

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

March 5, 2018

MEMBERS PRESENT Drew Baum, President
Steve Coccozza, Vice President
Stacey Smith, Mayor
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
DON GARRAHAN Mr. Garrahan asked if there has been any update to the
240 LLEWELLYN ROAD Bamboo Ordinance. President Baum responded there is
no update on the Bamboo Ordinance at this time.

APPROVAL OF MINUTES Upon motion (Coccozza/Agostinelli) council voted to
approve the meeting minutes of the February 5, 2018
Regular Council Meeting.

Upon motion (Coccozza/Agostinelli) council voted to
approve the February 26, 2018 Work Session Minutes.

SECRETARY REPORT Mrs. Timmins reported on the following:
Vice President Coccozza stated that the secretary is requesting
council to authorize the secretary to advertise for a Part Time
Assistant.

MOTION Upon motion (Coccozza/Ellis) council authorized the secretary to
advertise for a Part Time Assistant.

TREASURER'S REPORT

MOTION Upon motion (Cocozza/Ellis) council voted to accept the receipts as submitted by the Secretary/Treasurer for February 2018.

FIRE COMPANY FUNDING Councilman Block reported that there is a request to approve \$15,000.00 for Fire Company Funding.

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

<i>Description</i>		<i>Source</i>
Real Estate Transfer Tax	\$ 17,560.98	Treasurer of Delaware County
4th Qtr Franchise Fee	\$ 8,702.82	Verizon
4th Qtr LST	\$ 18,883.90	Berkheimer
Interim	\$ 43.38	Maryann Furlong Tax Collector
Interim	\$ 58.37	Maryann Furlong Tax Collector
U&O Inspection	\$ 90.00	215 Bishops Dr
Bldg/Roof Permit	\$ 130.00	157 Bishops Dr
HVAC Permit	\$ 155.00	305 Llewellyn Rd
Bldg Permit	\$ 785.00	249 Wawa Rd
Bldg Permit	\$ 420.00	73 Hunters Ln
Bldg Permit	\$ 4,210.00	156 Logtown Rd
Bldg/Cell Permit	\$ 205.00	68 Baltimore Pk
Fire Hydrant Reimbursement	\$ 399.30	Darlington Woods
TOTAL	\$ 51,643.75	

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 2/28/18 @ 1.18%	\$ 686,643.73	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	\$ 805,492.88	

PA Liquid Fuels Fund Balance

Checking Account 2/28/18@ 1.18%	\$ 20,551.21	PLGIT Acct #5116038
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Fire Protection Fund

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

<i>Land Dev Escrow Fund Balance</i>		
Savings 2/28/18@ 1.18%	\$ 3,894.02	PLGIT Acct #5116041

Expenditures

March Rent	\$ 1,500.00	Chester Heights Fire Company
1st Qtr LST	\$ 11,000.00	Chester Heights Fire Company
Annual Workers Comp Renewal	\$ 10,191.00	Arthur J. Gallagher & Co
Traffic Signal Maint Contract	\$ 680.00	Charles A. Higgins
Storage Rental	\$ 180.20	Chester Heights Self Storage
One Smithbridge, Reimburse	\$ 2,192.50	G. D. Houtman & Son, Inc.
LeNape Valley, Reimburse	\$ 4,686.50	G. D. Houtman & Son, Inc.
Phone/Fire Marshal	\$ 98.64	Windstream
Bldg Permits	\$ 3,204.60	Richard Jensen
Wawa Annex 5	\$ 1,000.00	Richard Jensen
Easter Egg Supplies	\$ 30.42	Amazon
Candy	\$ 184.56	Costco
Bunny Custome	\$ 132.50	Family Fun Center
Easter Egg Supplies	\$ 217.23	Party City
Postage	\$ 30.00	Chester Heights Post Office
Tax Collector Postage	\$ 20.00	Chester Heights Post Office
January Compensation	\$ 1,624.00	Gerald Montella, Esq.
Beard Reimburse	\$ 72.50	Gerald Montella, Esq.
Arbour Square Reimburse	\$ 101.50	Gerald Montella, Esq.
February Compensation	\$ 1,479.00	Gerald Montella, Esq.
Stray Dog Fee	\$ 105.00	Brandywine Vet Hospital
Monthly Comp	\$ 833.33	Larry Ward
Office Table	\$ 185.00	Office Basics
Legal Adv	\$ 315.84	21st Century Media
Web Hosting	\$ 29.99	justhost.com
Park Trash	\$ 64.67	Waste Management
Street Lighting	\$ 571.10	PECO
Traffic Lighting	\$ 44.20	PECO
Monthly Fee	\$ 45.00	Constant Contact
Assistant	\$ 696.44	Valerie Hoxter
Monthly Comp	\$ 500.00	Michael Ciocco
Office Supplies	\$ 52.99	Adobe
941 Payroll	\$ 1,138.96	EFTPS
Sec/Treas Comp/Medical	\$ 3,863.84	Susan Timmins
Dig Notifications	\$ 22.70	PA 1 Call
Copier/Fax/Scanner	\$ 140.13	Ricoh USA
Meter Usage	\$ 15.48	Ricoh USA
3 Hydrants @ \$42.25 per Hydrant	\$ 156.43	Aqua Pennsylvania
35 Hydrants @ \$36.30 per Hydrant	<u>\$ 1,306.80</u>	Chester Water Authority

