

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

222 Llewelyn Road
Chester Heights, PA

October 3, 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
Richard Jensen, Bldg Inspector/Zoning Officers
- 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/McIntosh) Council voted to approve the meeting minutes of the September 12, 2016 Regular Council Meeting and (Goldberg/McIntosh) with Block abstaining, the meeting minutes of the September 25, 2016 Work Session.
- PUBLIC TO ADDRESS**
COUNCIL
- BERNIE MILLER** 1730 WALNUT HILL BLVD Mr. Miller informed council that one of the associations that maintain Walnut Hill Boulevard trimmed the trees and now the No U Turn sign is visible.
- GREG CHESTNUT** 317 WILLITS WAY Mr. Chestnut informed council that someone left a tire at the Mattson Road bridge and asked what should be done with it. Council suggested he take it to a tire place, it can't be put in the dumpster.
- BUILDING INSPECTOR** Mr. Jensen reported that he is working on normal permitting.
- FIRE MARSHAL** Mr. Ciocco provided a written report stating that he attended the Delaware County Fire Marshal's Association and the Hollow at Fox Valley stair towers had some issues with the magnetic door locks. Mr. Ciocco informed council that the borough street map needs to be updated.
- SEO** Mrs. Timmins reported that Mr. Ciocco picked up plans for sewer treatment plans for Arbor Square at Chester Heights.

ZONING OFFICER

Mr. Jensen reported that he received a complaint concerning two properties at the Village of Valleybrook. At 273 Bishop Drive he only noticed some rot issues that need repair, but not at the point of condemning. The house at 243 Bishop Drive is abandoned. Mr. Jensen will prepare a communication to send to the Village of Valleybrook secretary.

Mayor Carroll reported that he has received complaints concerning overgrown bushes at the corner of Bodley Road and Llewelyn Road, but he does not know whose responsibility is it to trim the bushes back. Mr. Jensen stated that he will take a ride by and report back to council.

SECRETARY/TREASURER Mrs. Timmins reported that Mr. Chestnut requested the \$10,000.00 annual contribution to the Rachel Kohl Library early.

Description		Source
Real Estate Transfer Tax	\$ 5,874.61	Treasurer of Delaware County
Fire Fighters State Fund Relief	\$ 21,860.35	Treasurer of Pennsylvania
Court Fines	\$ 79.10	District Court 32-2-38
LST Collections 3rd Qtr	\$ 671.71	Berkheimer
August Tax Remit	\$ 835.95	Treasurer of Delaware County
August Collections	\$ 265.07	Maryann Furlong, Tax Col
Inteim	\$ 22.97	Maryann Furlong, Tax Col
U&O Inspection	\$ 90.00	119 Bishop Dr
U&O Re-Inspection	\$ 90.00	304 Stanton Ct
U&O Inspection	\$ 90.00	10 Ashley Ct
U&O Re-Inspection	\$ 90.00	114 Heather Ln
Bldg/Sign Permit	\$ 125.00	446 Lenni Dev
Bldg/Roof Permit	\$ 125.00	247 Wawa Rd
Electrical Permit	\$ 130.00	369 W Balitmore Pk
Bldg Permit	\$ 265.00	369 W Balitmore Pk
Plmg Permit	\$ 95.00	369 W Balitmore Pk
Plmg Permit	\$ 80.00	59 Bayberry Ct
Septic Permit	\$ 100.00	112 Wawa Rd
Septic Permit	\$ 550.00	3 Ivy Lane
HVAC Permit	\$ 155.00	357 Willits Way
Monthly Easement Fee	\$ 579.64	T-Mobile
Eng/Solicitor Reimbursement	\$ 87.50	Beard Twnhs
Eng/Solicitor Reimbursement	\$ 7,170.00	Arbour Square
Eng/Solicitor Reimbursement	\$ 250.00	Highland Reserve
Fire Hydrant Reimbursement	\$ 181.50	Madison Apartments
Fire Hydrant Reimbursement	\$ 399.30	Darlington Woods
TOTAL	\$ 40,262.70	

