

**Minutes of the Regular Council Meeting
Of the Borough of Chester Heights**
222 Llewelyn Road
Chester Heights, PA

March 6, 2017

MEMBERS PRESENT Susan H. Clarke, President
 Jordan Goldberg, Vice President
 Anne C. Searl, Pro Tem
 Jeffrey D. Durst
 Philip Block, Ph.D.
 Marta K. Driscoll
 Joseph McIntosh, Esq.

OFFICIALS PRESENT Frank W. Daly, Esq., Solicitor
 Michael Ciocco, Fire Marshal
 Matt Houtman, P.E., Engineer

CALL TO ORDER President Clarke called the public meeting to order at 7:00 p.m. and led those in attendance in the reciting of the Pledge of Allegiance.

ROLL CALL President Clarke announced that all council members, the engineer and the solicitor were present. The Mayor has an excused absence.

APPROVAL OF MINUTES Upon motion (Block/Goldberg) council voted to approve the meeting minutes of the February 6, 2017 Regular Council Meeting and voted to approve the meeting minutes the (Searl/Goldberg) of the February 27, 2017 Work Session Meeting.

PUBLIC TO ADDRESS
COUNCIL

STACEY OSCAR Ms. Oscar asked council if there is any update with the traffic issues
391 VALLEYBROOK RD on Valleybrook Road. Mr. Houtman reported that the state did a review of the side roads that intersect with Valleybrook Road. The state provided suggestions to maintain vegetation growth along the intersections. Mr. Houtman contacted PennDOT concerning putting a temporary flashing speed limit sign, but has no response from PennDOT. President Clarke suggested the highway committee arrange a meeting with PennDOT.

BILL PASCAL Mr. Pascal asked for an update for the sewer's on Lenni Road.
360 LENNI ROAD Mr. Houtman reported that the sewers are finished and in the process of dedication, it may be a couple months before a third -party tie-ins can apply. Council asked the engineer to provide a list of what residents can tie-in to sewer along Lenni Road and Llewellyn Road.

BUILDING INSPECTOR Mrs. Timmins reported there was an electrical permit submitted for the Verizon Building at 266 Baltimore Pike for a new generator. Councilman Block asked the engineer what is the temporary fencing around the equipment at Brookefield. The engineer will review the plans, the approved plans include a 7' fence around the sanitary sewer pump station.

FIRE MARSHAL Mr. Ciocco reported that there were six incidents in February. There was a medical alert call at Darlington Woods, when they responded no one was there. Mr. Ciocco requested a new updated address map to coordinate with the 911 Center and the Medical Alarm Company.

SEO No report.

ZONING OFFICER No report.

SECRETARY REPORT No report.

TREASURER'S REPORT Mrs. Timmins reported that the state annual allocation for Liquid Fuels was electronically deposited into the Liquid Fuels Fund in the amount of \$54,507.83.

| Description | | Source |
|--|---------------------|------------------------------|
| Real Estate Transfer Tax | \$ 7,543.55 | Treasurer of Delaware County |
| 4th Qtr Franchise Fee | \$ 8,969.63 | Verizon |
| LST Collections 1st Qtr | \$ 188.99 | Berkheimer |
| LST Collections 1st Qtr | \$ 9,563.53 | Berkheimer |
| LST Collections 1st Qtr | \$ 2,088.26 | Berkheimer |
| LST Collections 1st Qtr | \$ 1,913.47 | Berkheimer |
| Court Fines | \$ 300.00 | District Court 32-2-38 |
| Court Fines | \$ 96.14 | District Court 32-2-38 |
| Collections | \$ 15,656.93 | Maryann Furlong, Tax Col |
| U&O Inspection | \$ 90.00 | 4208 Lydia Hollow Dr |
| U&O Inspection | \$ 90.00 | 305 Llewellyn Rd |
| U&O Inspection | \$ 90.00 | 358 Radford Ct |
| Bldg Permit | \$ 125.00 | 240 Wawa Road |
| Elec/HVAC/Plmg Permit | \$ 3,380.00 | Brookefield |
| Bldg Permit/70-73 Hunters Ln | \$ 8,158.00 | Brookefield |
| Eng/Sol Reimburse | \$ 169.14 | Wawa Annex 5 |
| Eng/Sol Reimburse | \$ 984.13 | Arbour Square |
| Monthly Easement Fee | \$ 579.64 | T-Mobile |
| Fire Hydrant Reimbursement | \$ 181.50 | Madison Apartments |
| Fire Hydrant Reimbursement | \$ 399.30 | Darlington Woods |
| TOTAL | \$ 60,567.21 | |
| <i>Fund Balances,</i> | | |
| <i>Certificates of Deposit Balance</i> | | |
| CD, 12 Month, @ 0.90% 12/29/17 | \$ 43,750.30 | Iron Workers Bank |

