

**Minutes of the Regular Council Meeting
Of the Borough of Chester Heights
222 Llewelyn Road
Chester Heights, PA. 19017**

February 5, 2018

MEMBERS PRESENT Drew Baum, President
Steve Coccozza, Vice President
Jordan Goldberg, Pro Tem
Theresa Agostinelli
Philip Block, Ph.D.
Susan Clarke
Ginamarie Ellis

OFFICIALS PRESENT Gerald C. Montella, Esq., Solicitor
Mathew Houtmann, P. E., Engineer
Lawrence Ward, Roadmaster/EMC
Michael Ciocco, Fire Marshal

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

PUBLIC TO ADDRESS
COUNCIL No response.

APPROVAL OF MINUTES Upon motion (Coccozza/Agostinelli) council voted to
approve the meeting minutes of the January 2, 2018
Reorganization Meeting.

 Upon motion (Clarke/Block) council voted to approve the
January 2, 2018 Regular Council Meeting Minutes with
the Fire Marshal Annual Report to be included as an
amendment to the minutes.

 Upon motion (Coccozza/Agostinelli) council voted to
approve the January 22, 2018 Work Session Minutes.

 Mayor Carroll requested two changes to the December 4,
2017 Regular Council Meeting Minutes, to include the
Mayor's Comments that were read at the meeting and to
state that the Proclamation was to make December 16,
2017 Jim Miller Day recognizing his dedication to the
borough.

Upon motion (Block/Ellis) council voted to approve the changes to the December 4, 2017 Regular Council Meeting Minutes.

SECRETARY REPORT

Mrs. Timmins reported on the following:

- The 2017 Annual Audit was conducted on January 18th and 19th.
- The 2018 Municipal Report of Elected and Appointed Officials (DCED-CLGS-19) was submitted.
- The 2017 Survey of Financial Condition Form (DCED-CLGS-69) was submitted.
- The 2018 Municipal Tax Information was submitted.
- The 2017 MS-965 Municipal Liquid Fuels Report was submitted.

**TREASURER'S REPORT
MOTION**

Upon motion (Block/Goldberg) council voted to accept the receipts as submitted by the Secretary/Treasurer for January 2018.

**SNOW REMOVAL
INVOICES**

Councilman Block asked if the total current invoices for snow removal are in line with the budget. Mr. Ward reported that he has reviewed the invoices and, while he believes they are in line with the recent ten or more small nuisance snow storms, snow removal expenditures are over budget. The budgeted amount is \$25,000.00 and current invoices bring the total expense to \$37,217.50.

MOTION

Upon motion (Cocozza/Goldberg) council voted to accept the expenditures as submitted by the Secretary/Treasurer for January 2018.

<i>Description</i>		<i>Source</i>
Real Estate Transfer Tax	\$ 10,222.55	Treasurer of Delaware County
4th Qtr Franchise Fee	\$ 9,705.39	Comcast
Nov Tax Remit	\$ 147.57	Treasurer of Delaware County
Dec Collections	\$ 1,031.39	Maryann Furlong Tax Collector
Jan Collections	\$ 651.78	Maryann Furlong Tax Collector
Interim	\$ 106.20	Maryann Furlong Tax Collector
Interim	\$ 272.20	Maryann Furlong Tax Collector
U&O Inspection	\$ 90.00	117 Bishops Dr
U&O Inspection	\$ 90.00	309 Stanon Ct
Plmg Permit	\$ 80.00	157 Bishops Dr
Septic Permit	\$ 200.00	305 Valleybrook
Bldg/Cell Permit	\$ 205.00	68 Baltimore Pk
Reimburse Escrow	\$ 120.25	Arbour Square

Fire Hydrant Reimbursement	\$ 181.50	Madison Apartments
Fire Hydrant Reimbursement	\$ 399.30	Darlington Woods
TOTAL	\$ 23,503.13	

Fund Balances,

Certificates of Deposit Balance

CD, 12 Month, @ 1.25% 4/30/19	\$ 43,996.49	Iron Workers Bank
EBond	\$ 15,000.00	Bryn Mawr Trust
Total Certificates of Deposit	\$ 58,996.49	

