

**Minutes of the Regular Council Meeting
Of the Borough of Chester Heights**

222 Llewelyn Road
Chester Heights, PA

January 3, 2017

MEMBERS PRESENT

Susan H. Clarke, President
Jordan Goldberg, Vice President
Anne C. Searl, Pro Tem
Mark Carroll, Mayor
Jeffrey D. Durst
Philip Block, Ph.D.
Marta K. Driscoll

OFFICIALS PRESENT

Gerald C. Montella, Esq., Solicitor
Michael Ciocco, Fire Marshal
Matt Houtman, P.E., Engineer
Richard Jensen, Bldg Inspector/Zoning Officer

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.

APPROVAL OF MINUTES

Upon motion (Searl/Goldberg) council voted, to approve the meeting minutes of the December 5, 2016 Regular Council Meeting.

**PUBLIC TO ADDRESS
COUNCIL**

No response from the public.

**OPPORTUNITY TO
ADDRESS COUNCIL**

**JOHN TALLMAN
ARBOUR SQUARE**

John Tallman, with Westrum Development Company, updated council with the various agreements for the Arbour Square at Chester Heights Land Development. He requested to be on the agenda for the February 6, 2017 Regular Council Meeting to present the agreements and would hope Arbour Square at Chester Heights to start in the spring.

BUILDING INSPECTOR

Mr. Jensen reported that he is working on routine permits and has received two demolition permits for 446 Lenni Road and 52 Baltimore Pike.

FIRE MARSHAL

Mr. Ciocco reported that provided the annual fire marshal report.

- There were Forty-Seven (47) non-fatal fires or incidents requiring investigation. There was one (1) moderate electrical house fire from a faulty electric power strip. This fire's damage was around \$50,000. There were Sixteen (16) fire alarms ranging from faulty detection devices

to smoke from cooking, workmen's dust debris, spraying of aerosols, dust, and resident's smoking. Defective/outdated smoke alarms caused several false calls.

- There were Five (5) weather related incidents. Downed trees resulted in shorted electrical wires/ transformers. Fire Alarm Technicians working in homes and businesses caused Two (2) alarms.
- The Fire Marshal has been working with the Glen Mills Post Office to provide mail delivery for borough residents.

SEO No report.

ZONING OFFICER Councilwoman Driscoll inquired how long does the conditional use apply for Rose Hill property. Mr. Jensen said that according to the Municipal Planning Code that use would be permitted to continue for at least five years.

SECRETARY/TREASURER

Description		Source
Real Estate Transfer Tax	\$ 7,944.74	Treasurer of Delaware County
3rd Qrt Franchise Fee	\$ 9,133.87	Verizon
LST Collections 4th Qtr	\$ 267.83	Berkheimer
LST Collections 4th Qtr	\$ 3,059.57	Berkheimer
LST Collections 4th Qtr	\$ 579.30	Berkheimer
LST Collections 4th Qtr	\$ 2,889.51	Berkheimer
LST Collections 4th Qtr	\$ 864.11	Berkheimer
October Collections	\$ 325.58	Maryann Furlong, Tax Col
2-2016 Deposit	\$ 85.56	Maryann Furlong, Tax Col
State Police Fines	\$ 464.85	Treasurer of Pennsylvania
U&O Inspection	\$ 90.00	343 Danbury Ct
Bldg/Elec/Plmg Permit	\$ 3,070.00	303 W Baltimore Pk
HVAC Permit	\$ 155.00	139 Bishop Dr
Bldg Permit	\$ 125.00	336 Willits Way
Solicitor Reimburse	\$ 250.00	Arbour Square
Eng Reimburse	\$ 623.01	Wawa Annex 5
Septic Permit	\$ 600.00	415 Valleybrook Rd
Monthly Easement Fee	\$ 579.64	T-Mobile
Fire Hydrant Reimbursement	\$ 181.50	Madison Apartments
Fire Hydrant Reimbursement	\$ 399.30	Darlington Woods
TOTAL	\$ 31,688.37	

Fund Balances,

Certificates of Deposit Balance

CD, 12 Month, @ 0.90% 12/29/17	\$ 43,564.47	Iron Workers Bank
CD, 12 Month, @.0.50% 12/03/16	\$ 214,976.05	Wawa Credit Union
EBond	\$ 15,000.00	Bryn Mawr Trust
Total Certificates of Deposit	\$ 273,540.52	

General Fund Balance

Source

Checking Acc 11/30/16 @ 0.028%	\$ 438,365.74	PLGIT GENERAL FUND
Checking Acc 10/30/16 @ 0.02%	\$ 7.54	PLGIT GENERAL FUND
Money Manager 9/30/16 @ 0.15%	\$ 10,977.57	Bryn Mawr Trust
Borough Road Improvement Fund	\$ 72,000.00	Bryn Mawr Trust
Total Funds in General Fund	\$ 521,350.85	

PA Liquid Fuels Fund Balance

Checking Account 11/30/16 @ 0.028%	\$ 25,777.39	PLGIT Acct # 5116038
------------------------------------	--------------	----------------------