Total Expenditures \$ 48,713.05

Liquid Fuels Expenditures

Snow Remov Invc#23828	\$ 1,517.50	Dan Kelly's Landscaping Inc
Snow Remov Invc#23868	\$ 2,920.00	Dan Kelly's Landscaping Inc
Snow Remov Invc#23867	\$ 1,392.50	Dan Kelly's Landscaping Inc
Snow Remov Invc#23888	\$ 2,820.00	Dan Kelly's Landscaping Inc
	<u>\$ 8,650.00</u>	

Fire Protect Fund Expenditures		
2nd Qtr Disbursement	<u>\$ 15,000.00</u>	Chester Heights Fire Co
Total Expenditures	\$ 15,000.00	

CORRESPONDENCE Councilwoman Ellis reported on the following correspondence:

- Delaware County Planning Department's Annual Report
- Pennsylvania Municipal Training Center list of classes

BUILDING INSPECTOR Mr. Jensen reported that he is working on various permits.

FIRE MARSHAL Mr. Ciocco reported there were six incidents in the month of February mostly related to power outages from the recent storms. Mr. Ciocco would like to purchase 3 books from the NFPA.

MOTION Upon motion (Cocozza/Agostinelli) council voted to authorize the Fire Marshal to purchase 3 books from the NFPA in an amount not to exceed \$400.00.

ROADMASTER/EMC Mr. Ward reported on the following for the month of February:

- There has been an increase with PA 1 Call Dig Notifications.
- Due to the recent storm there have been road closures and downed wires.
- The snow removal contractor has been plowing the streets and salting during the recent storms.
- Clogged Storm Drains have been cleared out by Scott's Lawn Service.
- A tree came down on Walnut Hill Boulevard and Springfield Tree removed the tree.
- Mr. Ward has been working with the Delaware County Operations Center to maintain communications during the storms.
- Mr. Ward has been reviewing all the snow removal invoices.

Councilwoman Ellis requested she be given any information regarding road closings so she can share the information on the Borough's Facebook page.

Mayor Smith reported that she had signed a Declaration of Disaster on March 2, 2018, that lasts for five days.

SEO	No report.
ZONING OFFICER	<p>Mr. Jensen reported that he received notice that there were tires dumped at the vacant property at 301 Llewellyn Road. Solicitor Montella will reach out to Mr. Rohana concerning this matter.</p> <p>Mr. Jensen reported the secretary forwarded a noise complaint concerning a property on Baltimore Pike.</p> <p>Mr. Jensen has had a conversation with the property owner concerning this noise complaint with a tenant.</p>
SOLICITOR REPORT	Solicitor Montella presented council with the 2018 Annual Traffic Signal Maintenance Contract with Charles A. Higgins & Sons, Inc. in the amount of \$680.00.
MOTION	Upon motion (Block/Ellis) council voted to approve the 2018 Annual Traffic Signal Maintenance Contract with Charles A. Higgins & Sons, Inc.
EXTENSION LETTER ONE SMITHBRIDGE LLC	Solicitor Montella reported that there is a request for an extension of time for the land development for One Smithbridge LLC to June 3, 2018. Solicitor Montella reported that he did not draft this extension letter and that he has a conflict with this application.
TIM SMITH	Mr. Smith updated council on the land development for One Smithbridge, LLC. The Planning Commission provided comments. The applicant's engineer made minor revisions to the plans. The applicant intends to be at the next Planning Commission Meeting. Councilman Block asked if there will be any additional extensions expected. Mr. Smith reported that they are actively pushing to get this project to the construction phase.
MOTION	Upon motion (Block/Agostinelli) voted to approve the extension of One Smithbridge Road for June 3, 2018.
ENGINEER REPORT	<p>Mr. Houtmann reported that the Park Paving Bids are out. The bids will be opened at the Borough Office on March 14th at 11:00 a.m. Mr. Houtmann will provide bid tabulations once the bids are opened. Council can review the bid tabulations at the March Work Session.</p> <p>Mr. Houtmann reported that the borough is waiting for a cost summary from Charles A. Higgins for the two traffic signal improvement upgrades.</p>
MAYOR'S REPORT	No report.

SCHOOL DIST/EDU/
TRAIN/LIBRARY

Ms. Beirne reported on the following:

- The School District is in the planning stages for reassessment of all School District Buildings.
- The School District has contracted with Auld & Associates for crisis training and security assessments of all buildings.
- The Pennsylvania State Police and Bethel Township Police have increased patrols in and around the schools.
- The School District is currently researching the prospect of hiring School Resource Officers.

