

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

222 Llewelyn Road  
Chester Heights, PA

**November 7, 2016**

- MEMBERS PRESENT** Susan H. Clarke, President  
Jordan Goldberg, Vice President  
Anne C. Searl, Pro Tem  
Mark Carroll, Mayor  
Philip Block, Ph.D.  
Marta K. Driscoll  
Joseph McIntosh, Esq.
- OFFICIALS PRESENT** Gerald C. Montella, Esq., Solicitor  
Michael Ciocco, Fire Marshal
- 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 (Block/Searl) Council voted to approve the meeting minutes of the October 3, 2016 Regular Council Meeting and (Block/Driscoll), one abstention/Goldberg, the meeting minutes of the October 24, 2016 Work Session.
- PUBLIC TO ADDRESS**  
**COUNCIL**
- EAGLE SCOUT** Mayor Carroll announced on behalf of borough council, the mayor would like to recognize and congratulate Christopher L. Zachar for receiving an Eagle Scout Award. Christopher is a resident of Chester Heights and a member of Troop 260. Christopher's Eagle Scout Project was to work on the bell tower at St. John's Church.
- BUILDING INSPECTOR** Mrs. Timmins reported that Mr. Jensen issued 3 Certificates of Occupancy for 9 Wilson Circle, 133 Bishop Drive and 1 Hunter Lane. Mr. Jensen met with a group that are interested in leasing the Hilltop Restaurant.
- FIRE MARSHAL** Mr. Ciocco reported that he received a certified letter from Aqua concerning Aqua replacing hydrants on Lenni Road. Mr Ciocco discussed the LeNape Valley Development with Aqua concerning the placement of new hydrants.  
The fire company had a call concerning excessive smoke from a new electric range, due to oils burning off.  
Mr. Ciocco reported that the borough street map needs updating.

SEO Mrs. Timmins reported that there was a septic permit for 415 Valleybrook Road.

ZONING OFFICER No report.

SECRETARY/TREASURER Mrs. Timmins requested approval for the 2017 Meeting Dates.

MOTION Upon motion (McIntosh/Goldberg) approved the 2017 Meeting Dates and authorization to advertise.

BUDGET HEARING Mrs. Timmins requested authorization to advertise the 2017 Budget Hearing and hours open for public inspection of the Preliminary Budget.

MOTION Upon motion (Block/McIntosh) to authorize the secretary to advertise the 2017 Budget Hearing.

Description		Source
Real Estate Transfer Tax	\$ 5,137.69	Treasurer of Delaware County
3rd Qrt Franchise Fee	\$ 9,635.11	Comcast
Recycling Grant_2014	\$ 2,534.00	Treasurer of Pennsylvania
Court Fines	\$ 38.67	District Court 32-2-38
LST Collections 3rd Qtr	\$ 12.70	Berkheimer
Sept Tax Remit	\$ 236.00	Treasurer of Delaware County
September Collections	\$ 530.08	Maryann Furlong, Tax Col
Annual Allocation	\$ 562.26	PURTA
U&O Inspection	\$ 90.00	45 Mildred Lane
U&O Inspection	\$ 90.00	171 Kingswood Ct
U&O Inspection	\$ 90.00	415 Valleybrook Rd
U&O Inspection	\$ 90.00	166 Logtown Rd
U&O Inspection	\$ 90.00	4203 Lydia Hollow Dr
U&O Inspection	\$ 90.00	323 Danbury Ct
Bldg/Deck Permit	\$ 385.00	PathWays
Electrical Permit	\$ 264.00	415 Valleybrook Rd
Bldg/Sprinkler Permit	\$ 2,250.00	Wawa Annex 5
Plmg Permit	\$ 80.00	336 Willits Way
Septic Permit	\$ 400.00	166 Logtown Rd
Septic Permit	\$ 750.00	Logtown Rd Lot
Monthly Easement Fee	\$ 579.64	T-Mobile
Fire Hydrant Reimbursement	\$ 181.50	Madison Apartments
Fire Hydrant Reimbursement	\$ 399.30	Darlington Woods
TOTAL	\$ 24,515.95	
<b>Fund Balances,</b>		
<i>Certificates of Deposit Balance</i>		
CD, 12 Month, @ 0.90% 12/29/17	\$ 43,564.47	Iron Workers Bank

CD, 12 Month, @.0.50% 12/03/16	\$ 214,384.07	Wawa Credit Union
EBond	\$ 15,000.00	Bryn Mawr Trust
Total Certificates of Deposit	\$ 272,948.54	

**General Fund Balance**

		Source
Checking Acc 10/30/16 @ 0.028%	\$ 418,998.39	PLGIT GENERAL FUND
Checking Acc 10/30/16 @ 0.02%	\$ 7.54	PLGIT GENERAL FUND
Money Manager 8/30/16 @ 0.15%	\$ 10,977.57	Bryn Mawr Trust
Borough Road Improvement Fund	\$ 72,000.00	Bryn Mawr Trust
Total Funds in General Fund	\$ 501,983.50	

