

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

222 Llewellyn Road
Chester Heights, PA. 19017

August 7, 2017

- MEMBERS PRESENT Jordan Goldberg, Vice President
Anne C. Searl, Pro Tem
Mark Carroll, Mayor
Philip Block, Ph.D.
Marta Driscoll
Jeffrey D. Durst
Joseph McIntosh, Esq.
- OFFICIALS PRESENT Frank Daly, Esq., Solicitor
Michael Ciocco, Fire Marshal
Matt Houtman, P.E., Engineer
Richard Jensen, Bldg Inspector/Zoning Officer
- CALL TO ORDER Vice President Goldberg called the public meeting to order at 7:00 p.m. and led those in attendance in the reciting of the Pledge of Allegiance.
- APPROVAL OF MINUTES Upon motion (Block/Driscoll) council voted to approve the meeting minutes of the July 10, 2017 Regular Council Meeting.
- PUBLIC TO ADDRESS
COUNCIL
- BILL PASCAL Mr. Pascal commented that he thinks the login book can be an intimidating policy from a resident's standpoint. Mr. Pascal commented on the current floral image on the website and asked if it could be replaced.
360 LENNI ROAD
- GREG CHESTNUT Mr. Chestnut commented that Rochford Estates has lost electric power four times in the last couple of years and asked if the borough has any plans to oversee dangerous trees on Valleybrook Road. Vice President Goldberg responded that council is looking into a borough policy to deal with property maintenance.
317 WILLITS WAY
- STACY OSCAR Ms. Oscar questioned why the borough office is in need of new security measures and commented that Chester Heights is a small community which has had an open-door policy for fifty years. Vice President Goldberg responded that the borough is trying to be professional and proactive.
391 VALLEYBROOK RD

DREW BAUM
460 ARBOUR WAY

Mr. Baum asked if Open Records requests have increased over the past year and if they have, is council looking into hiring additional staff for Open Records. Councilman Durst suggested gathering data on the amount of Open Records and evaluating the data to determine if there is a need for hiring additional staff for Open Records. Mr. Jensen gave an example of companies submitting Open Records requests about pool installations which are looking to solicit fence work.

GINA ELLIS
55 BISHOP DRIVE

Ms. Ellis commented that the visitor log book should be for visitors not residents.

JOSEPH STAFFORD
CHESTER WATER
AUTHORITY

Mr. Stafford with Chester Water Authority, asked for backing from all the municipalities to stop Aqua from buying Chester Water Authority.

MARYANN FURLONG
10 BONNIE LANE

Ms. Furlong commented that the sign-in book wouldn't reflect the volume of borough business and she believes the majority of Open Records requests are not brought into the borough office personally. Ms. Furlong supports a panic button for the secretary.

SECRETARY REPORT No report.

TREASURER'S REPORT No report.

MOTION Upon motion (McIntosh/Searl) Council voted to accept the receipts as submitted by the Secretary/Treasurer for July 2017.

MOTION Upon motion (Durst/Driscoll) Council voted to accept the expenses as submitted by the Secretary/Treasurer for July 2017.

Description		Source
Real Estate Transfer Tax	\$ 18,230.92	Treasurer of Delaware County
Tax Remittance	\$ 141.19	Treasurer of Delaware County
2nd Qtr Franchise Fee	\$ 9,720.23	Comcast
LST Collections 2nd Qtr	\$ 50.91	Berkheimer
Collections	\$ 826.72	Maryann Furlong, Tax Col
U&O Inspection	\$ 90.00	54 Ivy Ln
U&O Inspection	\$ 90.00	134 Deerfield Ct
U&O Inspection	\$ 90.00	102 Briarcliff Ct
U&O Inspection	\$ 90.00	292 Stanton Ct
U&O Inspection	\$ 90.00	4307 Lydia Hollow Dr
U&O Inspection	\$ 90.00	260 Stanton Ct
Bldg/Roofing Permit	\$ 125.00	55 Bishop Dr

