

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

March 7, 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
Richard Jensen, Building Inspector, Zoning Officer
- 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 (Block/Patterson) Council unanimously voted to approve the meeting minutes of the February 1, 2016 Reorganization and Regular Council Meeting and February 29, 2016 Work Session.
- PUBLIC TO ADDRESS**
COUNCIL
- SAM IANNUCCI** Mr. Iannucci would like to thank Councilwoman Anne Searl and Mayor
FIRE COMPANY Carroll for attending the recent fire safety training session in West Chester.
- BUILDING INSPECTOR** Mr. Jensen reported that he has been busy with ongoing inspections for the Wawa Annex 5 site and has issued three permits building permits for Brookefield Townhomes.
- FIRE MARSHAL** Mr. Ciocco informed council that there was a fire at 11 Wilson Circle and the house was a total loss. Mr. Ciocco would like to commend the fire company for their quick response time of 6 minutes and their safe and aggressive attack, which saved many valuables.
- SEO** No report.
- ZONING OFFICER** No report.

SECRETARY/TREASURER Mrs. Timmins reported that Larry Ward, Philip Block, Jordan Goldberg and she will be attending Everbridge training on March 14th for a two hour session at the Delaware County Emergency Center.

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

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

Description		Source
Receipts		
Real Estate Transfer Tax	\$ 1,715.00	Treasurer of Delaware County
Remit Jan_2016	\$ 59.87	Treasurer of Delaware County
Nov_2015	\$ 224.01	Maryann Furlong, Tax Col
Dec_2015	\$ 2,422.10	Maryann Furlong, Tax Col
Court Fines	\$ 94.70	District Court 32-2-38
LST Collections 4th Qtr	\$ 327.79	Berkheimer
LST Collections 4th Qtr	\$ 9,120.07	Berkheimer
LST Collections 4th Qtr	\$ 3,327.12	Berkheimer
LCB	\$ 200.00	Treasurer of Pennsylvania
Franchise Fee 4th Qtr	\$ 8,630.64	Verizon
U&O Inspection	\$ 90.00	15 Ivy Mill Rd
U&O Inspection	\$ 90.00	5 Bishop Dr
U&O Inspection	\$ 90.00	11 Highland Dr
U&O Inspection	\$ 90.00	6208 Lydia Hollow Dr
U&O Inspection	\$ 90.00	68 Bayberry Ct
Bldg/Roofing	\$ 260.00	120 & 121 Bishop Dr
Bldg/Pool Permit	\$ 730.00	454 Arbour Way
Bldg Permit	\$ 2,096.80	Brookefield Lot #1
Bldg Permit	\$ 1,922.40	Brookefield Lot #2
Bldg Permit	\$ 2,096.80	Brookefield Lot #3
Bldg Permit	\$ 125.00	37 Bishop Dr
SEO Permit App	\$ 150.00	476 Valleybrook Road
Plmg Permit	\$ 80.00	5 Bonnie Ln
Plmg Permit	\$ 80.00	200 Bishop Dr
Plmg Permit_Wawa Corp	\$ 3,740.00	Carter Mechanical
Electrical Permit	\$ 55.00	52 Bishop Dr
Electrical Permit	\$ 80.00	37 Bishop Dr
HVAC Permit	\$ 150.00	11 Highland Dr
HVAC Permit	\$ 150.00	238 Bishop Dr
Electrical Permit	\$ 85.00	37 Bishop Dr
Reimburse/Sol_Eng Invcs	\$ 3,913.11	Wawa Annex 5
Reimburse/Sol Invc	\$ 475.00	Beard Townhouses
Reimburse/Sol Invc	\$ 62.50	Rose Hill
Reimburse/Sol Eng Invcs	\$ 9,515.00	Brookefield

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	\$ 53,481.46	

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

Checking Acc 2/28/16 @ 0.02%	379,504.10	Source 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	\$ 462,484.85	

PA Liquid Fuels Fund Balance

Checking Account 2/28/16 @ 0.02%	\$ 53,703.34	PLGIT Acct # 5116038
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Land Dev Escrow Fund Balance