FINANCE/INSURANCE

Vice President Coccozza reported the General Liability Insurance for the Borough with Arthur J. Gallagher will lapse on March 26, 2018 for a (\$2,000,000.00 umbrella policy) for \$5,766.00. Vice President Coccozza requested council to approve the renewal of the General Liability Insurance Policy.

MOTION

Upon motion (Coccozza/Agostinello) approved the renewal of the 2018 General Liability Insurance Policy with Arthur J. Gallagher.

20 MONTH CD

Vice President Coccozza reported that Sun East Credit Union is offering a CD for 2.23% Yield for 20 months. Vice President Coccozza will further review the options of placing \$200,000.00 in a CD with Sun East Credit Union.

Vice President Coccozza reported that Leitzel & Economidis sent a management letter to be signed and that the 2017 Annual Audit and Financial Report should be completed soon.

NOMINATING/
VACANCY

No report.

COMMUNICATIONS/
PUBLIC RELATIONS/
WEB HOSTING

Councilwoman Ellis reported that the Communications Committee is recommending the borough choose Pennsylvania State Association of Boroughs Web Design Program. The Web Design Program uses a Wordpress Platform, unlimited Email addresses and 7 hours of free design/consulting time. The annual cost is approximately \$700.00 for the first year.

MOTION

Upon motion (Ellis/Coccozza) council voted to approve the contract with the Pennsylvania State Association of Boroughs Web Design Program for the new borough website.

RECORDING
DEVICE

Councilwoman Ellis requested approval for the purchase of a new recording device for recording the council meetings.

The audio recordings of the minutes will be available on the website.

MOTION

Upon motion (Cocozza/Block) council voted to approve the purchase of a new recording device not to exceed \$210.00.

NEWSLETTER

Councilwoman Ellis reported that all submissions for the newsletter are due by March 15th.

SOCIAL MEDIA

Councilwoman Ellis reported that there has been an increase in traffic on the Boroughs Facebook pages. Information concerning the Easter Egg Hunt and Tax Collection Information has been posted. Twenty-five people signed up for Constant Contact in February.

PUBLIC SAFETY/
ENVIRONMENTAL

Councilman Block requested a motion to pay \$15,000.00 to the fire company for the second quarter disbursement.

MOTION

Upon motion (Clarke/Ellis) council voted to approve the transfer and approve the payment of \$15,000.00 to the fire company for second quarter disbursement.

HIGHWAY/
TRANSPORTATION

No report.

PLANNING/ZONING

President Baum reported that Tim Smith will be in attendance at the next Planning Commission Meeting to discuss One Smithbridge, LLC.

HISTORICAL

No report.

PUBLIC UTILITIES/
TRASH/RECYCLE

No report.

BOROUGH PROPERTY/
PARKS

Councilwoman Agostinelli updated council on the March 18th Easter Egg Hunt. There will be 3,000 eggs for three age groups. Garnet Valley Cheerleaders and a Garnet Valley Photography Student will be volunteering at the event. The Easter Bunny will arrive on a Fire Truck. Any help would be appreciated. There will be banners and posters placed in various locations. Scott's Lawn Service will be mulching and aerating the park, prior to the event. Mayor Smith reported that she received confirmation from Wawa Corporate for their donations. St. Thomas will put info in their church bulletin concerning the Easter Egg Hunt.

MOTION	Upon motion (Agostinelli/Ellis) to approve the Easter Egg Hunt Event and to approve \$3,500.00 for the Easter Egg Hunt Budget. We are thankful that the Garnet Valley School District help with the photography. Mayor Smith reported that she got a confirmation from Wawa Corporate for their donations.
ENGINEER/CONSTR/ INSPECTION	Councilwoman Clarke reported there has not been any updates since her previous report.
ORDINANCE/CODE REVIEW	Councilwoman Ellis reported there are numerous realtor signs on the corner of Valleybrook Road and Baltimore Pike.
<u>OLD BUSINESS</u>	No report.
<u>NEW BUSINESS</u>	Mayor Smith requested authorization to purchase an interior mailbox.
MOTION	Upon motion (Ellis/Cocozza) council authorized the Mayor to purchase an interior mailbox not to exceed \$300.00.
<u>PUBLIC COMMENT</u> MARTA DRISCOLL 458a LENNI ROAD	Ms. Driscoll asked if the General Liability Insurance expired on March 3, 2018. Vice President Cocozza reported that insurance agent did a soft bind with the carrier to insure coverage until March 26, 2018 to permit some additional time to review the quote and get the signed paperwork.
ADJOURNMENT	Upon motion (Block/Ellis) council unanimously voted to adjourn the meeting at 8:04 p.m.

Land Development Dates

1. **S. B. Conrad/CH Market** - Submitted Plans 2/18/10, Reviewed Planning Commission 3/25/10 - Extension 6/03/2018

Respectfully submitted,
Susan M. Timmins
Secretary/Treasurer