| | | |
|--------------------------------|---------------|-------------------|
| CD, 12 Month, @.0.50% 12/03/17 | \$ 215,274.28 | Wawa Credit Union |
| EBond | \$ 15,000.00 | Bryn Mawr Trust |
| Total Certificates of Deposit | \$ 274,024.58 | |

General Fund Balance

| | | |
|-------------------------------|---------------|------------------------------|
| Checking Acc 2/28/17 @ 0.043% | \$ 389,439.54 | Source PLGIT GENERAL FUND |
| Checking Acc2/28/17 @ 0.56% | \$ 7.54 | PLGIT GENERAL FUND |
| Money Manager 1/30/17 @ 0.15% | \$ 10,784.48 | Bryn Mawr Trust |
| Borough Road Improvement Fund | \$ 72,014.36 | Bryn Mawr Trust |
| Total Funds in General Fund | \$ 472,245.92 | |

PA Liquid Fuels Fund Balance

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|-----------------------------------|--------------|----------------------|
| Checking Account 2/28/17 @ 0.043% | \$ 70,038.30 | PLGIT Acct # 5116038 |
|-----------------------------------|--------------|----------------------|

Fire Protection Fund

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|----------------------------|--------------|----------------|
| Transfer from GF | \$ 28,000.00 | BMT Acct #9579 |
| Fire Fund Tax Collections | \$ 10,797.91 | BMT Acct #9579 |
| Total Fire Protection Fund | \$ 38,797.91 | |

Land Dev Escrow Fund Balance

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|--------------------------|-------------|----------------------|
| Savings 2/28/17 @ 0.043% | \$ 3,874.06 | PLGIT Acct # 5116041 |
|--------------------------|-------------|----------------------|

Expenditures

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|-------------------------------|--------------|------------------------------|
| Feb Rent | \$ 1,500.00 | Chester Heights Fire Company |
| 1st Qtr LST | \$ 11,000.00 | Chester Heights Fire Company |
| Workers Comp | \$ 9,474.00 | Arthur J. Gallagher & Co. |
| Storage Rental | \$ 178.07 | Chester Heights Self Storage |
| Phone/Fax/Fire Marshal | \$ 143.74 | Windstream |
| Wawa Annex 5 | \$ 3,000.00 | Richard Jensen |
| 1st Qtr Stipend | \$ 185.00 | Richard Jensen |
| Bldg Permits | \$ 2,039.60 | Richard Jensen |
| Tax Collection Invc | \$ 599.34 | County of Delaware |
| Office Supplies | \$ 126.68 | Office Basics |
| General Matters | \$ 1,450.00 | Daly Law Firm |
| Arbour Square | \$ 1,762.50 | Daly Law Firm |
| Highland Reserve | \$ 12.50 | Daly Law Firm |
| Reimb Wawa Annex 5 #48859 | \$ 708.63 | Catania Eng Assoc., Inc. |
| Reimb Arbour Square #48860 | \$ 28.19 | Catania Eng Assoc., Inc. |
| Reimb Wawa Annex 5 #47259 | \$ 95.63 | Catania Eng Assoc., Inc. |
| Reimb Wawa Annex 5 #46778 | \$ 78.50 | Catania Eng Assoc., Inc. |
| Reimb Wawa Annex 5 #47261 | \$ 112.75 | Catania Eng Assoc., Inc. |
| SEO/Madison #46296 | \$ 112.76 | Catania Eng Assoc., Inc. |
| SEO/24 Highland Dr #46297 | \$ 451.02 | Catania Eng Assoc., Inc. |
| SEO/303 W Baltimore Pk #46298 | \$ 225.50 | Catania Eng Assoc., Inc. |
| SEO/Camp Mtg #47260 | \$ 56.38 | Catania Eng Assoc., Inc. |