Land Dev Escrow Fund Balance

Savings 11/30/16 @ 0.028%	\$ 3,870.22	PLGIT Acct # 5116041
---------------------------	-------------	----------------------

Expenditures

Chester Heights Monthly	\$ 4,000.00	Chester Heights Fire Company
4th Qtr LST	\$ 11,000.00	Chester Heights Fire Company
U&O Inspections	\$ 450.00	Chester Heights Fire Company
Storage Rental	\$ 168.54	Chester Heights Self Storage
Phone/Fax/Fire Marshal	\$ 147.08	Windstream
Wawa Annex 5	\$ 3,000.00	Richard Jensen
Bldg Permits	\$ 2,039.60	Richard Jensen
U&O Inspections	\$ 450.00	Richard Jensen
4th Qtr Stipend	\$ 185.00	Richard Jensen
Assessment Audit	\$ 164.00	Arthur J. Gallagher & Co
General Matters	\$ 1,162.50	Gerald C. Montella, Esq.
Arbour Square Reimburse	\$ 337.50	Gerald C. Montella, Esq.
Beard	\$ 25.00	Gerald C. Montella, Esq.
Brookefield Reimburse	\$ 12.50	Gerald C. Montella, Esq.
Le Nape Valley	\$ 37.50	Gerald C. Montella, Esq.
Stray Dog Fee	\$ 105.00	Brandywine Vet Hospital
Storm Drain Cleaning	\$ 860.00	Scott's Lawn Service
Property Maintenance	\$ 54.00	Scott's Lawn Service
Property Maintenance	\$ 443.00	Scott's Lawn Service
Property Maintenance	\$ 135.00	Scott's Lawn Service
Council Compensation	\$ 223.03	Anne C. Searl
Council Compensation	\$ 223.03	Susan H. Clarke
Council Compensation	\$ 192.22	Marta Driscoll
Council Compensation	\$ 223.01	Jordan Goldberg
Council Compensation	\$ 148.71	Patrick L. Patterson
Council Compensation	\$ 223.03	Joseph McIntosh, Esq.
Council Compensation	\$ 223.01	Philip Block
Mayor Compensation	\$ 223.03	Mark Carroll
Zoning Officer	\$ 223.03	Richard Jensen
Safe Deposit	\$ 74.00	BMTC
Office Supplies	\$ 38.11	Office Basics
Reimburse Brookefield	\$ 11,932.00	G. D. Houtman & Son, Inc.
Reimburse Beard	\$ 5,043.00	G. D. Houtman & Son, Inc.
Road Program General	\$ 1,332.50	G. D. Houtman & Son, Inc.
2016 Road Program	\$ 3,741.00	G. D. Houtman & Son, Inc.

MS-4 Reporting	\$ 4,770.50	G. D. Houtman & Son, Inc.
Reimburse Wawa Annex 5	\$ 169.14	Catania Eng Associates, Inc.
3 Ivy Mills/Septic	\$ 225.50	Catania Eng Associates, Inc.
112 Wawa Rd/Septic	\$ 56.38	Catania Eng Associates, Inc.
415 Valleybrk Rd/Septic	\$ 112.75	Catania Eng Associates, Inc.
Legal Ad	\$ 177.12	21st Century
Office Supplies	\$ 6.00	Walgreens
Park Trash	\$ 55.42	Waste Management
Assistance	\$ 598.35	Valerie Hoxter
Fire Marshal Monthly Compensation	\$ 500.00	Michael Ciocco
4th Qtr Stipend	\$ 185.00	Michael Ciocco
Dig Notifications	\$ 26.51	PA 1 Call
Bank Fee	\$ 12.00	BMTC
Office Supplies	\$ 52.99	Adobe
941 Payroll	\$ 1,100.26	EFTPS
Sec/Treas Compensation	\$ 3,499.33	Susan Timmins
Copier/Fax/Scanner	\$ 140.13	Ricoh USA
Meter Usage	\$ 11.19	Ricoh USA
Employee Insurance	\$ 450.00	Keystone Health Plan
3 Hydrants@ \$42.25 per Hydrant	\$ 99.42	Aqua Pennsylvania
35 Hydrants@ \$36.30 per Hydrant	\$ 1,306.80	Chester Water Authority
Total Expenditures	\$ 62,393.72	
PA Liquid Fuels Fund Expenditures		
PECO TL	\$ 52.92	PECO
PECO SL	\$ 546.59	PECO
Smithbridge TL Repair/PennDOT	\$ 171.20	Charles A. Higgins & Sons, Inc.
Total Expenditures	\$ 770.71	

TREASURER'S REPORT

MOTION

Upon motion (Block/Driscoll) Council voted to accept the receipts as submitted by the Secretary/Treasurer for December 2016.

MOTION

Upon motion (Driscoll/Searl) Council voted to accept (Block) voted not to accept the expenses as submitted by the Secretary/Treasurer for December 2016.

CORRESPONDENCE

Councilwoman Searl reported on correspondence:

Pennsylvania Association of Boroughs will have a seminar for effective writing for grant proposals.
PennDOT annual newsletter.

SOLICITOR REPORT

Solicitor Montella reported on the following:

RESOLUTION #1-17-A

Solicitor Montella presented council with a resolution for DEP plan revision for new land development for Arbour Square Land Development.

