuss matters of litigation, personnel and pending real estate acquisition by the Borough of Chester Heights. Council met in Executive Session at 8:36 until 8:50. No actions were taken.

**Land Development Dates**

1. **STF Crier** – Submitted Plans 4/30/07, Reviewed Planning Commission 5/24/07 - Open Ended Extension
2. **S. B. Conrad/CH Market** - Submitted Plans 2/18/10, Reviewed Planning Commission 3/25/10 - **Extension 7/25/2016**

ADJOURNMENT

Upon motion (Clarke) Council voted to adjourn the meeting at 8:51 a.m.

Respectfully submitted,  
Susan M. Timmins  
Secretary/Treasurer