

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

**January 2, 2018**

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

OFFICIALS PRESENT Frank Daly, Esq., former Solicitor  
Lawrence Ward, Roadmaster/EMC  
Michael Ciocco, Fire Marshal  
Richard Jensen, Bldg. Inspector/Zoning Officer

CALL TO ORDER President Baum called the public meeting to order at 7:26 p.m.

PUBLIC TO ADDRESS  
COUNCIL

MARTA DRISCOLL Ms. Driscoll asked a question concerning the 2017 Elections.  
458a LENNI ROAD

GREG CHESTNUT Mr. Chestnut stated that he would like to thank Mark Carroll for his many years of service to the borough.  
317 WILLITS WAY

APPROVAL OF MINUTES Upon motion (Clarke/Goldberg) council voted to approve the meeting minutes of the December 4, 2017 Regular Council Meeting with the addition of Vice President Goldberg's comments concerning the Virtual Towns Website.

SECRETARY REPORT Mrs. Timmins requested a motion to approve the 2018 Annual Audit Engagement Letter with Leitzel & Economidis.

MOTION Upon motion (Block/Goldberg) council voted to approve the 2018 Annual Audit Engagement Letter with Leitzel & Economidis.

MOTION Mrs. Timmins reported that the PLGIT Accounts need three signers for checkwriting authorization and the BMTC Accounts need two signers for checkwriting authorization. Upon motion (Cocozza/Agostinelli) council authorized Drew Baum, Steve Cocozza, and Theresa Agostinelli as check signers for the PLGIT Bank Accounts and Drew Baum and Steve Cocozza as check signers for the BMTC Bank Accounts.

WAWA CREDIT UNION CD Mrs. Timmins reported that at the December 4, 2017 Regular Council Meeting council voted to redeem the Wawa Credit Union CD and to open a CD account with Franklin Mint Credit Union. Mrs. Timmins reported that she had difficulty trying to open an account with the Franklin Mint Credit Union. The funds were deposited into the PLGIT General Fund until further review by the finance committee.

TREASURER’S REPORT

MOTION Upon motion (Clarke/Goldberg) council voted to accept the receipts as submitted by the Secretary/Treasurer for December 2017.

MOTION Upon motion (Clarke/Goldberg) council voted to accept the expenditures as submitted by the Secretary/Treasurer for December 2017. Councilwoman Clarke requested the Secretary/Treasurer provide more information concerning the check for health insurance reimbursements.

Description		Source
Real Estate Transfer Tax	\$ 12,751.27	Treasurer of Delaware County
Oct Tax Remit	\$ 82.27	Treasurer of Delaware County
Local Service Tax	\$ 37.14	Berkheimer
Nov Collections	\$ 247.20	Maryann Furlong Tax Collector
Interim	\$ 92.72	Maryann Furlong Tax Collector
State Police Fines	\$ 483.35	Treasurer of Pennsylvania
Court Fines	\$ 14.30	District Court
U&O Inspection	\$ 90.00	154 Kingswood Ct
U&O Inspection	\$ 90.00	54 Ivy Lane
Septic Permit	\$ 400.00	220 Wawa Rd
Septic Permit	\$ 550.00	54 Ivy Lane
Septic Permit	\$ 550.00	305 Valleybrook
Septic Permit	\$ 250.00	54 Ivy Ln
HVAC Permit	\$ 155.00	300 Wawa Rd
Electrical Permit	\$ 205.00	29 Ivy Ln
Bldg/Deck Permit	\$ 230.00	6 Thistle Ln
Bldg Pool Permit	\$ 605.00	11 Bonnie Ln

Bldg Demo Permit	\$ 455.00	220 Wawa Rd
Earth Disturbance Permit	\$ 1,100.00	9 Bonnie Ln
Reimburse Escrow	\$ 2,027.25	Wawa Annex 5
Reimburse Escrow	\$ 1,760.00	Beard Townhouses
Reimburse Escrow	\$ 609.00	Brookefield
Reimburse Escrow	\$ 1,124.00	446 LeNape
Fire Hydrant Reimbursement	\$ 181.50	Madison Apartments
Fire Hydrant Reimbursement	\$ 399.30	Darlington Woods
TOTAL	\$ 24,489.30	