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|----------------------------------|--------------|-----------------------------|
| SEO/3 Ivy Mill #47262 | \$ 112.75 | Catania Eng Assoc., Inc. |
| SEO/112 Wawa Rd #47263 | \$ 789.26 | Catania Eng Assoc., Inc. |
| SEO/112 Wawa Rd #47674 | \$ 56.38 | Catania Eng Assoc., Inc. |
| Stray Dog Fee | \$ 125.00 | A. Strickler Animal Control |
| Stray Dog Fee | \$ 105.00 | Brandywine Vet Hospital |
| Monthly Comp | \$ 833.33 | Larry Ward |
| Monthly Comp | \$ 833.33 | Larry Ward |
| Monthly Comp | \$ 833.33 | Larry Ward |
| Membership Renewal | \$ 64.00 | Del County Assoc of Borough |
| Sponsorship Creek Clean Up | \$ 300.00 | CRC Watershed Assoc |
| Office Supplies | \$ 22.62 | Walgreens |
| Reimb 446 Le Nape | \$ 1,810.00 | G.D. Houtman & Son, Inc. |
| Reimb Beard Twnhs | \$ 2,964.50 | G.D. Houtman & Son, Inc. |
| Reimb Brookefield | \$ 2,555.00 | G.D. Houtman & Son, Inc. |
| Dec Mtg Comp | \$ 41.64 | Jeffrey D. Durst |
| Park Trash | \$ 56.38 | Waste Management |
| Assistance | \$ 577.94 | Valerie Hoxter |
| Fire Marshal Monthly Compen | \$ 500.00 | Michael Ciocco |
| 1st Qrt Stipend | \$ 185.00 | Michael Ciocco |
| Office Supplies | \$ 52.99 | Adobe |
| 941 Payroll | \$ 1,167.54 | EFTPS |
| Dig Notification | \$ 14.03 | PA 1 Call |
| Sec/Treas Compensation | \$ 3,399.93 | Susan Timmins |
| Copier/Fax/Scanner | \$ 140.13 | Ricoh USA |
| Meter Usage | \$ 28.57 | Ricoh USA |
| Employee Insurance | \$ 500.00 | Keystone Health Plan |
| 3 Hydrants@ \$42.25 per Hydrant | \$ 154.66 | Aqua Pennsylvania |
| 35 Hydrants@ \$36.30 per Hydrant | \$ 1,306.80 | Chester Water Authority |
| Total Expenditures | \$ 52,870.90 | |

***PA Liquid Fuels Fund
Expenditures***

| | | |
|-------------------------|-------------|---------------------------------|
| PECO TL | \$ 36.50 | PECO |
| PECO SL | \$ 554.31 | PECO |
| School Flasher Repair | \$ 78.20 | Charles A. Higgins & Sons, Inc. |
| Snow Removal Invc#21627 | \$ 2,832.00 | Dan Kelly's Landscaping, Inc. |
| Total Expenditures | \$ 3,501.01 | |

Fire Tax Protection Fund

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|----------------------|--------------|------------------------------|
| 1st Qrt Contribution | \$ 12,500.00 | Chester Heights Fire Company |
|----------------------|--------------|------------------------------|

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

MOTION Upon motion (Block/Goldberg) Council voted to accept the expenses as submitted by the Secretary/Treasurer for February 2017.

CORRESPONDENCE Councilwoman Searl reported on correspondence:

- The Delaware County Voter Registration Commission sent Voter Registration Applications and requested the borough to display them in the borough office.
- Delaware County Community College notification of courses for EMS and Basic Life Support to be conducted this summer.

SOLICITOR REPORT Solicitor Daly reported on the following:

RESOLUTION #3-17-A A resolution of the Delaware County 2016 Hazard Mitigation Plan, whereas, the Borough of Chester Heights is vulnerable to natural and human-made hazards which may result in loss of life and property, economic hardship and threats to public health and safety. Section 322 of the Disaster Mitigation Act of 2000 requires state and local government to develop and submit for approval.

MOTION Upon motion (Goldberg/Block) voted to approve Resolution #3-17-A.

