

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

January 4, 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
- OFFICIALS PRESENT** Gerald C. Montella, Esq., Solicitor
Michael Ciocco, Fire Marshal
Matt Houtman, P.E., Borough Engineer
Richard Jensen, Building Inspector
- CALL TO ORDER** President Wood called the public meeting to order at 7: 10 p.m.
- APPROVAL OF MINUTES** Upon motion (Searl/Patterson) Council unanimously voted to approve the meeting minutes of the December 7, 2015 Regular Council Meeting.
- PUBLIC TO ADDRESS**
COUNCIL
- MARTA DRISCOLL** Ms. Driscoll asked what the Agricultural Advisory Board does. President Wood explained that the Agricultural Advisory Board is intended to advise Borough Council on regulations and ordinances which impact safe and best management practices of agricultural activities in the borough.
458 LENNI ROAD
- ANGIE HARGE** Ms. Harge asked is there was any update concerning the opening of the Aston Mills Bridge. Mrs. Timmins reported that she had an email from PennDOT stating that the bridge should be opened by the end of January.
LLEWELYN ROAD
- BUILDING INSPECTOR** Mr. Jensen stated that he continues to do inspections at the Wawa Annex 5 project and he is working on normal permitting.
- FIRE MARSHAL** Mr. Ciocco informed
- There were Sixty Seven (67) non-fatal fires or incidents requiring investigation. There was one (1) moderate electrical house fire from a faulty circuit breaker panel. There were Twenty Two (22) fire alarms ranging from faulty detection devices to smoke from cooking, workmen's dust debris, spraying of aerosols, dust, and

resident's smoking. Rain soaked smoke alarms from leaky roofs caused several false calls.

- There were Thirteen (13) weather related, downed trees resulting in shorted electrical wires/ transformers. Fire Alarm Technicians working in homes and businesses caused Seven (7) alarms. There were Two (2) from spiders & stink bugs in the smoke detector. There were Five (5) carbon monoxide alarms. These CO activations were the result of faulty flu pipes & unopened flu dampers on gas fireplaces and defective units.
- There were Three (3) Water Flow alarms from Sprinkler Systems. All of these were from defective water flow sensors and frozen pipes. There were One (1) washing machine, One (1) clothes dryer and Two (2) stove fires.

SEO Mrs. Timmins reported that there was a Sewer Permit Application for 267 Valleybrook Road.

ZONING OFFICER Mr. Jensen reported there was a Zoning Hearing on 12/15/15 regarding Wawa Signage that was approved.

SECRETARY/TREASURER Mrs. Timmins reported that there were four additions to the Treasurer's Report, the Building Inspector's Invoice and a bills for \$48.92 for flowers.
Mrs. Timmins reported that is she working on the DCED Annual Filings with the state and the 2015 Liquid Fuels Actual Use Report.

TREASURER'S REPORT Upon motion (Patterson/Block) Council voted to approve the fund balances and receipts, as submitted by the Secretary/Treasurer for December 2015.

MOTION Upon motion (Patterson/Searl) Council voted to approve payment of the bills as submitted by the Secretary/Treasurer for December 2015.

Description		Source
Receipts		
Real Estate Transfer Tax	\$ 4,503.10	Treasurer of Delaware County
Court Fines	\$ 51.59	District Court 32-2-38
Shared TL Expense	\$ 331.18	Concord Township
4th Qrt LST	\$ 16.76	Berkheimer
4th Qrt LST	\$ 584.87	Berkheimer
4th Qrt LST	\$ 653.96	Berkheimer
U&O Inspection	\$ 90.00	119 Briarcliff Ct
U&O Inspection	\$ 90.00	6201 Lydia Hollow Dr
Bldg/Roofing Permit	\$ 130.00	336 Willits Way
Bldg Permit/68 Baltimore Pike	\$ 505.00	Crown Castle
Electrical Permit/68 Baltimore Pike	\$ 325.00	Crown Castle
SEO Permit App	\$ 500.00	476 Valleybrook Rd

HVAC Permit	\$ 155.00	20 Highland Dr
Reimburse/Eng Invc#8755	\$ 7,529.50	Arbour Square
Reimburse/Eng Invc#8759	\$ 3,281.00	Beard Townhses
Reimburse/Sol_Aug	\$ 500.00	Beard Townhses
Reimburse/Sol_Sept	\$ 200.00	Beard Townhses
Monthly Easement Fee	\$ 526.75	T-Mobile
Fire Hydrant Reimbursement	\$ 72.60	Highland Reserve
Fire Hydrant Reimbursement	\$ 181.50	Madison Apartments
Fire Hydrant Reimbursement	\$ 399.30	Darlington Woods
TOTAL	\$ 20,627.11	

Fund Balances,

Certificates of Deposit Balance

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 12/30/15 @ 0.02%	389,600.35	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	\$ 472,581.10	

PA Liquid Fuels Fund Balance

Checking Account 12/30/15 @ 0.02%	\$ 1,628.64	PLGIT Acct # 5116038
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Land Dev Escrow Fund Balance