MOTION Upon motion (Block/Durst) voted to approve Resolution #1-17-A for plan revision for Arbour Square Land Development.

RESOLUTION 1-17-B Solicitor Montella presented council with a resolution for approving a lease agreement between the borough of Chester Heights and the Chester Heights Fire Company No. 71 for the purpose of leasing office space to the borough for a five-year term beginning February 1, 2017.

MOTION Upon motion (Searl/Goldberg) to approve Resolution #1-17-B.

LEASE AGREEMENT Solicitor Montella informed council that the lease agreement must be signed by Sam Iannucci of the fire company.

TRAFFIC SIGNAL AGREEMENT Solicitor Montella presented council with an annual traffic signal maintenance contract with Charles A. Higgins & Sons, Inc. for one year at the cost of \$680.00.

MOTION Upon motion (Block/Durst) council voted to approve the traffic signal maintenance contract with Charles A. Higgins & Sons, Inc.

EXTENSION OF TIME Solicitor Montella presented council with an extension of time for the One Smithbridge LLC for April 20, 2017.

MOTION Upon motion (Goldberg/Searl) voted to approve the extension of time for One Smithbridge LLC.

ARBOUR SQUARE Solicitor Montella reported that he has met with Concord Township and the members of Arbour Square Land Development.

ENGINEER REPORT
301 LLEWELYN ROAD Mr. Houtman reported on the following:
Mr. Houtman presented council with a proposal from NBC Environmental for asbestos removal at 301 Llewelyn Road. It is not necessary to have an environmental clean-up for the floor tile - it is non-friable. The cost to remove the asbestos duct insulation is \$2,250.00. Mr. Houtman will be in contact with Mr. Rohana concerning the cost associated with this property.

MOTION Upon motion (Driscoll/Goldberg) approved the proposal for NBC Environmental.

SEWER TIE IN Mr. Houtman discussed the availability of sewer tie-in to the gravity pump station that drains by gravity at the Brookefield Development, that force main may not be available for individual properties to tie into at this point. Mr. Houtman will communicate with Southwest Sewer Authority concerning the inter-municipal agreements. President Clarke suggested that for the next newsletter council should have an updated article concerning sewer availability for residents and asked the solicitor to review the sewer agreements for Brookefield.

MAPS	Mr. Houtman provided updated street maps and zoning maps.
MAYOR'S REPORT	No report.
<u>COMMITTEE REPORTS</u>	
BOROUGH PROPERTY	Mayor Carroll reported that he and Councilman Block had a conversation concerning connecting a path from the corner park about to Brookefield.
ENGINEER/CONSTRUCT INSPECTIONS	Mr. Houtman reported that the Beard property was shut down for a day due to mud issues.
FINANCE/INSURANCE	Councilwoman Driscoll is working on the Workers Comp renewal with Arthur Gallagher and Keystone Insurance to obtain proposals to consider at the February 6, 2017 Regular Council Meeting.
ANNUAL AUDIT	President Clarke informed council that cost for the 2016 Annual Audit for \$7,000.00 and the 2016 Tax Collector's Audit for \$2,800.00. The funds were approved in the 2017 Budget.
HIGHWAYS/ TRANSPORTATION	No report.
NOMINATING/VACANCY	Councilman Goldberg nominated Bernard Miller for the Vacancy Chair.
MOTION	Upon motion (Goldberg/Block) council voted to appoint Bernard Miller as the Vacancy Chair.
PUBLIC RELATIONS/ COMMUNICATIONS	Councilwoman Searl reported that she has been using Constant Contact to provide borough communications with residents. At the last committee meeting she and Councilwoman Driscoll have been working on a tag line for the logo and will have these available for council to review at the next meeting.
ORDINANCE AND CODE REVIEW	No report.
PUBLIC UTILITIES/ TRASH/RECYCLING	No report.
PUBLIC SAFETY/ ENVIRONMENT	No report.
SCHOOL DISTRICT/ TRAINING/LIBRARY	Councilman Block reported that the Garnet Valley Middle School was named as a School to Watch by the Pennsylvania Middle Level Natural Education Association.

PLANNING/ZONING No report.

HISTORICAL Councilwoman Searl reported she received an email from Beverlee Barnes with the county historical commission and that she has material she would like to give to the borough. Councilwoman Searl is working with a design company for a logo and tag line.

PUBLIC COMMENT No response from the public.

OLD BUSINESS
2016 PLANNED ACCOMPLISHMENTS

NEW BUSINESS No report.

EXECUTIVE SESSION President Clarke announced in accordance with Act 84, the Sunshine Law that Council will meet in Executive Session to discuss matters of personnel. Council met in Executive Session at 8:28 p.m. until 10:03 p.m.

MOTION Upon motion (Durst/Driscoll) council voted to approve Frank W. Daly, Esq. as the borough solicitor.

ADJOURNMENT Upon motion (Driscoll) council unanimously voted to adjourn the meeting at p.m. 10:06.

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 4/20/2016**

Respectfully submitted,
Susan M. Timmins
Secretary/Treasurer