General Fund Balance

Checking Acc 1/30/18 @ 0.80%	\$ 656,982.81	PLGIT GENERAL FUND
Checking Acc 1/30/18 @ 0.94%	\$ 7.54	PLGIT GENERAL FUND
Money Manager 1/30/18 @ 0.15%	\$ 10,794.84	BMT Acct #2460
Borough Road Improvement Fund	\$ 108,046.77	BMT Acct #5260
Total Funds in General Fund	\$ 775,831.96	

Source

PA Liquid Fuels Fund Balance

Checking Account 1/30/18@ 0.80%	\$ 57,638.03	PLGIT Acct #5116038
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Fire Protection Fund

Fire Protection Fund Check 1/3018	\$ 19,413.67	BMT Acct #9579
Fire Protection Fund Savings 1/3018	\$ 10,003.01	BMT Acct #3005
	\$ 29,416.68	

Land Dev Escrow Fund Balance

Savings 1/30/18@ 0.80%	\$ 3,894.02	PLGIT Acct #5116041
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Expenditures

November Rent	\$ 1,500.00	Chester Heights Fire Company
Fire Safety Inspections	\$ 370.00	Chester Heights Fire Company
Storage Rental	\$ 180.20	Chester Heights Self Storage
Phone/Fax/Fire Marshal	\$ 98.64	Windstream
Bldg Permits	\$ 3,089.60	Richard Jensen
Fire Safety Inspections	\$ 370.00	Richard Jensen
3rd/4th Qtr Stipend	\$ 370.00	Richard Jensen
General Matters	\$ 1,437.50	Daly Law Firm
SEO Invc #53090	\$ 150.36	Catania Engineering Associates
SEO Invc #53091	\$ 361.51	Catania Engineering Associates
SEO Invc #53092	\$ 400.00	Catania Engineering Associates
Publication	\$ 25.00	PSATS
Fire Marshal PO Box	\$ 64.00	Chester Heights Post Office
Postage	\$ 49.00	Chester Heights Post Office
Code Books	\$ 324.00	General Code
Boot Camp 4 Council Members	\$ 400.00	PA Assoc of Boroughs
Name Plates	\$ 122.58	NameTagCountry

Stray Dog Fee	\$ 105.00	Brandywine Vet Hospital
Monthly Comp	\$ 833.33	Larry Ward
Reimburs Magnets	\$ 241.93	Marta Driscoll
Tax Deliq Report	\$ 35.74	County of Delaware
Legal Adv	\$ 142.18	21st Century Media
4th Qtr UCC Fees	\$ 63.00	DCED
4th Qtr UCC Fees	\$ 76.00	DCED
Renewal	\$ 25.00	PA Assoc of Boroughs
Web Hosting	\$ 29.99	justhost.com
Park Trash	\$ 67.64	Waste Management
Traffic Signal/Vallybk/Smithbrg	\$ 138.00	Charles A. Higgins
Traffic Signal/Vallybk/Smithbrg	\$ 807.00	Charles A. Higgins
Street Lighting	\$ 547.70	PECO
Tax Collector Software	\$ 750.00	OAC Network Solutions
Traffic Lighting	\$ 67.45	PECO
Postage Reimburse	\$ 475.20	Maryann D. Furlong
Assistant	\$ 696.44	Valerie Hoxter
Office Supplies	\$ 13.78	Staples
Office Supplies	\$ 118.67	Staples
Monthly Comp	\$ 500.00	Michael Ciocco
Office Supplies	\$ 52.99	Adobe
941 Payroll	\$ 1,146.68	EFTPS
Sec/Treas Compensation	\$ 3,417.76	Susan Timmins
Dig Notifications	\$ 14.03	PA 1 Call
Copier/Fax/Scanner	\$ 140.13	Ricoh USA
Meter Usage	\$ 13.14	Ricoh USA
3 Hydrants@ \$42.25 per Hydrant	\$ 126.38	Aqua Pennsylvania
35 Hydrants@ \$36.30 per Hydrant	\$ 1,306.80	Chester Water Authority
Total Expenditures	\$ 21,264.35	