*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*

Source

Checking Acc 12/30/17 @ 0.80%	\$ 668,583.14	PLGIT GENERAL FUND
Checking Acc 12/30/17 @ 0.94%	\$ 7.54	PLGIT GENERAL FUND
Money Manager 11/30/17 @ 0.15%	\$ 10,794.84	BMT Acct #2460
Borough Road Improvement Fund	\$ 108,046.77	BMT Acct #5260
Total Funds in General Fund	\$ 787,432.29	

*PA Liquid Fuels Fund Balance*

Checking Account 12/30/17 @ 0.80%	\$ 57,638.03	PLGIT Acct #5116038
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*Fire Protection Fund*

Fire Protection Fund Check 12/30/17	\$ 19,413.67	BMT Acct #9579
Fire Protection Fund Savings 12/30/17	\$ 10,003.01	BMT Acct #3005
	\$ 29,416.68	

*Land Dev Escrow Fund Balance*

Savings 12/30/17 @ 0.80%	\$3,894.02	PLGIT Acct #5116041
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*Expenditures*

November Rent	\$ 1,500.00	Chester Heights Fire Company
1st Qtr Contribution	\$ 7,500.00	Chester Heights Fire Company
Fire Safety Inspections	\$ 280.00	Chester Heights Fire Company
Storage Rental	\$ 180.20	Chester Heights Self Storage
Phone/Fax/Fire Marshal	\$ 139.28	Windstream
Arbour Square	\$ 3,000.00	Richard Jensen
Bldg Permits	\$ 2,852.10	Richard Jensen
Fire Safety Inspections	\$ 280.00	Richard Jensen
General Matters	\$ 687.50	Daly Law Firm

Annual Membership	\$ 175.00	NFPA
Stray Dog Fee	\$ 105.00	Brandywine Vet Hospital
Monthly Comp	\$ 833.33	Larry Ward
Clean Storm Drains	\$ 860.00	Scott's Lawn Service
Legal Adv	\$ 86.75	21st Century Media
PECO TL	\$ 68.24	PECO
PECO SL	\$ 520.80	PECO
Web Hosting	\$ 29.99	justhost.com
Park Trash	\$ 67.18	Waste Management
Postage Reimburse	\$ 19.60	Maryann D. Furlong
Assistant	\$ 673.07	Valerie Hoxter
Office Supplies	\$ 95.02	Staples
Office Supplies	\$ 99.99	Best Buys
Monthly Comp	\$ 500.00	Michael Ciocco
Office Supplies	\$ 52.99	Adobe
941 Payroll	\$ 1,500.44	EFTPS
Sec/Treas Compensation	\$ 3,417.75	Susan Timmins
Dig Notifications	\$ 15.67	PA 1 Call
Copier/Fax/Scanner	\$ 140.13	Ricoh USA
Meter Usage	\$ 25.04	Ricoh USA
Employee Insurance	\$ 500.00	Susan Timmins
3 Hydrants@ \$42.25 per Hydrant	\$ 97.07	Aqua Pennsylvania
35 Hydrants@ \$36.30 per Hydrant	\$ 1,306.80	Chester Water Authority
Total Expenditures	\$ 27,608.94	
 <i>Fire Protect Fund Expenditures</i>		
1st Qtr Disbursement	\$ 15,000.00	Chester Heights Fire Co
Total Expenditures	\$ 15,000.00	

**BUILDING INSPECTOR** Mr. Jensen reported that he is working on normal inspections and that Annex 5 at the Wawa Corporate Center is near completion.

**FIRE MARSHAL** Mr. Ciocco reported that in accordance with Chester Heights Fire Code #153, section 106.1 the Fire Marshal shall render a report to Borough Council on or before the February meeting of each year. This report contains a record of all proceedings under the Fire Code during the preceding year. The Fire Marshal's report is available for review and is attached at the end of the minutes.

Mr. Ciocco reported that the fires in Chester Heights mirror fires that occur on a national level. Forty-four percent of fires start in the kitchen and twenty-seven percent of fires start from various heating sources. The fire company experiences false alarms as a result of work related incidents and recommends homeowners to contact their alarm company when having renovations to their homes. The Fire Marshal reported that he continues to work

with Homeowner's organizations at Darlington Woods, Village of Valleybrook, Rolling Heights Estates, Madison and the Hollow @ Fox Valley.