Savings 2/28/16 @ 0.02%	\$ 3,861.83	PLGIT Acct # 5116041
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Expenditures

Chester Heights Monthly	\$ 4,000.00	Chester Heights Fire Company
1st Qrt LST	\$ 11,000.00	Chester Heights Fire Company
Fire Safety Inspections	\$ 499.44	Chester Heights Fire Company
Annual Workers Comp	\$ 12,515.00	Arthur J. Gallagher & Co
Snow Remov Invc#19258	\$ 877.00	Dan Kelly's Landscaping
Snow Remov Invc#19290	\$ 564.00	Dan Kelly's Landscaping
Snow Remov Invc#19321	\$ 3,096.00	Dan Kelly's Landscaping
Snow Remov Invc#19322	\$ 3,244.00	Dan Kelly's Landscaping
Tax Collector Compensation	\$ 224.61	Maryann D. Furlong
Reimburse Postage Tax Bills	\$ 607.60	Maryann D. Furlong
Tax Bills	\$ 492.40	County of Delaware
Storage Rental	\$ 159.00	Chester Heights Self Storage
Phone/Fax/Code Officials	\$ 146.64	Windstream
2015 Tax Duplicate	\$ 66.84	John F Santora
2015 Tax Duplicate	\$ 64.64	Christopher Hentschel
2015 Tax Duplicate	\$ 67.49	Christopher Marland
2015 Tax Duplicate	\$ 67.49	Sally J Etris
2015 Tax Duplicate	\$ 63.21	Catherine Weisinger
2015 Tax Duplicate	\$ 63.21	Stephen J Gunn
2015 Tax Duplicate	\$ 67.37	Kathy Hodgson

2015 Tax Duplicate	\$	50.96	Joseph Scelsa
2015 Tax Duplicate	\$	53.02	Richard D Clark
2015 Tax Duplicate	\$	50.57	Robert Aceto
2015 Tax Duplicate	\$	51.66	Kelly Mecca
2015 Tax Duplicate	\$	51.60	Ronald K Smith
2015 Tax Duplicate	\$	52.40	James Bonafino
2015 Tax Duplicate	\$	52.19	Scott Kramer
2015 Tax Duplicate	\$	52.93	Anthony Bomis
2015 Tax Duplicate	\$	52.12	Jennifer Dugan
2015 Tax Duplicate	\$	179.65	David McLaughlin
2015 Tax Duplicate	\$	174.30	Kenneth Mitchell
2015 Tax Duplicate	\$	198.25	Dana D Cortese
2015 Tax Duplicate	\$	64.43	Juanita K Ammerman
2015 Tax Duplicate	\$	78.46	Yazan I Dahu
2015 Tax Duplicate	\$	73.50	Albert Cochran
2015 Tax Duplicate	\$	107.30	Jill A Hopkins
2015 Tax Duplicate	\$	70.82	Donna R Tompkins
2015 Tax Duplicate	\$	68.44	James H Stenger, Jr.
2015 Tax Duplicate	\$	83.49	Peter J Cappelli
2015 Tax Duplicate	\$	73.11	Marijeta Pekez
2015 Tax Duplicate	\$	73.50	Michael J Defronzo
2015 Tax Duplicate	\$	79.07	Dorothy Callahan
2015 Tax Duplicate	\$	75.61	Cynthia Cox
2015 Tax Duplicate	\$	178.75	Thomas C Schoonover
2015 Tax Duplicate	\$	166.83	Timothy R & Anne C Searl
2015 Tax Duplicate	\$	144.79	William Allen
2015 Tax Duplicate	\$	191.15	Christopher Bourque
2015 Tax Duplicate	\$	178.11	Philip A & Kelly H Block
2015 Tax Duplicate	\$	66.84	Diana Zorichak
Publications	\$	164.52	DCED
Wawa Annex 5/Invc #45012	\$	713.64	Catania Engineering Assoc
SEO 476 Valleybrook Rd	\$	451.01	Catania Engineering Assoc
MS 4 2016	\$	150.00	CRC Watershed Assoc
Municipal Sponsorship	\$	300.00	CRC Watershed Assoc
Consulting	\$	1,102.00	Maillie
Reimburse/U&O Paid Twice	\$	90.00	Louise M. Denight
Eng Invc #8879	\$	1,431.00	G. D. Houtman & Son, Inc.
Eng Invc #8889/Brookefield	\$	8,668.00	G. D. Houtman & Son, Inc.
1st Qrt Stipend	\$	185.00	Richard Jensen
Bldg Permits	\$	3,802.50	Richard Jensen
Fire Safety Inspections	\$	1,997.76	Richard Jensen
Wawa Annex 5	\$	3,000.00	Richard Jensen
Legal Ad/Committee Mtg	\$	52.85	21st Media
Legal Adv/Reschedule	\$	102.84	21st Media
2014 Annual Audit	\$	7,000.00	Merves Amon & Barsz LLC
2014 Acct System Consult	\$	2,185.00	Merves Amon & Barsz LLC
Fire Marshal P. O. Box	\$	60.00	Chester Heights Post Office
Park Trash	\$	47.72	Waste Management
Assistance	\$	280.39	Anne Marie Mazzalla
Assistance	\$	470.50	Valerie Hocker
1st Stipend	\$	185.00	Michael Ciocco
Brookefield	\$	105.00	Michael Ciocco

