

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

February 1, 2016

MEMBERS PRESENT

Frederick L. Wood, President
Patrick L. Patterson, Vice President
Anne C. Searl, Pro Tem
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

CALL TO ORDER

President Wood 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 (Patterson/McIntosh) Council unanimously voted to approve the meeting minutes of the January 4, 2016 Reorganization and Regular Council Meeting and January 25, 2016 Work Session with corrections.

**PUBLIC TO ADDRESS
COUNCIL**

No response.

BUILDING INSPECTOR

Mrs. Timmins reported that Mr. Jensen is in discussion with the general contractor for Brookefield concerning the building, plumbing, HVAC and electrical permits.

FIRE MARSHAL

Mr. Ciocco informed council that there were three incidents last month. Residents need to change their batteries for smoke detectors. For Carbon Monoxide detectors, residents should follow the manufacturer's warranty. The Fire Marshal had the address for Valleybrook Painting on Smithbridge Road changed to a Glen Mills address, so they can receive deliveries.

SEO

No report.

ZONING OFFICER

No report.

SECRETARY/TREASURER Mrs. Timmins reported that Steve Yourtee, Municipal Services Specialist PA Department of Transportation will visit the borough office on Tuesday to review the street map and the Actual Use Report.

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

Description		Source
Receipts		
Real Estate Transfer Tax	\$ 9,198.11	Treasurer of Delaware County
Court Fines	\$ 79.47	District Court 32-2-38
4th Qrt Franchise Fee	\$ 9,452.25	Comcast
U&O Inspection	\$ 90.00	133 Bishops Dr
U&O Inspection	\$ 90.00	52 Bishops Dr
U&O Inspection	\$ 90.00	11 Bishops Dr
U&O Inspection	\$ 90.00	205 Nottingham Ct
U&O Inspection	\$ 90.00	476 Valleybrook Road
Bldg/Sign Permit	\$ 200.00	Wawa Corp
Bldg/Sign Permit	\$ 105.00	Wawa Corp
SEO Permit App	\$ 550.00	476 Valleybrook Road
Bldg/Roofing Permit	\$ 130.00	162 Bishops Dr
Bldg Permit	\$ 2,725.00	240 Llewelyn Rd
Bldg/Sign Permit	\$ 100.00	47A Baltimore Pk
HVAC Permit	\$ 205.00	198 Nottingham Ct
HVAC Permit	\$ 205.00	347 Danbury Ln
Electrical Permit	\$ 80.00	11 Wilson Cr
Bldg/Sign Permit	\$ 100.00	Brookefield
County Aid	\$ 743.00	Treasurer of Delaware County
Performance Grant_2013	\$ 932.00	Treasurer of PA
Reimburse/Sol Invc_Sept	\$ 325.00	Highland Reserve
Reimburse/Sol Invc_Sept	\$ 250.00	Arbour Square
Reimburse/Fire Marshal	\$ 140.00	Arbour Square
Monthly Easement Fee	\$ 562.75	T-Mobile
Fire Hydrant Reimbursement		Highland Reserve
Fire Hydrant Reimbursement	\$ 181.50	Madison Apartments
Fire Hydrant Reimbursement	\$ 399.30	Darlington Woods
TOTAL	\$ 27,113.38	

Fund Balances,

<i>Certificates of Deposit Balance</i>		
CD, 12 Month, @ 0.90% Matures 12/29/15	\$ 43,370.10	Iron Workers Bank
CD, 12 Month, @.0.50% Matures 12/03/15	\$ 213,812.46	Wawa Credit Union
EBond	\$ 15,000.00	Bryn Mawr Trust
Total Certificates of Deposit	\$ 272,182.56	

General Fund Balance

Source

Checking Acc 1/28/16 @ 0.02%	377,043.51	PLGIT GENERAL FUND
Checking Acc 12/30/15 @ 0.02%	\$ 7.54	PLGIT GENERAL FUND
Money Manager 12/30/15 @ 0.15%	10,973.21	Bryn Mawr Trust
Borough Road Improvement Fund	\$ 72,000.00	Bryn Mawr Trust
Total Funds in General Fund	\$ 460,024.26	

PA Liquid Fuels Fund Balance

Checking Account 1/28/16 @ 0.02%	\$ 1,628.64	PLGIT Acct # 5116038
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Land Dev Escrow Fund Balance

Savings 1/28/16 @ 0.02%	\$ 3,860.36	PLGIT Acct # 5116041
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Expenditures