Savings 12/30/15 @ 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
U&O Inspections	\$ 720.00	Chester Heights Fire Company
Storage Rental	\$ 159.00	Chester Heights Self Storage
Phone/Fax/Code Officials	\$ 140.89	Windstream
4th Qtr UCC Fee	\$ 92.00	DCED
T-Mobile	\$ 95.00	United Inspections
Wawa Annex 5/Invc #44407	\$ 1,289.79	Catania Engineering Assoc
141 Heather Lane	\$ 112.75	Catania Engineering Assoc
SEO Act 537	\$ 315.00	Catania Engineering Assoc
Arbour Square	\$ 87.50	Gerald C. Montella
Beard	\$ 425.00	Gerald C. Montella
Brookefield	\$ 225.00	Gerald C. Montella
General Matters	\$ 1,850.00	Gerald C. Montella
LeNape Valley	\$ 50.00	Gerald C. Montella
Rose Hill	\$ 12.50	Gerald C. Montella

Wawa Annex 5	\$ 550.00	Gerald C. Montella
U&O Inspections	\$ 720.00	Richard Jensen
Fire Safety Inspections	\$ 1,997.76	Richard Jensen
Wawa Annex 5	\$ 3,000.00	Richard Jensen
Annual Contribution	\$ 50.00	CRC Watershed
Reimburse Flowers	\$ 49.82	Valerie Hoxter
Legal Adv/2016 Mtg Dates	\$ 243.13	21st Media
Annual Fee	\$ 99.99	Microsoft
Newsletter Postage	\$ 288.43	Media USPS
Newsletter Printing	\$ 850.00	The Country Press, Inc.
Park Trash	\$ 48.72	Waste Management
Assistance	\$ 232.86	Anne Marie Mazzalla
Assistance	\$ 363.07	Valerie Hocker
Fire Marshal Monthly Compensation	\$ 500.00	Michael Ciocco
Fire Marshal Review_Arbour Sq	\$ 140.00	Michael Ciocco
Solicitor ZHB Wawa Signage	\$ 330.00	Michael F. X. Gillin & Assoc
ZHB Wawa Signage	\$ 25.00	H. Fred Hamel
ZHB Wawa Signage	\$ 25.00	Glenn Mon
ZHB Wawa Signage	\$ 25.00	Cynthia McNicholas, Esq.
PECO SL	\$ 553.35	PECO
PECO TL	\$ 77.87	PECO
Office Supplies	\$ 52.99	Adobe
4th Qrt	\$ 478.45	PA Dept Rev
4th Qrt	\$ 11.91	PAUC
941 Payroll	\$ 1,410.60	EFTPS
Sec/Treas Compensation	\$ 3,095.28	Susan Timmins
Dig Notifications	\$ 29.79	PA 1 Call
Copier/Fax/Scanner	\$ 140.13	Ricoh USA
Meter Usage	\$ 19.93	Ricoh USA
Employee Insurance	\$ 450.00	Keystone Health Plan
3 Hydrants@ \$42.25 per Hydrant	\$ 119.54	Aqua Pennsylvania
35 Hydrants@ \$36.30 per Hydrant	\$ 1,176.12	Chester Water Authority
Total Expenditures	\$ 27,227.58	

- CORRESPONDENCE** Mrs. Timmins reported that Department of Environmental Protection has approved the Act 101 Recycling Program Performance Grant in the amount of \$932.00. The grant reflects the 133.8 tons of residential and commercial materials recycled by the borough's citizens and businesses in the calendar year 2013.
- SOLICITOR REPORT** Solicitor Montella reported on the following:
- EXTENSION LETTER** Solicitor Montella requested to ratify the extension of time letter for the 1 Smithbridge, LLC Land Development for April, 25 2016.
- MOTION** Upon motion (Searl/Patterson) Council voted to ratify the approval for the 1 Smithbridge, LLC Land Development Extension Letter.
- EXTENSION LETTER** Solicitor Montella requested to ratify the extension of time letter for the Arbour Square Land Development for April, 6 2016.

MOTION

Upon motion (Clarke/Patterson) Council voted to ratify the approval for the Arbour Square Land Development Extension Letter.

ENGINEER REPORT

Mr. Houtmann provided a report concerning questions he received from Councilwoman Clarke concerning the Brookfield Land Development and the Land Exchange between the Developer/Camp Meeting and the Borough.

The Borough received 0.805 acres of land to the right of the development access adjacent to Valleybrook Road, which is adjacent to the former Disalvo property that the Borough now owns in exchange for a long narrow strip of the former Disalvo property that totaled 0.289 acres. So, the Borough 'gave-up' 0.289 acres in exchange for receiving 0.805 acres. The Borough had the land appraised to ensure that the exchange did not end up in net reduction of worth. The appraisal determined that 1) since the Borough received more land than it released, and that (2) the land closer to the intersection was more valuable than the strip of land behind the fire house - the net result of worth from the land exchange was overwhelmingly in favor of the Borough.