Fire Marshal Monthly Compensation	\$ 500.00	Michael Ciocco
Office Supplies	\$ 219.74	Office Basics
Office Supplies	\$ 56.52	Office Basics
Solicitor ZHB Wawa Signage	\$ 400.00	Michael F. X. Gillin & Assoc
PECO SL	\$ 569.68	PECO
PECO TL	\$ 55.56	PECO
Office Supplies	\$ 52.99	Adobe
Office Supplies	\$ 16.94	Acme
941 Payroll	\$ 925.64	EFTPS
Sec/Treas Compensation	\$ 3,231.77	Susan Timmins
Dig Notifications	\$ 25.60	PA 1 Call
Copier/Fax/Scanner	\$ 140.13	Ricoh USA
Meter Usage	\$ 17.57	Ricoh USA
Employee Insurance	\$ 450.00	Keystone Health Plan
3 Hydrants@ \$42.25 per Hydrant	\$ 153.84	Aqua Pennsylvania
35 Hydrants@ \$36.30 per Hydrant	\$ 1,437.48	Chester Water Authority
Total Expenditures	\$ 81,477.98	

PA Liquid Fuels Fund Expenditures
Total Expenditures

CORRESPONDENCE No correspondence.

SOLICITOR REPORT Solicitor Montella reported on the following:

RESOLUTION #03-16-A Solicitor Montella presented council with a resolution to be considered for adoption. A resolution concerning preliminary land development approval for Arbour Square at Chester Heights, a senior care facility that was submitted by Westrum Development Company, the equitable owner of a parcel of land containing approximately 3.22 acres located at 52 West Baltimore Pike. The preliminary land development plan has four waivers. The Application and Plan have been reviewed by the Borough's Planning Commission, Borough's Engineer, Borough's Building Code Official, Borough's Fire Marshal, and the Delaware County Planning Commission and has been recommended for preliminary approval. Councilman Block presented council with a summary of various objections to the land development plan.

MOTION Upon motion (Patterson/Searl) council voted four approved, two opposed (Block/Goldberg) and one abstention (McIntosh).

GRINDER PUMP ORDINANCE Solicitor asked to ratify the motion to authorize him to publish and schedule a public hearing for the Grinder Pump Ordinance that was approved at the February 29, 2016 Work Session.

MOTION Upon motion (Clarke/Block) council voted to approve the ratification of the motion to authorize the solicitor to publish the public hearing for the Grinder Pump Ordinance.

FREDERICK WOOD SUBDIVISION Solicitor presented council with a extension letter for the Frederick Wood Subdivision for a three year period of July 2, 2016 to July 2, 2019 in compliance with the current regulations.

MOTION Upon motion (McIntosh/Goldberg) council voted six approved, one abstension (Wood) to adopt the extension letter for the Frederick Wood Subdivision.