Bldg Permit	\$ 225.00	6 Wilson Cr
HVAC Permit	\$ 155.00	4108 Lydia
HVAC Permit	\$ 155.00	400 Ashley Ct
HVAC Permit	\$ 155.00	223 Bishop Dr
HVAC Permit	\$ 155.00	113 Bishop Dr
Bldg/Roofing Permit	\$ 130.00	167 Bishop Dr
Sewer Permit	\$ 400.00	430 Valleybrook Rd
Bldg Permit	\$ 125.00	130 Bishop Dr
Electrical Permit	\$ 125.00	90 Bishop Dr
Eng/Sol Reimburse	\$ 5,596.00	Brookefield
Eng/Sol Reimburse	\$ 176.88	CH Self Storage
Eng/Sol Reimburse	\$ 5,517.25	Arbour Square
Eng/Sol Reimburse	\$ 1,005.00	Beard Twnhs
Eng/Sol Reimburse	\$ 1,021.25	Wawa Annex 5
Monthly Easement Fee	\$ 597.03	T-Mobile
Fire Hydrant Reimbursement	\$ 181.50	Madison Apartments
Fire Hydrant Reimbursement	\$ 399.30	Darlington Woods
TOTAL	\$ 45,754.18	

Fund Balances,

Certificates of Deposit Balance

CD, 12 Month, @ 0.90% 12/29/17	\$ 43,913.37	Iron Workers Bank
CD, 12 Month, @.0.50% 12/03/17	\$ 216,109.49	Wawa Credit Union
EBond	\$ 15,000.00	Bryn Mawr Trust
Total Certificates of Deposit	\$ 275,022.86	

General Fund Balance

Checking Acc 7/30/17 @ 0.043%	\$ 426,098.07	Source PLGIT GENERAL FUND
Checking Acc 7/30/17 @ 0.56%	\$ 7.54	PLGIT GENERAL FUND
Money Manager 7/30/17 @ 0.15%	\$ 10,791.22	BMT Acct #2460
Borough Road Improvement Fund	\$ 108,042.18	BMT Acct #5260
Total Funds in General Fund	\$ 544,939.01	

PA Liquid Fuels Fund Balance

Checking Account 7/30/17 @ 0.043%	\$ 57,484.59	PLGIT Acct #5116038
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Fire Protection Fund

Fire Protection Fund Check 7/3017	\$ 41,077.74	BMT Acct #9579
Fire Protection Fund Savings 7/3017	\$ 10,001.35	BMT Acct #3005
	\$ 51,079.09	

Land Dev Escrow Fund Balance

Savings 7/30/17@ 0.043%	\$ 3,883.65	PLGIT Acct #5116041
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Expenditures

Demolition 301 Llewellyn Road	\$ 17,900.00	Opdenaker Enterprises, Inc.
July Rent	\$ 1,500.00	Chester Heights Fire Company

Storage Rental	\$ 180.20	Chester Heights Self Storage
Phone/Fax/Fire Marshal	\$ 144.10	Windstream
Arbour Square	\$ 3,000.00	Richard Jensen
Bldg Permits	\$ 2,775.90	Richard Jensen
2nd Qtr UCC Fee	\$ 176.00	DCED
Reimburse Beard	\$ 4,535.00	G. D. Houtman & Son, Inc.
Reimburse 446 LeNape	\$ 1,050.00	G. D. Houtman & Son, Inc.
Public Sewer/Water	\$ 587.50	G. D. Houtman & Son, Inc.
Grading Permit 156 Logtown	\$ 682.50	G. D. Houtman & Son, Inc.
Street Map	\$ 186.00	G. D. Houtman & Son, Inc.
General Matters	\$ 1,312.50	Daly Law Firm
Reimburse Arbour Square	\$ 60.00	Daly Law Firm
Reimburse Beard	\$ 100.00	Daly Law Firm
Reimburse Brookefield	\$ 120.00	Daly Law Firm
Stray Dog Fee	\$ 105.00	Brandywine Vet Hospital
Monthly Comp	\$ 833.33	Larry Ward
Property Maintenance	\$ 90.00	Scott's Lawn Service
Property Maintenance	\$ 533.00	Scott's Lawn Service
Property Maintenance	\$ 45.00	Scott's Lawn Service
Property Maintenance	\$ 344.00	Scott's Lawn Service
Office Supplies	\$ 65.45	Office Basics
301 Llewellyn Road	\$ 510.50	Peter J. Rohana, Jr.
Letterhead Envelopes	\$ 326.00	The Country Press, Inc.
PECO TL	\$ 64.90	PECO
PECO SL	\$ 537.13	PECO
Annual PO Box Fee	\$ 166.00	Chester Heights Post Office
Postage	\$ 39.20	Chester Heights Post Office
Web Hosting	\$ 29.99	justhost.com
Park Trash	\$ 56.12	Waste Management
Assistance	\$ 594.88	Valerie Hoxter
Fire Marshal Monthly Comp	\$ 500.00	Michael Ciocco
Office Supplies	\$ 52.99	Adobe
941 Payroll	\$ 1,110.02	EFTPS
Sec/Treas Compensation	\$ 3,399.95	Susan Timmins
Copier/Fax/Scanner	\$ 140.13	Ricoh USA
Meter Usage	\$ 18.31	Ricoh USA
Employee Insurance	\$ 500.00	Keystone Health Plan
3 Hydrants@ \$42.25 per Hydrant	\$ 126.75	Aqua Pennsylvania
35 Hydrants@ \$36.30 per Hydrant	\$ 1,306.80	Chester Water Authority
Total Expenditures	\$ 45,805.15	