**PA Liquid Fuels Fund Balance**

Checking Account 10/30/16 @ 0.028%	\$ 24,570.66	PLGIT Acct # 5116038
------------------------------------	--------------	----------------------

**Land Dev Escrow Fund Balance**

Savings 10/30/16 @ 0.028%	\$ 3,869.31	PLGIT Acct # 5116041
---------------------------	-------------	----------------------

**Expenditures**

Chester Heights Monthly	\$ 4,000.00	Chester Heights Fire Company
Storage Rental	\$ 168.54	Chester Heights Self Storage
Phone/Fax/Fire Marshal	\$ 144.45	Windstream
Wawa Annex 5	\$ 3,000.00	Richard Jensen
Bldg Permits/Wawa Store	\$ 4,477.50	Richard Jensen
3rd Qrt UCC Fees	\$ 116.00	DCED
General Matters	\$ 1,787.50	Gerald C. Montella, Esq.
Arbour Square Reimburse	\$ 725.00	Gerald C. Montella, Esq.
1 Smithbridge Reimburse	\$ 25.00	Gerald C. Montella, Esq.
Brookefield Reimburse	\$ 37.50	Gerald C. Montella, Esq.
301 Llewelyn Reimburse	\$ 25.00	Gerald C. Montella, Esq.
Stray Dog Fee	\$ 105.00	Brandywine Vet Hospital
Property Maintenance	\$ 393.00	Scott's Lawn Service
Property Maintenance	\$ 90.00	Scott's Lawn Service
Office Supplies	\$ 8.46	Home Depot
U&O Inspection Reports	\$ 148.00	The Country Press
Reimburse	\$ 185.00	Marta Driscoll
Annual Membership Dues	\$ 373.00	PA Assoc of Boroughs
Borough Magazine	\$ 100.00	PA Assoc of Boroughs
PA 1 Call/Wawa Store	\$ 78.20	Charles A. Higgins & Sons, Inc.
Office Supplies	\$ 13.35	Wegmans
Office Supplies	\$ 6.75	Wegmans
Office Supplies	\$ 60.94	Home Depot
Postage	\$ 47.00	Chester Heights Post Office
Legal Ad	\$ 180.00	21st Century
Assistance	\$ 107.06	Anne Marie Mazzella

Park Trash	\$	55.54	Waste Management
Assistance	\$	553.17	Valerie Hocker
Fire Marshal Compensation	\$	500.00	Michael Ciocco
Dig Notifications	\$	16.49	PA 1 Call
Office Supplies	\$	52.99	Adobe
941 Payroll	\$	1,115.30	EFTPS
Sec/Treas Compensation	\$	3,254.97	Susan Timmins
Copier/Fax/Scanner	\$	140.13	Ricoh USA
Meter Usage	\$	18.58	Ricoh USA
Employee Insurance	\$	450.00	Keystone Health Plan
3 Hydrants@ \$42.25 per Hydrant	\$	107.50	Aqua Pennsylvania
35 Hydrants@ \$36.30 per Hydrant	\$	1,306.80	Chester Water Authority
Total Expenditures	\$	<u>23,973.72</u>	

PA Liquid Fuels Fund  
Expenditures

PECO TL	\$	27.92	PECO
PECO SL	\$	563.51	PECO
Replace Wawa Street Sign	\$	207.80	Charles A. Higgins & Sons, Inc.
Total Expenditures	\$	<u>799.23</u>	

TREASURER'S REPORT

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

MOTION Upon motion (Block/Goldberg) Council voted to accept the expenses as submitted by the Secretary/Treasurer for October 2016.

CORRESPONDENCE President Clarke reported on the following correspondence:

- The Delaware County Veterans third Annual Freedom Dinner honoring veterans on November 17<sup>th</sup>.
- Delaware County Housing Authority provided information for grants for new homeowners.
- PA Dept of Conservation and Natural Resources concerning Grant Program for Community Park Trails.
- A letter from the PA Association of Borough offering free advertising of borough events.

SOLICITOR REPORT Solicitor Montella reported on the following:

RATIFY RESOLUTION Solicitor Montella requested council to ratify Resolution #10-16-A that was adopted at the Work Session declaring a Red Ribbon Week.

MOTION Upon motion (Clarke/Block) Council voted to ratify Resolution #10-16-A.