Fund Balances,
Certificates of Deposit Balance

CD, 12 Month, @ 0.90% 12/29/16	\$ 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 9/30/16 @ 0.028%	\$ 462,995.68	PLGIT GENERAL FUND
Checking Acc 9/30/16 @ 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	\$ 545,980.79	

PA Liquid Fuels Fund Balance

Checking Account 9/30/16 @ 0.028%	\$ 25,392.83	PLGIT Acct # 5116038
-----------------------------------	--------------	----------------------

Land Dev Escrow Fund Balance

Savings 9/30/16 @ 0.028%	\$ 3,867.38	PLGIT Acct # 5116041
--------------------------	-------------	----------------------

Expenditures

Chester Heights Monthly	\$ 4,000.00	Chester Heights Fire Company
Fire Fighters State Fund Relief	\$ 21,860.35	Chester Heights Fire Company
Annual Contribution	\$ 10,000.00	Rachel Kohl Community Library
U&O Inspections	\$ 450.00	Chester Heights Fire Company
Storage Rental	\$ 168.54	Chester Heights Self Storage
Phone/Fax/Fire Marshal	\$ 146.39	Windstream
Wawa Annex 5	\$ 3,000.00	Richard Jensen
U&O Inspections	\$ 450.00	Richard Jensen
Bldg Permits	\$ 2,039.40	Richard Jensen
3rd Qrt Stipend	\$ 185.00	Richard Jensen
General Matters	\$ 267.50	Peter J. Rohana, Jr.
General Matters	\$ 1,062.50	Gerald C. Montella, Esq.
Arbour Square Reimburse	\$ 250.00	Gerald C. Montella, Esq.
Wawa Annex 5/Reimburse	\$ 623.01	Catania Engineering Assoc
SEO 303 Baltimore Pk	\$ 479.19	Catania Engineering Assoc
Stray Dog Fee	\$ 105.00	Brandywine Vet Hospital
Property Maintenance	\$ 762.50	Scott's Lawn Service
Property Maintenance	\$ 90.00	Scott's Lawn Service
Property Maintenance	\$ 145.00	Scott's Lawn Service
Recycling Day/Paper Shredding	\$ 250.00	J&K Trash Removal
Recycling Day/ewaste	\$ 4,340.00	eForce
Financial Audit Prep	\$ 1,050.00	Merves Amon & Barsz LLC
Annual Maintenance Fee ecodes	\$ 1,195.00	General Code
Budget Class/Driscoll	\$ 100.00	PA Assoc of Boroughs
Fall Conference/Clarke	\$ 185.00	PA Assoc of Boroughs
Budget Class/Clarke	\$ 100.00	PA Assoc of Boroughs
PA 1 Call/Wawa Red Roof	\$ 386.10	Charles A. Higgins & Sons, Inc.

Postage Public Mtgs Fire Co	\$ 240.00	The Country Press
Postage Public Mtgs Fire Co	\$ 306.00	Chester Heights Post Office
Postage	\$ 5.39	Chester Heights Post Office
Postage	\$ 10.88	Chester Heights Post Office
Legal Ad Public Mtgs Fire Co	\$ 154.82	21st Century
Assistance	\$ 280.40	Anne Marie Mazzella
Park Trash	\$ 55.28	Waste Management
Assistance	\$ 470.50	Valerie Hocker
Fire Marshal Compensation	\$ 500.00	Michael Ciocco
Office Supplies	\$ 16.36	Acme
Dig Notifications	\$ 13.60	PA 1 Call
Office Supplies	\$ 52.99	Adobe
3rd Qrt Payroll	\$ 9.92	PAUC
3rd Qrt Payroll	\$ 435.00	PA Dept of Rev
941 Payroll	\$ 1,122.94	EFTPS
Sec/Treas Compensation	\$ 3,231.76	Susan Timmins
Copier/Fax/Scanner	\$ 140.13	Ricoh USA
Meter Usage	\$ 26.75	Ricoh USA
Employee Insurance	\$ 450.00	Keystone Health Plan
3 Hydrants@ \$42.25 per Hydrant	\$ 134.83	Aqua Pennsylvania
35 Hydrants@ \$36.30 per Hydrant	\$ 1,306.80	Chester Water Authority
Total Expenditures	\$ 52,654.83	
PA Liquid Fuels Fund Expenditures		
PECO TL	\$ 21.11	PECO
PECO SL	\$ 565.68	PECO
TL Maintenance Vallybrk	\$ 182.00	Charles A. Higgins & Sons, Inc.
Turn on Flashers St. Thomas	\$ 70.00	Charles A. Higgins & Sons, Inc.
Total Expenditures	\$ 838.79	