Chester Heights Monthly	\$ 4,000.00	Chester Heights Fire Company
Fire Safety Inspections	\$ 499.44	Chester Heights Fire Company
Rails to Trails Fee	\$ 5,000.00	Concord Township
Snow Remov Invc#19251	\$ 9,888.00	Dan Kelly's Landscaping
Snow Remov Invc#19243	\$ 476.00	Dan Kelly's Landscaping
Snow Remov Invc#19244	\$ 526.00	Dan Kelly's Landscaping
Upgrade	\$ 280.00	Intuit Quickbooks
Upgrade	\$ 609.95	Intuit Quickbooks
Storage Rental	\$ 159.00	Chester Heights Self Storage
Phone/Fax/Code Officials	\$ 140.94	Windstream
Annual Membership	\$ 50.00	PA State Assoc of Tax Col
Retainer Fee	\$ 1,375.00	Animal Protection Board
Arbour Square	\$ 12.50	Gerald C. Montella
Brookefield	\$ 100.00	Gerald C. Montella
General Matters	\$ 1,275.00	Gerald C. Montella
Highland Reserve	\$ 12.50	Gerald C. Montella
Wawa Annex 5	\$ 12.50	Gerald C. Montella
Court Reported/Wawa ZH	\$ 160.00	Thomas P. Corcoran
Boot Camp/4 Officials	\$ 500.00	PA Assoc of Boroughs
Annual Renewal	\$ 25.00	PA Assoc of Boroughs
Wawa Annex 5/Invc #42489	\$ 1,019.66	Catania Engineering Assoc
TL Stoney Bank	\$ 1,097.20	Charles A. Higgins & Sons
Safe Deposit Box	\$ 54.00	Bryn Mawr Trust
Fire Safety Inspections	\$ 1,997.76	Richard Jensen
Wawa Annex 5	\$ 3,000.00	Richard Jensen
Postage	\$ 29.40	Chester Heights Post Office
Legal Adv/ReOrg Mtg	\$ 64.01	21st Media
Legal Adv/Location Change	\$ 52.85	21st Media
Tax Collector Envelopes	\$ 128.00	Brendan G. Stover
Office Supplies	\$ 86.87	Staples
Office Supplies	\$ 43.23	Staples
Office Supplies	\$ 34.96	Staples
Park Trash	\$ 48.26	Waste Management
Assistance	\$ 280.40	Anne Marie Mazzalla
Assistance	\$ 458.11	Valerie Hoxter

Fire Marshal Monthly Compensation	\$ 500.00	Michael Ciocco
Office Supplies	\$ 48.65	Office Basics
Solicitor ZHB Wawa Signage	\$ 730.00	Michael F. X. Gillin & Assoc
PECO SL	\$ 599.25	PECO
PECO TL	\$ 51.97	PECO
Office Supplies	\$ 52.99	Adobe
941 Payroll	\$ 1,043.10	EFTPS
Sec/Treas Compensation	\$ 3,231.77	Susan Timmins
Dig Notifications	\$ 19.77	PA 1 Call
Copier/Fax/Scanner	\$ 140.13	Ricoh USA
Meter Usage	\$ 11.95	Ricoh USA
Employee Insurance	\$ 450.00	Keystone Health Plan
3 Hydrants@ \$42.25 per Hydrant	\$ 146.63	Aqua Pennsylvania
35 Hydrants@ \$36.30 per Hydrant	\$ 1,306.80	Chester Water Authority
Total Expenditures	\$ 41,829.55	

PA Liquid Fuels Fund Expenditures
Total Expenditures

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

CORRESPONDENCE President Wood reported on the following:

Correspondence from the Delaware County Commerce Center concerning the opening for Act 13 Grant Applications. There will be seven programs, administered through the Commonwealth Finance Authority (CFA), for eligible municipalities. Applications for grant funding will be accepted from March 1 through June 30, 2016.

Correspondence from the Delaware Valley Regional Transportation Authority with information on the opportunity for municipalities to reduce congestion and improve air quality.

Mayor Carroll provided a report for funds spent on public services that the borough provided in 2015.

SOLICITOR REPORT Solicitor Montella reported on the following:

RESOLUTION #02-16-A A resolution dedicating the week of February 21st through the 27th, 2016 as National Engineer's Week with the theme, Engineers make a world of difference. Council acknowledges the timely and exceptional professional engineering services provided by Borough Engineer, Matthew Houtmann, P.E. and Alternate Borough Engineer, Michael Ciocco, P.E.

