

**Minutes of the Regular Council Meeting
Of the Borough of Chester Heights**

222 Llewelyn Road
Chester Heights, PA

August 1, 2016

- MEMBERS PRESENT** Susan H. Clarke, President
Jordan Goldberg, Vice President
Anne C. Searl, Pro Tem
Mark Carroll, Mayor
Philip Block, Ph.D.
Marta K. Driscoll
Patrick L. Patterson
- OFFICIALS PRESENT** Gerald C. Montella, Esq., Solicitor
Michael Ciocco, Fire Marshal
Matt Houtmann, P.E., Borough Engineer
Richard Jensen, Bldg. 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 the reciting of the Pledge of Allegiance.
- RATIFICATION OF RESOLUTION 07-16-A** Vice President Patterson asked Solicitor Montella whether or not it was necessary for Council to ratify Resolution 07-16-A, a Resolution to Fill the Vacancy of Council, which was signed and attested to at the July 25, 2016 meeting. There was discussion between Members of Council, Mayor Carroll and Michael Power, attorney for Ms. Driscoll, regarding the adoption of Resolution 07-16-A and the residency requirement for appointment to Council.
- Upon motion (Clarke/Block), Council voted four to one to ratify Resolution 07-16-A with Vice President Patterson voting against.
- SWEARING IN** Vice President Patterson stated that swearing in of Ms. Driscoll would not be necessary as she was sworn in by a District Justice prior to this meeting.
- REORGANIZATION** Upon motion (Block/Clarke) Council voted to Re-organize and Vice President Patterson turned the meeting over to Mayor Carroll. Mayor Carroll called the Reorganization Meeting to order.
- ELECTION OF COUNCIL PRESIDENT** Mayor Carroll called for nominations for President of Council. Councilman Goldberg nominated Philip Block as President of Council. Councilwoman Driscoll nominated Susan Clarke as President of Council.

MOTION Upon motion (Goldberg) Council voted (Goldberg, Clarke, Block) to appoint Philip Block as President of Council.
Upon motion (Driscoll) Council voted (Driscoll, Patterson, Searl, Carroll) to appoint Susan Clarke as President of Council, with the majority votes appointing Susan Clarke as President of Council.

ELECTION OF COUNCIL VICE PRESIDENT Mayor Carroll called for nominations for Vice President of Council.
Councilman Block nominated Jordan Goldberg as Vice President of Council.

MOTION Upon motion (Block) Council voted to appoint Jordan Goldberg as Vice President of Council.

ELECTION OF COUNCIL PRO TEM Mayor Carroll called for nominations for Pro Tem of Council.
Councilman Patterson nominated Anne Searl as Pro Tem of Council.

MOTION Upon motion (Patterson) Council voted to appoint Anne Searl as Pro Tem of Council.

Mayor Carroll turned the meeting over to President of Council, Susan Clarke.

APPROVAL OF MINUTES Upon motion (Patterson/Searl) Council voted to approve the meeting minutes of the July 11, 2016 Regular Council Meeting and the July 25, 2016 Work Session.

PUBLIC TO ADDRESS COUNCIL There was no public comment.

BUILDING INSPECTOR Mr. Jensen made a presentation to Council with an update on the Wawa Annex 5 project and stated he anticipated the project would be complete in April or May of 2017, weather permitting. The project began around November of 2014. He reported it is a very complex project and there are changes happening daily.

FIRE MARSHAL Mr. Ciocco reported that he received a subpoena regarding a fire that occurred in Darlington Woods in 2014 and he has spoken with Solicitor Montella.

Mr. Ciocco has leveled a fine for malicious pull of a fire alarm and has issued a final warning to a residence with continued false alarms.

Mr. Ciocco also reported that the PA Department of Human Services claims that Smart from the Start (Llewellyn Road) does not exist because the mailing address does not show up in their database. He has written a letter to try and rectify the situation.

SEO No report.

ZONING OFFICER No report. There is still an opening on the Zoning Hearing Board.

SECRETARY/TREASURER Mrs. Timmins reported that all the bank signer authorization accounts need to be updated.