The land received by the Borough is zoned primarily B- Business; the land conveyed to Brookefield/Camp Meeting is zoned primarily R-1 Residential.

The Developer installed 'Limit of Disturbance' fencing at the Site to agree with the limit of disturbance illustrated on the plans. Due to the grade alterations at the site and the relatively close proximity of the various improvements, no trees could be saved in the development area. The approved plans call for the planting of street trees, buffer trees, and other plantings to mitigate the loss of the existing trees.

The Financial Security totaling \$1,222,732 was posted to ensure the complete installation of the "public" improvements.

The subsurface pipes are part of the over-all storm water management for the property. The installation of the pipes has been inspected by the Borough Engineer's office. The pipes are under open space. The system will be owned and maintained by the Homeowners Association. The pipe system will not adversely affect the intended use of the area - which is active recreation. Grass will be able to grow atop the system - there is plenty of soil cover. The Open Space will be available to Borough residents as well as residents of the Brookfield Community. The Borough Engineer is responsible for construction inspections. The Borough Engineer has required the construction entrance to be replaced 4 times. We have reminded the Developer that Valleybrook Road must be kept in a mud/dirt free condition at all times. They have been street sweeping Valleybrook Road. The initial phase of a development construction is usually the worst in terms of mud on the road, but we have been keeping after them.

Concerning Walnut Hill Boulevard, Mr. Houtman is still trying to arrange a meeting date for all parties.

MAYOR'S REPORT No report.

COMMITTEE REPORTS
BOROUGH PROPERTY

Mayor Carroll reported that there is a car that is parked at the borough property on Lenni Road, next to Westlake Plastics and that there is a warning sign at that location.

NEW CONSTRUCTION & INSPECTIONS No report.

ENVIRONMENTAL No report.

FINANCE President Wood presented council with a 4th Quarter Budget vs Actual for council review and discussion.

HIGHWAYS No report.

INSURANCE No report.

NOMINATING & VACANCY No report.

ORDINANCE & CODE REVIEW No report.

PUBLIC UTILITIES No report.

PUBLIC SAFETY Sam Iannucci, the president of the fire company.

YEARLY CHIEFS REPORT
2015
367 TOTAL CALLS

Up from 350 in 2014
Up from 358 in 2013

- 142 – MEDICAL ASSISTS (*up from 123 in 2014*)
- 80- AUTOMATIC FIRE ALARMS
- 70- BUILDING RESPONSES
- 35 - AUTO ACCIDENTS
- 11 – WIRES
- 6 – CO/GAS LEAKS
- 5 – COVER ASSIGNMENTS
- 5 - BRUSH FIRES
- 4 – SMOKE INVESTIGATIONS
- 3 – ASSIST THE PUBLIC
- 2 - AUTOMOBILE FIRES

- 1 – WATER RESCUE
- 1 - ELEVATOR RESCUE
- 1 - RESIDENTIAL RESCUE
- 1 - DUMPSTER FIRE

AVERAGE STAFFING PER CALL – 5

SCHOOL DISTRICT/ LIBRARY	Councilwoman Searl reported that the state police held a tactical drill at Garnet Valley Schools on December 30, 2015. Greg Chestnut, the borough’s library rep, reported that the funding for the library is in limbo, waiting on the state budget and the library is redoing their expenses.
PLANNING & ZONING	No report.
LONG RANGE PLANNING	No report.
GRANTS	No report.
INSPECTOR/SECRETARY EDUCATION	No report.
HISTORICAL COMMITTEE	No report.
ENVIRONMENTAL ADVISORY BOARD	No report.
NEW BUSINESS	No report.
OLD BUSINESS	Councilwoman Clarke requested an update on the draft bamboo ordinance. Solicitor Montella reported that he had reviewed ordinances from other municipalities and spoke with the engineer and zoning officer and has prepared a draft ordinance. Council suggested having this as an agenda item for the January 25 th Work Session. Councilwoman Clarke asked if Ken Stark will continue to do the newsletter for 2016. President Wood asked the secretary to contact Ken to see if he wanted to continue doing the borough newsletter.

ADDITIONAL PERIOD FOR
PUBLIC COMMENTS

SCOTT COINTOT LLEWELYN ROAD	Mr. Cointot asked council for an update on the abandoned property at 301 Llewelyn Road. Solicitor Montella reported that he has been in contact with the son of the deceased owner of the property and that he indicated he has contacted a real estate company to have the property sold.
BERNIE MILLER CHAMBER LANE	Mr. Miller commented on the plantings for the Highland Reserve and stated that he was pleased with the choice of plantings along the hillside and the island.

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 PC Reviewed 3/23/15 – **Extension 1/7/2016** - Vice President Wood/Shepherd

ADJOURNMENT

Upon motion (Clarke/Searl) Council voted to adjourn the meeting at 8:38 p.m.

Respectfully submitted,
Susan M. Timmins
Secretary/Treasurer