***PA Liquid Fuels Fund
Expenditures***

Total Expenditures	\$ -
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Fire Protect Fund Expenditures

Total Expenditures	\$ -
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Chester Heights Fire Co

CORRESPONDENCE – Councilwoman Searl reported on the following correspondence:

- A brochure from PSAB Fall Leadership is October 13th – 15th at Pocono Manor.
- A correspondence concerning pipeline safety and emergency responses.

BEARD LAND
DEVELOPMENT

Don Petrosa, Esq., and Mike Ciocco, P.E., S.E.O. provided council with an update for the Final Subdivision Plan for Mark & Nancy Beard prepared by Catania Engineering Associates dated April 7, 2014, last revised June 15, 2017.

List of Permit Approvals needed:

- PennDOT Highway Occupancy Permit is required for each of the proposed accesses to Stoney Bank Road.
- A Storm Water Management Operations and Maintenance Agreement is required
- Delaware County Conservation District Approval
- NPDES Permit
- Sewage Facilities Planning Modules Agreements with Walnut Hill Utility Company
- PaDEP General Permit #7 for sanitary sewer wetland crossing
- Home Owners Association Documents Developer's Agreement
- Financial Security Agreement

Council will consider final approval at the September 11th Regular Council Meeting. The borough engineer has a few certifications and minor items outstanding.

BUILDING INSPECTOR

Mr. Jensen reported on the following:

- There were 67 permits issued in the second quarter, mostly from the Brookefield Townhouses.
- Wawa Annex 5 is now occupied on all three floors. The parking garage is still being worked on.
- Poz's Pub has submitted a permit and an inspection is scheduled.
- Arbour Square Plans have been reviewed and building permit fees are established.

FIRE MARSHAL

Mr. Ciocco reported on the following:

- Mr. Ciocco reported that he thinks Poz's Pub should be required to have a sprinkler system installed.
- Mr. Ciocco reported he has received phone calls concerning the fund drive from Concord Ambulance. Mr. Iannucci provided a letter explaining the funding request from Concord Ambulance. The letter will be posted on the borough website
- There were 6 minor incidents during July.

- Chester Water Authority will be flushing their system and Mr. Ciocco has notified Darlington Woods Condo Association and Madison Apartments.
- Mr. Ciocco organized a walk through with the fire company at the Wawa Annex 5.

SEO Mike Ciocco, P.E., S.E.O., reported that St. Thomas the Apostle applied for a sewer permit to change out a pump system.

ZONING OFFICER No report

ROAD MASTER/ EMC Mr. Ward reported on the following:

- The radar sign is installed and is working out very well.
- Mr. Ward has been responding to the PA 1 Call Notifications.
- Mr. Ward attended the August 1st Public Meeting at Thornbury Township for Mariner 2 Pipeline Open Forum. Mr. Ward will be attending a pipeline awareness training at the King’s Mill Inn on August 21st.

SOLICITOR REPORT
RESOLUTION # 08-17-A Solicitor Daly reported on the following:
Solicitor Daly presented council with a resolution establishing Recycling day on Saturday, September 16, 2017 from 10:00 a.m. to 12 p.m. at the Chester Heights Community Park.

MOTION Upon motion (Durst/Searl) council voted to approve Resolution 08-17-A.

ENGINEER REPORT Mr. Houtmann reported on the following:

- The MS4 Pollutant Reduction Plan concerning Public Participation, PRP Mapping, Pollutants of Concern, Existing Pollutant Loading, Funding Mechanism, BMPs for Required Reduction in Pollutant Loading and BMP Operation and Maintenance Responsibilities. Mr. Houtman provided council with the 5 Year Plan for a 10% reduction. The plan does have a cost estimate for basin work.
Mr. Houtman requested council to authorize the engineer to advertise the plan for 30-day public review.