TREASURER’S REPORT Upon motion (Patterson/Searl) Council voted to approve the fund balances and receipts, as submitted by the Secretary/Treasurer for July 2016.

MOTION Upon motion (Block/Patterson) Council voted to approve payment of the bills as submitted by the Secretary/Treasurer for July 2016.

Description		Source
Receipts		
Real Estate Transfer Tax	\$ 9,638.30	Treasurer of Delaware County
2nd Qrt Franchise Fee	\$ 9,450.27	Comcast
June_2016	\$ 2,223.92	Maryann Furlong, Tax Col
Court Fines	\$ 392.37	District Court 32-2-38
LST Collections 2nd Qtr	\$ 7,129.89	Berkheimer
U&O Inspection	\$ 90.00	21 Ashley Ct
U&O Inspection	\$ 90.00	40 Ashley Ct
U&O Re-Inspection	\$ 90.00	40 Ashley Ct
U&O Inspection	\$ 90.00	245 Windsor Ct
U&O Inspection	\$ 90.00	10 Ashley Ct
U&O Inspection	\$ 90.00	37 Bishop Dr
U&O Inspection	\$ 90.00	228 Bishop Dr
HVAC Permit	\$ 155.00	387 Valleybrook Rd
HVAC Permit	\$ 155.00	218 Bishop Dr
HVAC Permit	\$ 155.00	195 Nottingham Ct
Bldg/Roofing Permit	\$ 130.00	84 Bishop Dr
Bldg/Roofing Permit	\$ 130.00	85 Bishop Dr
Bldg/Roofing Permit	\$ 130.00	86 Bishop Dr
Bldg/Deck Permit	\$ 400.00	166 Logtown Rd
Bldg Permit	\$ 315.00	11 Highland Dr
Land Disturbance Escrow	\$ 5,000.00	Beard Twnhs
Septic Permit	\$ 500.00	303 W Baltimore Pk
Monthly Easement Fee	\$ 579.64	T-Mobile
Eng/Solicitor Reimbursement	\$ 25.00	Beard Twnhs
Eng/Solicitor Reimbursement	\$ 250.00	Brookefield
Fire Hydrant Reimbursement	\$ 100.00	Highland Reserve
Fire Hydrant Reimbursement	\$ 181.50	Madison Apartments
Fire Hydrant Reimbursement	\$ 399.30	Darlington Woods
TOTAL	\$ 38,070.19	
Fund Balances,		
<i>Certificates of Deposit Balance</i>		
CD, 12 Month, @ 0.90% Matures	\$ 43,564.47	Iron Workers Bank

12/29/16		
CD, 12 Month, @.0.50% Matures	\$ 214,384.07	Wawa Credit Union
12/03/16		
EBond	\$ 15,000.00	Bryn Mawr Trust
Total Certificates of Deposit	\$ 272,948.54	

General Fund Balance		Source
Checking Acc 7/30/16 @ 0.02%	\$ 439,933.85	PLGIT GENERAL FUND
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Money Manager 4/30/16 @ 0.15%	\$ 10,976.11	Bryn Mawr Trust
Borough Road Improvement Fund	\$ 72,000.00	Bryn Mawr Trust
Total Funds in General Fund	\$ 522,917.50	

PA Liquid Fuels Fund Balance		
Checking Account 7/30/16 @ 0.02%	\$ 53,767.22	PLGIT Acct # 5116038

Land Dev Escrow Fund Balance		
Savings 7/30/16 @ 0.02%	\$ 3,865.36	PLGIT Acct # 5116041