TAX LEVY	Solicitor Montella requested authorization to advertise the proposed 2017 Tax Levy Ordinance #208 with the Daily Times and the Delaware County Law Library for a public hearing on December 5, 2016.
MOTION	Upon motion (Block/McIntosh) Council voted to authorize the solicitor to advertise the 2017 Tax Levy Ordinance #208.
FIRE TAX	Solicitor Montella requested authorization to advertise the proposed 2017 Fire Service Tax Ordinance #207 with the Daily Times and the Delaware County Law Library for a public hearing on December 5, 2016.
MOTION	Upon motion (Block/McIntosh) Council voted to authorize the solicitor to advertise the 2017 Fire Service Tax Ordinance #207.
ARBOUR SQUARE	Solicitor Montella reported that he has been working on various agreements for the Arbour Square Land Development. The agreements have been reviewed by the borough engineer and the council president.
ENGINEER REPORT	Mr. Houtman reported that he has contacted PennDOT concerning the communications from St. Thomas School and residents with safety concerns along Valleybrook Road. Council will further discuss these issues at the November Work Session.
COMMUNITY PARK	Mr. Houtman reported that he did a brief assessment of the Community Park roadway. He recommended council to consider doing overlay work versus patching and widening the curves.
301 LLEWELLYN ROAD	Mr. Houtman updated reported that he is waiting for a price for the removing asbestos at the 301 Llewellyn Road abandoned house.
MAYOR'S REPORT	Mayor Carroll reported he presented a message for the Veterans Memorial Association with a message of hope, which the association had requested each municipality to participate in.
<u>COMMITTEE REPORTS</u>	
BOROUGH PROPERTY	Mayor Carroll reported that he had Scott's Lawn Service provide a price to clean all storm drains on borough roads. The total cost would be \$860.00 for 51 storm drains, approximately \$17.00 per drain.
ENGINEER/CONSTRUCT INSPECTIONS	Mr. Houtman reported on the following: Most of the public site improvements for the Brookefield Townhouse Land Development have been completed. The Beard Townhouse Land Development have resubmitted plans and he will be reviewing the revised plans. There has been no action with the Le Nape Valley and Rose Hill Land Developments.

FINANCE/INSURANCE	Councilwoman Driscoll and President Clarke presented council with a thorough review of the 2017 General Fund, Liquid Fuels and the Fire Protection Tax Preliminary Budgets and requested council to consider the adoption of these 2017 Preliminary Budgets
MOTION	Upon motion (Driscoll/Searl) council voted to approve the 2017 Preliminary General Fund Budget.
MOTION	Upon motion (Driscoll/Goldberg) council voted to approve the 2017 Preliminary Liquid Fuels Budget.
MOTION	Upon motion (Block/Clarke) council voted to approve the 2017 Preliminary Fire Protection Tax Budget.
HIGHWAYS/ TRANSPORTATION	No report.
NOMINATING/VACANCY	Councilman Goldberg read the resignation letter from Councilman Patterson and requested council to accept the resignation letter.
MOTION	Upon motion (Goldberg/Clarke) council voted to accept the resignation letter from Councilman Patterson. A notice of the council vacancy will be posted on the borough website. Council has thirty days to fill the vacancy and will ask any residents interested to attend the November 28 <sup>th</sup> Work Session.
PUBLIC RELATIONS/ COMMUNICATIONS	Councilwoman Searl reported that the newsletters should be sent out this week and there is information for residents who want to sign up for Constant Contact. Councilwoman Driscoll reported that she has contacted sign companies concerning pricing and design for borough signs and will continue to explore various options for borough signs.
ORDINANCE AND CODE REVIEW	No report.
PUBLIC UTILITIES/ TRASH/RECYCLING	No report.
PUBLIC SAFETY/ ENVIRONMENT	Councilman Block reported the fire company is asking for council to provide a letter of support for a grant application. The fire Company will be doing a live burn and would like to invite any council members to attend.
SCHOOL DISTRICT/	Mr. Chestnut reported that the library continues to look for a director.

TRAINING/LIBRARY Ms. Bernie reported that the Garnet Valley High School will be having Bye Bye Birdie Play in December.

PLANNING/ZONING Mayor Carroll reported that the Beard Townhouse Land Development was reviewed at the last Planning Commission Meeting.

HISTORICAL Councilwoman Searl reported that she has had communication with local historical committees and the Heritage Commission and she will be meeting with this group again.

PUBLIC COMMENT

GREG CHESTNUT  
317 WILLITS WAY  
Mr. Chestnut asked if there will be additional traffic on Valleybrook Road during the construction on Route 322. Solicitor Montella reported that PennDOT will be conducting a community meeting concerning the construction dates.  
Mr. Chestnut asked if the borough adopts a fire protection tax, will funds from the General Fund still be provided to the fire company.

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 litigation, personnel and pending real estate acquisition by the Borough of Chester Heights. Council met in Executive Session at 8:47p.m.until 9:15 p.m. No actions were taken.

ADJOURNMENT Upon motion (Driscoll) council unanimously voted to adjourn the meeting at 9:15 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 1/20/2016**

Respectfully submitted,  
Susan M. Timmins  
Secretary/Treasurer