ARBOUR SQUARE Solicitor Daly reported that he had met with President Clarke and Councilman Block to discuss the sewer agreement and what the borough is responsible for. Solicitor Daly sent his analysis to Arbour Square and to the Concord Sewer Department.

ENGINEER REPORT Mr. Houtman reported that the Highland Reserve is ready for close out. The final inspection has been completed. Once all the final invoices are paid, the maintenance bond can be released.

TRAFFIC SIGNALS Mr. Houtman reviewed the proposals provided by Charles A. Higgins & Sons, Inc. for the traffic lights:

- Baltimore Pike & Stoney Bank Road
 - Supply signs (from median) and install overhead \$ 970.00
 - Install 2 Traficam wideview camera to cover Stoney Bank Road approached. This includes 4T1 camera board and controller modification \$ 5,776.00
 - Install 4 Traficam widewiew cameras to replace roadway loops. This includes 4T1 camera board and controller modification \$ 10,144.00
- Baltimore Pike & Valleybrook Road
 - Supply and install 1 Flir Infared 4 way camera system
 - Controller modification included
 - All labor included \$ 25,638.00

MOTION Upon motion (McIntosh/Durst) authorized the engineer to obtain bids for traffic signal repairs, there are funds in the 2017 Budget for repairs.

Mr. Houtman will be working on a plan for MS4 for a 5-year plan and public outreach for storm water management.

MAYOR'S REPORT No report.

COMMITTEE REPORTS

BOROUGH PROPERTY No report.

ENGINEER/CONSTRUCT No report.
INSPECTIONS

FINANCE/INSURANCE Councilwoman Driscoll reported that she received the 2017 General Liability Proposal from Arthur Gallagher Company and requested approval and that there is a cost savings this year. Councilwoman Driscoll saved the borough \$2,500.00 on the General Liability invoice.

MOTION Upon motion (Block/Goldberg) council voted to approve the General Liability Proposal with Arthur J. Gallagher. Property, get paper, package has gone down.

EMC/ROADMASTER Mr. Ward reported he will be working with the engineer concerning the traffic signals and storm drains.

HIGHWAYS/
TRANSPORTATION Mr. Ward reported that there will be a road closure for the next week on Concord Road, due to an accident. The repair to the damage to a bridge near Mattson Road. Mr. Goldberg reported that he will be setting up a meeting to discuss traffic issues.

NOMINATING/VACANCY Council discussed the recent Zoning Hearing Board Appointment.

PUBLIC RELATIONS/
COMMUNICATIONS Councilwoman Searl reported that the new logo was approved and she and Councilwoman Driscoll are in the process of obtain a copy right for the logo.

ORDINANCE AND
CODE REVIEW No report.

PUBLIC UTILITIES/
TRASH/RECYCLING No report.

PUBLIC SAFETY/
ENVIRONMENT Councilman Block reported that in February there were 26 calls, 15 were in the borough. Some of the council members attended a live burn drill. Councilman Durst wanted to thank the fire company for invited council to attend the live burn. President Clarke presented an article from the Borough's magazine with regards to fire companies recruiting volunteers.

SCHOOL DISTRICT/
LIBRARY Mr. Chestnut introduced the new library director, Susan Sternberg. Ms. Sternberg reported that she is thrilled to work with the library staff and would like to invite council to the grand re-opening of the library.

Council Block reported on the recent events at the high school.

PLANNING/ZONING No report.

HISTORICAL No report.

PUBLIC COMMENT
GREGG CHESTNUT
317 WILLITS WAY

Mr. Chestnut asked if council had any follow up to appointing a council member to the fire department board. Councilman Block reported that he is in discussion with the fire company on this matter.

BILL PASCAL
360 LENNI ROAD

Mr. Pascal asked what is the newsletter date and who can submit articles.

SAM IANUCCI
FIRE COMPANY

Mr. Iannucci reported that Cameron Hazlett received an award for Junior Fire Fighter.

OLD BUSINESS
2016 PLANNED ACCOMPLISHMENTS

NEW BUSINESS

Councilman Durst asked if there is any update on the state proposing a twenty-five dollars per resident for state police coverage.

ADJOURNMENT

Upon motion (McIntosh/Block) council unanimously voted to adjourn the meeting at 8:50 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 4/20/2017**

Respectfully submitted,
Susan M. Timmins
Secretary/Treasurer