TREASURER'S REPORT

MOTION

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

MOTION

Upon motion (Clarke/Block) Council voted to accept the expenses as submitted by the Secretary/Treasurer for September 2016 including \$10,000.00 paid one month early to the Rachel Kohl Library.

Council discussed rental of the storage space for Borough records, retention requirements and storage methods. Councilman Block volunteered to work with Mrs. Timmins to begin reviewing Borough records and the process for retention and storage.

ANNUAL RECYCLING PERFORMANCE GRANT

Mrs. Timmins reported that she submitted the Annual Recycling Performance Grant.

CORRESPONDENCE

President Clarke reported on the following correspondence:

- The Borough received the Recycling Performance Grant for 2014 in the amount of \$2,534.00. The Borough does not make any money on the annual Recycling Day; however, it is a minimal expense, good for the environment and encourages the community to recycle.
- The Borough received the estimated Liquid Fuels Allocation amount for 2017 which is \$53,349.10.
- The Borough received information from Peco on an open space program called Green Region. President Clarke commented this is an area of opportunity for the Borough if there was someone who was good at writing grants. Materials on the Peco program were distributed to Council members.
- Councilman Block reported on an email received from Deputy Fire Chief, Larry Ward regarding the possibility of Delaware County Emergency Health Services being combined with Cumberland County. Fire Chief Sam Iannucci reported this is a move by the state to regionalize the services into four regions. He added that State Representative Stephen Barrar is the Chair of the committee reviewing the matter and he is scheduled to meet with Delaware County's Executive Director, Marianne Grace in the next week. If the change goes through, emergency vehicles would have to be driven to Cumberland County (120 miles away) for relicensing every three years. Additionally, if responders need to be recertified or tested in certain areas, they will have to go to Cumberland County. Response times would only be affected if a vehicle is out of the area for relicensing during a call. Currently, the County comes on site to relicense the vehicles.

President Clarke asked for an update on NIMS Compliance. Mrs. Timmins reported that Deputy Chief Ward indicated that everyone should take a class. Chief Iannucci indicated that the Borough may not receive all available FEMA funds after an emergency if everyone has not taken the courses. President Clarke indicated the item will be discussed at the October 2016 Work Session.

SOLICITOR REPORT

Solicitor Montella reported on the following:

**PUBLIC IMPROVEMENTS
ESCROW RELEASE**

Solicitor Montella reviewed the application for Escrow Release #4 for Valleybrook Homes, including Engineer Houtman's changes to the release amount. Solicitor Montella then asked for approval by Council to release \$310,768.25 leaving a balance of \$218,601.95 in Escrow.

MOTION

Upon motion (Clarke/Driscoll) Council voted to approve Valleybrook Homes Escrow Release #4 in the amount of \$310,768.25.

EXTENSION LETTER Solicitor Montella reviewed the Extension of Time Request Letter from One Smithbridge, LLC requesting an extension of time until January 20, 2017.

MOTION Upon motion (Driscoll/Searl) Council voted to accept the Extension of Time Request from One Smithbridge, LLC.

NUISANCE CODE Solicitor Montella informed Council that he had a discussion with Engineer Houtman and Zoning Officer Jensen concerning damaged and diseased trees and they are working through the comments and suggestions. Solicitor Montella anticipates having something to bring to Council for review in November.

ENGINEER REPORT Engineer Houtman was not in attendance and there was no report.

MAYOR'S REPORT Mayor Carroll reported there will be recognition of an Eagle Scout at the November 7, 2016 Regular Council Meeting.

Mayor Carroll informed Council that he has contacted Representative Quinn regarding a stop sign at Lenni and Llewelyn Roads and that he urged him to drive through the area during rush hour. Representative Quinn will get back to Mayor Carroll.