Liquid Fuels Expenditures

Snow Remov Invc#23725	\$ 3,550.00	Dan Kelly's Landscaping Inc
Snow Remov Invc#23726	\$ 4,545.00	Dan Kelly's Landscaping Inc
Snow Remov Invc#23671	\$ 3,425.00	Dan Kelly's Landscaping Inc
Snow Remov Invc#23749	\$ 3,915.00	Dan Kelly's Landscaping Inc
Snow Remov Invc#23786	\$ 5,475.00	Dan Kelly's Landscaping Inc
Snow Remov Invc#23785	\$ 11,902.50	Dan Kelly's Landscaping Inc
Snow Remov Invc#23812	\$ 4,405.00	Dan Kelly's Landscaping Inc
	\$ 37,217.50	

CORRESPONDENCE

Councilwoman Ellis reported on the following correspondence:

- PSAB sent correspondence thanking the Borough for their membership renewal, along with a PSAB Wall Clock.
- CRC Watershed Association will be having their 21st Annual Stream Clean Up. Mr. Chestnut reported that a resident of Rochford Homeowners Association has been the site coordinator for the stream clean up on Mattson Road for the past three years.

- Delaware County Planning Department provided a Transportation Plan which outlines a long-range strategy for the movement of people and goods in Delaware County.
- PennDOT Connects will be hosting a meeting on February 28th in Westtown.
- Pennsylvania Department of Conservation provided information concerning various grant programs.
- Received emails from residents concerning the borough's website landing page.

BUILDING INSPECTOR No report.

FIRE MARSHAL Mr. Ciocco reported there were 5 fire related incidents in January. Mr. Ciocco would like to recognize the Chester Heights Fire Company for the outstanding job at they did at Wawa Corporate on January 11th. The fire trucks were coming from another fire call when a call came from Wawa Corporate. A sprinkler had frozen and water was flooding into a switch gear. The fire company was able to turn off the water and prevent serious damage to the switch gear. Mr. Ciocco will be contacting the engineer with some new addresses.

SEO No report.

ZONING OFFICER No report.

ROAD MASTER/ EMC Mr. Ward reported that he is keeping an eye on snow removal for the borough roads.

SOLICITOR REPORT Solicitor Montella presented the First Amendment to the Inter-Municipal Agreement Between Concord Township, Delaware County and Chester Heights Borough, Delaware County; which would allow until an extension of time until December 31, 2018 for the Borough to pay Concord Township for sewage capacity.

MOTION Upon motion (Block/Ellis) council voted to approve the First Amendment to the Inter-Municipal Agreement Between Concord Township, Delaware County and Chester Heights Borough, Delaware County.

ENGINEER REPORT Mr. Houtmann reported the Adelphia Gateway filed their application for a Certificate of Public Conveyance before the Federal Energy Regulatory Commission (FERC) on January 12, 2018 and received their Notice of Filing from FERC on January 23, 2018. As part of the application process, FERC requires that all landowners in proximity of the pipeline be notified of the

pending application and be provided with information on how to participate in the FERC process.
The FERC public comment period for this project is open and will close on Tuesday, February 13, 2018 at 5 pm.

Councilman Block reported that there can be a higher risk with leakage from reversing the flow and suggested council consider making a motion to have the borough file as intervener, so the borough can be included in future conversations about the pipeline.

MOTION

Upon motion (Block/Coccozza) council voted to authorize the solicitor to research and review the matter and if the solicitor determines that the borough can file as intervener to have him proceed with the filing.

RESOLUTION #02-18-B
COUNTY AID

Mr. Houtmann presented council with the 2018 County Aid Application for a set amount of \$743.00 to be used for borough road maintenance projects.

MOTION

Upon motion (Ellis/Goldberg) council voted to approve Resolution #02-18-B.

FINANCE/INSURANCE

Vice President Coccozza requested council consider approval of the proposal for the renewal of the Chester Heights Borough's 2018/2019 Workers' Compensation Insurance Program from Arthur J. Gallagher & Company. There was a premium increase from \$9,474.00 in 2017 to \$10,191.00 in 2018.

MOTION

Upon motion (Coccozza/Agostinelli) council voted to approve the Insurance Proposal from Arthur J. Gallagher & Company for 2018/2019 Workers' Compensation Insurance Program.

OPEN SPACE
FUND

Councilwoman Clarke asked if there was any update on the Open Space Fund. President Baum suggested the matter be placed on the March 5, 2018 Agenda.