301 LLEWELYN RD Solicitor Montella and Mr. Jensen have made several attempts to contact the son of the deceased property owner. Council discussed various possible actions that council could consider. Council directed the zoning officer to send a certified letter requesting a response.

SCOTT COINTOT 296 LLEWELYN RD Mr. Cointot reported that there were tax bills attached to the trees at the property.

LYNN KRUGER 296 LLEWELYN RD Ms. Kruger suggested having the house boarded up and reported that the state police were there recently due to a group of kids being on the property.

ENGINEER REPORT Mr. Houtmann reported on the following:

BROOKEFIELD ESCROW RELEASE Mr. Houtman presented council with documentation concerning a second escrow release request for the Brookefield land development. Mr. Houtmann reported that he recommends the escrow release in the amount of \$ 292,410.85.

MOTION Upon motion (McIntosh/Patterson) council voted to approve the second escrow release for the Brookefield land development.

MAYOR'S REPORT Mayor Carroll thanked the fire company for there work in the recent fire and he appreciated participating with the fire company at the training day in West Chester.

COMMITTEE REPORTS
BOROUGH PROPERTY/

Mayor Carroll reported that borough park will be seeded and aerated as soon as the weather is permitting and that he and Councilman Block will walk the park for inspections. Brandywine Youth Club will start their games in April.

ENGINEER/CONSTRUCT INSPECTIONS Mr. Houtmann reported that Brookefield is the active construction and they are addressing stormwater issues.

FINANCE/INSURANCE	President Wood presented council with an audit proposal from Lietzel, and Economedies for \$ 7,000.00 and a proposal from Merves, Amon and Barsz for financial consulting.
MOTION	Upon motion (Patterson/Block) council approved the audit proposal from Lietzel, and Economedies and to authorize Merves, Amon and Barsz for financial consulting.
HIGHWAYS/	Vice President Patterson presented a contract from Charles A. Higgins & Sons, Inc. for the 2016 Traffic Signal Maintenance.
MOTION	Upon motion (Patterson/Goldberg) council approved the 2016 Traffic Signal Maintenance Contract.
NOMINATING/VACANCY	No report.
PUBLIC RELATIONS/ COMMUNICATIONS	Councilwoman Searl reported that the Public Relations Committee met on February 8 th and discussed a number of things and assigned certain people to certain projects, such as a welcome packet for new residents, gateway signage, the website, designing a borough logo and branding. The committee would like to assign the second Monday of the month for their committee meetings. Vice President Patterson updated on the newsletter, that there was a positive response from sponsors and the content will be sent to the art director by late March.
ORDINANCE AND CODE REVIEW	No report.
PUBLIC UTILITIES/ TRASH/RECYCLING	Councilwoman Clarke reported that the Recycling Event for Wawa Corporate will take place in May.
PUBLIC SAFETY/ ENVIRONMENT	Councilman Block stated that he and Larry Ward met to discuss various public safety issues.
SCHOOL DISTRICT/ TRAINING/LIBRARY	Councilman Block stated there was a school board member resignation and a 3.4 million dollar project for the middle school cafeteria.
PLANNING/ZONING	Mayor Carroll reported that the Planning Commission recommend preliminary plan approval for Arbour Square Land Development Plan.
HISTORICAL	Councilwoman Searl presented council with a correspondence from the PSAB concerning a matching grant for historic properties.
PUBLIC COMMENT	No report.
NEW BUSINESS	No report.

OLD BUSINESS

Councilwoman Clarke asked if there was any update concerning the bamboo ordinance. Solicitor Montella reported that there was no update. Councilwoman Clarke asked if there was any update for the Rails to Trails project. Councilwoman Searle reported that she had attended a lengthy meeting. The project appears to be moving ahead for the properties from Route 202 down to Grist Mill and she will invite the engineers working on the project to the April Work Session.

MARTA DRISCOLL
458 LENNI ROAD

Ms. Driscoll asked for an update for the Le Nape Valley Land Development. Solicitor Montella reported that he is working on drafting a security agreement and that settlement is scheduled for next month.

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 8:46p.m.

Respectfully submitted,
Susan M. Timmins
Secretary/Treasurer