Expenditures		
Chester Heights Monthly	\$ 4,000.00	Chester Heights Fire Company
Fire Marshal	\$ 60.00	Chester Heights Fire Company
U&O Inspections	\$ 360.00	Chester Heights Fire Company
2015 Annual Audit	\$ 7,000.00	Leitzel
Storage Rental	\$ 168.54	Chester Heights Self Storage
Phone/Fax/Code Officials	\$ 146.46	Windstream
Brookefield Invc #9102	\$ 6,159.00	G. D. Houtman & Sons, Inc.
Arbours Invc #9105	\$ 7,170.00	G. D. Houtman & Sons, Inc.
Road Program Invc #9103	\$ 1,435.00	G. D. Houtman & Sons, Inc.
Walnut Hill Blvd Lndscap Invc #9104	\$ 1,210.00	G. D. Houtman & Sons, Inc.
Professional Services Invc # 9106	\$ 3,521.00	G. D. Houtman & Sons, Inc.
2nd Qtr UCC Fee	\$ 84.00	DCED
Wawa Annex 5	\$ 3,000.00	Richard Jensen
U&O Inspections	\$ 360.00	Richard Jensen
Bldg Permits	\$ 2,096.80	Richard Jensen
301 Llewelyn Road Reimburs	\$ 304.00	Peter J. Rohana, Jr.
301 Llewelyn Road Reimburs	\$ 62.50	Gerald C. Montella, Esq.
Beard Reimburs	\$ 37.50	Gerald C. Montella, Esq.
One Smithbridge	\$ 12.50	Gerald C. Montella, Esq.
Highland Reserve Reimburs	\$ 212.50	Gerald C. Montella, Esq.
Wawa Annex 5	\$ 12.50	Gerald C. Montella, Esq.
General Matters	\$ 1,250.00	Gerald C. Montella, Esq.
2016 Tax Duplicate	\$ 56.76	Robert Aceto
Annual PO Box Fee	\$ 140.00	Chester Heights Post Office
Postage	\$ 31.66	Chester Heights Post Office
Stray Dog Fee	\$ 105.00	Brandywine Vet Hospital
Legal Ad/Audit	\$ 228.80	21 Centruy Media
Treasurer Bonding	\$ 443.75	Arthur J. Gallagher & Co.S

Property Maintenance	\$ 480.00	Scott's Lawn Service
Postage	\$ 46.75	Costco
Office Supplies	\$ 9.95	CVS
Park Trash	\$ 48.90	Waste Management
Annual Renewal	\$ 50.00	PA Assoc of Tax Collectors
Assistance	\$ 518.02	Valerie Hocker
Park Light	\$ 116.80	Charles A. Higgins & Sons, Inc.
Fire Marshal Monthly Compensation	\$ 740.00	Michael Ciocco
PECO SL	\$ 519.74	PECO
PECO TL	\$ 64.30	PECO
Office Supplies	\$ 52.99	Adobe
941 Payroll	\$ 1,066.88	EFTPS
Sec/Treas Compensation	\$ 3,231.78	Susan Timmins
Copier/Fax/Scanner	\$ 140.13	Ricoh USA
Meter Usage	\$ 11.18	Ricoh USA
Employee Insurance	\$ 450.00	Keystone Health Plan
3 Hydrants@ \$42.25 per Hydrant	\$ 146.44	Aqua Pennsylvania
35 Hydrants@ \$36.30 per Hydrant	<u>\$ 1,306.80</u>	Chester Water Authority
Total Expenditures	\$ 48,668.93	

PA Liquid Fuels Fund Expenditures
Total Expenditures

CORRESPONDENCE

President Clarke reported on the following correspondence:

- Chester Water Authority is planning to flush all public fire hydrants beginning the week of July 31, 2016 between 9:00pm and 5:00am Sunday through Friday.
- Aqua America wants their customers to be informed about lead and drinking water. President Clarke indicated information would be available if anyone was interested.
- PennDOT has provided information on updated approved font designs for street name signs going forward.
- PennDOT has developed a new salt and snow management course for anyone interested in attending.

SOLICITOR REPORT

Solicitor Montella reported on the following:

PA PUC LETTER

The Brookfield Subdivision is extending the public water line down Valleybrook Road to the site and must cross the railroad tracks. They will have to hang their pipe from the bridge over the tracks. The PA Public Utilities Commission has jurisdiction over this area and have sent a letter to all parties to inform them that the application has been made and the line will be installed.