- SEO No report.
- ZONING OFFICER No report.
- ROAD MASTER/ EMC Mr. Ward reported that there were several small snow storms and he is not aware of any issues with the snow removal.
- SOLICITOR REPORT Former Solicitor Daly commented that he has enjoyed working with everyone and congratulated the newly elected.
- ENGINEER REPORT No report.
- MAYOR'S REPORT No report.
- COMMITTEE REPORTS No reports.
- PUBLIC COMMENT  
MARTA DRISCOLL Ms. Driscoll asked a question concerning scheduling of the  
458a LENNI ROAD committee meetings.
- OLD BUSINESS No report.
- NEW BUSINESS No report.
- ADJOURNMENT Upon motion (Block/Ellis) council unanimously voted to adjourn the meeting at 8:46 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

**Borough of Chester Heights  
2018 Annual Fire Marshal Report**

- “In accordance with Chester Heights Fire Code #153, section 106.1 the Fire Marshal shall render a report to Borough Council on or before the February meeting of each year. This report contains a record of all proceedings under the Fire Code during the preceding year.
- As Fire Marshal, this past year I have continued building a network of communication with the residents and businesses of Chester Heights. I continue to work with Homeowner’s organizations at Darlington Woods, Village of Valleybrook, Rolling Heights Estates, Madison and the Hollow @ Fox Valley. I have worked with the Fire Chief coordinating drills to familiarize the fire company with new buildings and locations. For 2018, I will continue to author articles for our newsletter with fire safety tips for in and around the home. This year’s safety theme is “Check dates on Smoke Detectors and Carbon Monoxide detectors and replace if over 10 years old.”
- The response of the public’s willingness to adopt Fire Safety in their daily lives is always a challenge. There were Sixty-four (64) incidents this year. This is up from forty-seven (47) last year. This 36 % increase in incidents can be traced to storms, workmen and faulty devises. Pathways was one location with a slight increase in false alarms. From a low of 4 fire related incidents to 6. I attribute this to new residents. Each resident is allowed up to 24 months of assistance. New residents will require fire safety training classes in 2018.
- Budgetary guidelines were met this year. The main expenditures were dues to the National Fire Protection Association (NFPA).
- Review of Fiscal 2018 foresees some additional expenses or disbursements for the Fire Marshal’s office. These are for updating the ICC fire Codes.
- The year in general was full of various activities. The listing of these is as follows:
  - There were Sixty-four (64) non-fatal fires or incidents requiring investigation. There was one (1) moderate electrical house fire from a faulty electric lamp. This fire’s damage was around \$25,000.
  - There were Twenty-four (24) 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 Six (6) weather related incidents. Downed trees resulted in shorted electrical wires/ transformers. Fire Alarm Technicians working in homes and businesses caused Two (2) alarms.
  - There were Six (6) carbon monoxide alarms. These CO activations were the result of faulty flu pipes & unopened flu dampers on gas fireplaces.

- There was one (1) Pull Station activation at Saint Thomas the Apostle.
- There were Four (4) Natural Gas Leak calls.
- There were Four (4) Water Flow alarms from Sprinkler Systems. All of these were from defective water flow sensors.
- There were Fourteen (14) miscellaneous incidents ranging from hazmat fuel spills, repairmen working on fire alarm systems, smoke in area calls, fire pits, natural gas smells, & brush wood fires
  
- I performed a fire safety check throughout the Borough several times a month to spot potential problems and write Fire Safety concerns for the CH News Letter.
  
- I assisted many Chester Heights residents in the aftermath of their losses.
  
- As a first responder, I attend monthly classes with surrounding Township Fire Marshals. The first class of the new year starts in January of 2018.
  
- Throughout the year, I coordinate training sessions with the Chester Heights Fire Company.
  
- I have worked with developers in placement of fire hydrants, addresses and emergency access roads in six (6) new developments.
  
- **Mission Statement**
  
- The Chester Heights Fire Marshal's Office is committed to protecting the safety of Chester Heights' residents and their property through fire prevention, education, codes enforcement, regulations and law enforcement".