MOTION Upon motion (Searl/Goldberg) council approved Resolution #02-16-A.

BAMBOO ORDINANCE Council discussed having the solicitor review and update the boroughs current nuisance ordinance.

MOTION Upon motion (Block/Patterson) council authorized the solicitor to review and update the borough's current nuisance ordinance.

301 LLEWELYN ROAD The solicitor has contacted the owner and has not received any response. He will follow up with Mr. Jensen, the zoning officer.

COMMITTEE MEETINGS Solicitor Montella reported that after reviewing the Sunshine Act, he considers committee meetings to be under the Sunshine Act and would therefore recommend appropriate notice be published prior to meetings. These meetings must be open to the public.

MEETING DATE Council discussed changing the meeting date for the February Work Session as three council members are unable to make the scheduled February 22, 2016 Work Session. The secretary will post the door, the website and advertise in the local newspaper.

MOTION Upon motion (Clarke/Goldberg) council voted to reschedule the February Work Session to February 29, 2016.

ENGINEER REPORT Mr. Houtmann provided a plan review for the revised Arbour Square at Chester Heights land development plan.
Mr. Houtmann reported that there have been ongoing inspections for the Brookefield land development.
Mr. Houtmann requested authority to prepare the bid specs for the road program for Mildred, Summit and portions of Ivy.

MOTION Upon motion (McIntosh/Block) council authorized the engineer to prepare bid specs for the 2016 Road Program.

MAYOR'S REPORT Mayor Carroll thanked the fire company for all their efforts during the recent snow storm.

COMMITTEE REPORTS

BOROUGH PROPERTY/
PARKS/OPENSACE Mayor Carroll reported that the Open Space Committee had plans to walk the park; however, due to the snow the walk will be rescheduled.

ENGINEER/CONSTRUCT/
INSPECTIONS No report.

FINANCE/INSURANCE President Wood reported that council should have an audit proposal for the February Work Session.

HIGHWAYS/
TRANSPORTATION President Wood reported that council should have a 2016 Traffic Signal Maintenance Contract from Charles A. Higgins & Sons, Inc. for the February Work Session.

NOMINATING/VACANCY	Vice President Patterson reported that Jay Townsend, the Chairman of the Zoning Hearing Board has notified council by email that he is resigning from the Zoning Hearing Board.
PUBLIC RELATIONS/ COMMUNICATIONS	Councilwoman Searl reported that the Public Relations Committee will meet on February 8, 2016. Councilwoman Searl presented a contract from Hometown Press to do a spring/summer magazine style newsletter.
MOTION	Upon motion (Block/Clarke) council approved the contract with Hometown Press to publish a spring/summer newsletter.
ORDINANCE AND CODE REVIEW	No report.
PUBLIC UTILITIES/ TRASH/RECYCLING	Council discussed recycling day and various ways to inform residents of the date.
PUBLIC SAFETY/ ENVIRONMENT	Larry Ward and Councilman Block will meet on February 21, 2016. Councilman Block reported that CRC Watershed Association has requested the borough purchase a municipal sponsorship for the 19 th Annual Stream Clean Up.
MOTION	Upon motion (Block/Goldberg) council approved the municipal sponsorship for the CRC Watershed Association 19 th Annual Stream Clean Up.
SCHOOL DISTRICT/ TRAINING/LIBRARY	Councilwoman Searl reported that there may be a tax increase for the Garnet Valley School District Budget and reported on various children's programs at the library.
PLANNING/ZONING	Mayor Carroll reported that the Planning Commission has recommended preliminary approval for the Arbour Square at Chester Heights land development plan.
HISTORICAL	No report.
NEW BUSINESS	Councilwoman Clarke questioned if the Geisler property is secured and mentioned a rumor that there may be a homeless person staying there. Council suggested that Mr. Jensen contact the owners and visit the property.
OLD BUSINESS	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 1/26/2016**
3. **Westrum/Arbour Square** – Reviewed Planning Commission 3/23/15 – Public Hearing for Proposed Amendment to Zoning Ordinance 10/6/14– **Extension 4/6/2016** - Vice President Wood/Shepherd

ADJOURNMENT

Upon motion (Patterson) Council voted to adjourn the meeting at 9.28.
p.m.

Respectfully submitted,
Susan M. Timmins
Secretary/Treasurer