MOTION Upon motion (Driscoll/McIntosh) council voted to authorize the engineer to advertise the MS4 Pollutant Reduction Plan for public review.

COMMUNITY PARK
PAVING Mr. Houtman prepared the bid specs and requested council to authorize him to advertise the bid documents for the park paving.

MOTION Upon motion (McIntosh/Driscoll) council authorize the engineer to advertise the bid specs for the park paving.

TREE REMOVAL Mr. Houtman reported that Top Notch Tree Experts were the low bidder for the tree removal at the DiSalvo Park at \$5,750.00, plus \$ the cost for top soil. The work would include spreading some herbicide and removing 29 trees.

MOTION Upon motion (Searl/McIntosh) council voted to approve Top Notch Tree Experts for tree removal at DiSalvo Park.

MAYOR'S REPORT Mayor Carroll reported that he had to leave the meeting and he would like comment on visitor's policy. Mayor Carroll reported that most municipal office do not have a sign in book that he has contacted. Mayor Carroll reported that if a resident comes to him with a complaint, the resident may not want it part of the public record.

COMMITTEE REPORTS
SCHOOL DISTRICT/
LIBRARY Councilman Block reported that school starts September 5th.

BOROUGH PROPERTY Councilman Block reported that the engineer provided a park map.

ENGINEER/CONSTRUCT No report.
INSPECTIONS

FINANCE/INSURANCE Councilwoman Driscoll reported she will be sending out a Budget Calendar later in the month.

HIGHWAYS/
TRANSPORTATION Vice President Goldberg continues to be in touch with PennDOT to discuss traffic issues for state roads.

NOMINATING/VACANCY No report.

COMMUNICATIONS/
PUBLIC RELATIONS Council discussed issues with regards to the Visitor's Policy. Councilwoman Searl reported that she was asked to compose a policy for office security and protecting the integrity of the borough records. The policy has been reviewed and has not been voted on. The fire company has obtained a proposal from Delco Alarm that would cost approximately \$ 4,000.00 for an Paxton Video Intercom Access System and \$ 250.00 for a panic button to be placed at the secretary's desk. Councilman Durst suggested council consider the Paxton Video Intercom Access System for the next years budget.

MOTION	Upon motion (McIntosh/Searl) council voted to approve the proposal for a panic button for office security for \$ 250.00 from Delco Alarm.
MOTION	Upon motion (Searl/Durst) council voted to change the August 28, 2017 Work Session time to start at 6:30 p.m. to allow public comment on the Visitor's Policy. The notice will be advertised and posted on the borough website.
ORDINANCE/CODE REVIEW	Councilman McIntosh stated the Property Maintenance Ordinance presented at the September 11, 2017 Public Hearing. Council did will be receive comments from a resident concerned about the bamboo section. Council requested the Planning Commission to send their comments before the September 11, 2017 Public Hearing.
PUBLIC UTILITIES/ TRASH/RECYCLING	No report.
PUBLIC SAFETY/ ENVIRONMENT	Councilman Block provided the August Monthly Fire Chiefs Report: 6 – Medical Assists, Building Fires 5 – Fire Alarms 2 – Assist the Public, Auto Accidents 1 – Gas Leak Councilman Block suggested asking Sunoco to attend a council meeting to provide more information concerning the borough easements and pipeline relocation of the Mariner 1, so council can better understand the impact on the borough.
PLANNING/ZONING	No report.
HISTORICAL	Councilwoman Searl informed council that Councilman Durst is now the Chair for the Historical Committee.
<u>PUBLIC COMMENT</u> GREG CHESTNUT WILLITS WAY	Mr. Chestnut asked who would pay for the storm retention basin work for the Pollutant Reduction Plan. Mr. Houtmann stated the borough would pay for the work.
DREW BAUM 460 ARBOUR WAY	Mr. Baum commented the Fire Marshal expressed his desire for Poz's Pub to have fire sprinkler system and is there a state or local mandate in the code. Council stated that plan has been reviewed by the Building Inspector.
<u>OLD BUSINESS</u>	No report.
<u>NEW BUSINESS</u>	No report.

ADJOURNMENT

Upon motion (Durst/Block) council unanimously voted to adjourn the meeting at 9:38 p.m.

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 10/17/2017**

Respectfully submitted,
Susan M. Timmins
Secretary/Treasurer