President Clarke indicated that Council received an email from Principal Keeley at the St. Thomas School asking to be on this meeting's agenda to discuss concerns regarding traffic on Valleybrook Road. President Clarke invited Mr. Keeley to attend the Work Session on October 24, 2016. She indicated that Valleybrook Road is a PennDOT road but thought the Borough may be able to work with St. Thomas to come up with a way to help slow down traffic. There was discussion regarding requirements to close the old entrance to St. Thomas and previous correspondence from the Borough Solicitor to the Church and the Archdiocese regarding the requirement to close the old church entrance and notifying them that the Borough would not be responsible for any accidents resulting from the use of that entrance.

COMMITTEE REPORTS
BOROUGH PROPERTY

Mayor Carroll reported that Scott's Lawn Service costs would not be increasing for 2017 and also asked if there was anything in the budget for maintenance of the land which the Borough now owns in front of the Brookefield development. Councilwoman Driscoll asked Mayor Carroll to provide figures from Scott's Lawn Service to be incorporated in the budget. Mr. Jensen suggested asking Brookefield to maintain the land during construction. He will provide contact information to Mayor Carroll.

ENGINEER/CONSTRUCT Councilman McIntosh reported there were no further matters on
INSPECTIONS which to report.

FINANCE/INSURANCE	<p>Councilwoman Driscoll presented an update on the budget process. President Clarke asked Council to think about whether or not to consider putting water down Smithbridge Road. Logistics and possible costs were briefly discussed and it was suggested that discussion be tabled until during the 2018 Budgeting process.</p> <p>Mrs. Timmins reviewed the permit billing update with Council. Mrs. Timmins will review the escrow accounts at the October Work Session.</p>
HIGHWAYS/ TRANSPORTATION	No report.
NOMINATING/VACANCY	Councilman Goldberg will follow up on the Zoning Hearing Board vacancy.
PUBLIC RELATIONS/ COMMUNICATIONS	<p>Councilwoman Searl reported that Thom Holden will be at the next meeting with a proposal for signs. Councilwoman Searl reached out to the Art Department at Garnet Valley regarding their possible involvement with the logo and will follow up.</p> <p>Councilwoman Searl informed Council that the cost for Constant Contact is \$504.00 for 12 months. President Clarke requested the amount be added to the 2017 Budget.</p> <p>President Clarke will follow up on the status of the current Newsletter.</p>
ORDINANCE AND CODE REVIEW	No report.
PUBLIC UTILITIES/ TRASH/RECYCLING	No report.
PUBLIC SAFETY/ ENVIRONMENT	<p>Councilman Block reported that the first public meeting on the fire department finances and potential fire tax was conducted on September 25, 2016 and the second meeting is scheduled for October 4, 2016 at 7:00 p.m. Councilman Block suggested addressing any final questions and discussion at the next Work Session and preparing for a vote at the November Regular Council Meeting. Council and Solicitor Montella discussed procedure for a possible millage change, specifically public hearing and ordinance change requirements.</p> <p>Jordan suggested that council needs to keep communication up with the various homeowners associations with an article or a presentation.</p>
SCHOOL DISTRICT/ TRAINING/LIBRARY	Councilman Block reported that at the September 27 th Regular Board Meeting, the School Board approved the terms of the collective bargaining agreement with the Support Union (GVESP) for a four year

agreement extending until 2020. The agreements offers a 2% increase the first year, 2.75% the second year, 2% the third year and 2.75% percent for the fourth year.

PLANNING/ZONING No report.

HISTORICAL No report.

PUBLIC COMMENT

GREG CHESTNUT Mr. Chestnut suggested council contact him concerning any
WILLITS WAY communications for the Rochford Estates.

OLD BUSINESS No report.
PLANNED ACCOMPLISHMENTS

NEW BUSINESS No report.

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 10/22/2016**

ADJOURNMENT Upon motion (McIntosh) Council voted to adjourn the meeting at 8:49 p.m.

Respectfully submitted,
Susan M. Timmins
Secretary/Treasurer