PUBLIC SAFETY

Councilman Block reported that there will be a meeting on February 15th to discuss fire company funding.

NOMINATING/
VACANY

No report.

COMMUNICATIONS/
PUBLIC RELATIONS

Councilwoman Ellis reported on the following:
Councilwoman Ellis has obtained information on various website providers, text and phone alert systems and will present the findings at the February Work Session.

- Councilwoman Ellis completed three social media marketing manager's webinars.
- The Communications Committee is reviewing the Social Media Policy and the Office Security and Records Integrity Policy and will present any changes at the February Work Session.
- Facebook views are up 1000%.
- Newsletter is moving along. Bios for the newly elected are needed by the March 5, 2018 Regular Council Meeting.
- In response to the question of copyright infringement the photo that was used on Facebook was from 24/7 Sports and falls under the fair use policy and was created to be used on social media.

HIGHWAYS/
TRANSPORTATION

Mr. Houtman asked if council wants to move forward with park paving. If so, he suggested they authorize the engineer to put out the bid specs.

MOTION

Upon motion (Clarke/Goldberg) council authorized the engineer to advertise bid specs for the Community Park paving.

PLANNING/ZONING

President Baum reported that at the last Planning Commission Meeting the revised plans for One Smithbridge, LLC were reviewed. The engineer has provided a review letter. The revised plans include a change to the entrance.

HISTORICAL

No report.

SCHOOL DISTRICT/
EDUCATION/LIBRARY

Ms. Berine reported that the Preliminary Budget was approved at the January 23rd School Board Meeting. There is a 2.99% increase in the Preliminary Budget. The Preliminary Budget will be considered for approval in June.

Mr. Chestnut reported that the school district commissioned a demographer to look at future growth in the district.

Councilwoman Clarke reported that the School District has reinstated the K9 Search in the schools.

PUBLIC SAFETY/
ENVIRONMENT

President Baum reported that anyone who wants to volunteer for the 21st Annual Stream Cleanup can contact Mr. Chestnut.

PUBLIC UTILITIES/
TRASH/RECYCLE

No report.

BOROUGH PROPERTY/
PARKS/OPEN SPACE

No report.

ORDINANCE/CODE REVIEW	Councilwoman Clarke presented council with Resolution #02-18-A. A resolution observing the week of February 18 - 24, 2018 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 Houtman, P.E and Alternate Borough Engineer, Michael Ciocco, P.E.
MOTION	Upon motion (Goldberg/Block) council voted to approve Resolution #02-18-A.
LAND DEVELOPMENT UPDATE	<p>Councilwoman Clarke provided an update on current land development in the borough. Brookefield Development will consist of a total of 77 townhouses. Currently, six buildings are complete, two are under construction and thirty (30) townhouses are sold.</p> <p>Beard Development received final approval in 2017 and they are working on a Developers Agreements.</p> <p>Lenape Valley is in the muddy earth work stage and they will be working on stormwater system and sewer tie in.</p> <p>Arbour Square - Status is undetermined.</p> <p>Chester Heights Market is before the Planning Commission. If everything is fine with the plan, it could be considered for approval at the March Regular Council Meeting.</p> <p>Rose Hill Land Development is stalled.</p>
MAYOR'S REPORT	No report.
<u>PUBLIC COMMENT</u> MARTA DRISCOLL 458a LENNI ROAD	Ms. Driscoll asked a question concerning scheduling of the committee meetings. Ms. Driscoll asked if the borough still has land development plans for the Village of Valleybrook.
<u>OLD BUSINESS</u>	Councilwoman Clarke suggested council consider reviewing the Current Borough record retention policy since the Municipal Records Retention Manual can be vague on certain records. Solicitor Montella reported that the borough adopted the Pennsylvania State Records Retention Act in 2010.
<u>NEW BUSINESS</u>	No report.
EXECUTIVE SESSION	President Baum announced in accordance with Act 84, the Sunshine Law that Council will meet in Executive Session to discuss matters of real estate. Council met in Executive Session from 8:46 p.m. until 9:03 p.m. No actions were taken at the Executive Session.

ADJOURNMENT

Upon motion (Block/Ellis) council unanimously voted to adjourn the meeting at 9:03 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 3/05/2018

Respectfully submitted,
Susan M. Timmins
Secretary/Treasurer