**RESOLUTION 08-16-A
RECYCLING DAY**

Solicitor Montella asked Council to consider approval of Resolution 08-16-A to sponsor and schedule Chester Heights Recycling Day on Saturday, September 17, 2016 from 10:00am to 12:00pm at the

Chester Heights Community Park at 342 Valleybrook Road. The event will be for drop off of electronics, clothing, household items and paper for shredding and will be available to all residents of Chester Heights and small businesses with fifty (50) or fewer employees. President Clarke mentioned that televisions and CRT monitors will have a cost of \$30 each and the Borough will ask for proof of residence to accept those items.

MOTION

Upon motion (Goldberg/Driscoll) Council voted to adopt Resolution 08-16-A.

**RIGHT OF WAY
AGREEMENT FROM
PECO – BROOKFIELD
PROPERTY**

Solicitor Montella informed Council that the Borough has received a Right of Way (or Easement) Agreement from PECO Energy for the Brookfield property with a plan attached. After speaking with Mr. Houtman, Solicitor Montella did not believe the Borough is in a position to approve the Agreement as written. He recommended that Council defer the matter until the next meeting so that the Borough would have time to contact PECO for additional information and that Mr. Houtman would have the opportunity to review the plan more closely. Council agreed to defer the matter until the next meeting.

ENGINEER REPORT

Mr. Houtman reported on the following:

**BEARD PROPERTY
FILL**

Mr. Houtman reported that he prepared a letter which was issued with the Beard property land disturbance permit which included thirteen (13) conditions and requested an escrow of \$5,000 to be placed with the Borough. The Borough will now have the ability to go in and remove fill if the applicant doesn't perform or if they think any fill is suspect. The applicant has since deposited \$5,000 with the Borough.

**ROAD PROGRAM
UPDATE**

Mr. Houtman informed council that the 2016 Road Program has been completed. Once the borough receives the engineer will perform an inspection.

- Mildred Lane was paved
- Several patches at Ivy Lane
- One larger patch at Summit Lane

President Clarke suggested posting future road projects on the website and the newsletter so residents can be informed of the work prior to the start date.

MAYOR'S REPORT

No report.

**COMMITTEE REPORTS
BOROUGH PROPERTY**

Councilman Block reported that he and the mayor will visit the Community Park to discuss any future plans.

ENGINEER/CONSTRUCT Mr. Houtman reported that he is watching over Brookefield to

INSPECTIONS	clean up and restore all properties along Lenni and Llewelyn Roads.
FINANCE/INSURANCE	No report.
HIGHWAYS/ TRANSPORTATION	Mr. Houtman reported that he is waiting for an update from PennDOT with regards to the June 30 th meeting.
NOMINATING/VACANCY	Councilman Patterson reported there is still a vacancy on the Zoning Hearing Board.
PUBLIC RELATIONS/ COMMUNICATIONS	Councilwoman Searl reported that there is a meeting on August 8 th .
ORDINANCE AND CODE REVIEW	No report.
PUBLIC UTILITIES/ TRASH/RECYCLING	President Clarke reported that the Annual Recycling Day on September 17 th and there will be postcards mailed out to all residents, poster that will be hung at various stores and business within the borough and lawn signs.
PUBLIC SAFETY/ ENVIRONMENT	Councilman Block presented council with a presentation concerning various funding options for the Chester Heights Fire Company. Councilman Block thanked the fire company for installing the video projector.
SCHOOL DISTRICT/ TRAINING/LIBRARY	No report.
PLANNING/ZONING	No report.
HISTORICAL	No report.
<u>PUBLIC COMMENT</u>	No response.
<u>NEW BUSINESS</u>	Councilman Block suggested a review of committee appointments since the retirement of Fred Wood, there are vacancies on the committees. President Clarke reported that she will discuss this for the August Work Session. Council Block congratulated Marta Driscoll for her council appointment.
<u>OLD BUSINESS</u>	No report.

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 10/22/2016**

ADJOURNMENT

Upon motion (Block) Council voted to adjourn the meeting at
9:19 p.m.

Respectfully submitted,
Susan M. Timmins
Secretary/Treasurer