

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

222 Llewellyn Road
Chester Heights, PA. 19017

October 2, 2017

MEMBERS PRESENT Susan H. Clarke, President
Jordan Goldberg, Vice President
Mark Carroll, Mayor
Anne Searl, Pro Tem
Marta Driscoll
Jeffrey D. Durst

OFFICIALS PRESENT Frank Daly, Esq., Solicitor
Matt Houtmann, P.E., Engineer

CALL TO ORDER President Clarke called the public meeting to order at 7:00 p.m. and led those in attendance in a moment of silence for the victims of the Las Vegas shooting incident and in the reciting of the Pledge of Allegiance.

APPROVAL OF MINUTES Upon motion (Driscoll/Durst) council voted to approve the meeting minutes of the September 11, 2017 Regular Council Meeting and (Searl/Driscoll) council voted to approve the meeting minutes of the September 25, 2017 Work Session.

PUBLIC TO ADDRESS
COUNCIL

JANICE PLEKAN Ms. Schoonover reported to council that for the past four years, she has communicated with borough council and the various HOA's concerning dead trees along Walnut Hill Boulevard and on her property. Vice President Goldberg reported that Darlington Woods recently removed four dead trees along Walnut Hill Boulevard and that he would bring these specific trees up for discussion at the next Darlington Woods HOA meeting.

TIM SMITH Mr. Smith updated council on the Planning Module review process for the One Smithbridge, LLC Land Development Plan. Mr. Smith stated that he will have Final Plans for the borough's review before November 15th.

EXTENSION LETTER Solicitor Daly presented council with an Extension Letter extending the time for the One Smithbridge, LLC Land Development Plan to December 4, 2017.

MOTION Upon motion (Goldberg/Durst) council voted to approve the Extension Letter extending the time for the One Smithbridge, LLC Land Development Plan to December 4, 2017.

GINA ELLIS Ms. Ellis commented that at the last council meeting there was a resolution that was passed late in the meeting that was not on the agenda concerning Recycling Day. Ms. Ellis stated that if this item was listed on the agenda she would have stayed at the meeting. Ms. Ellis commented that most community events are the only opportunity for residents to meet candidates without paying a fee.
55 BISHOP DR

VINCE AGOSTINELLI Mr. Agostinelli asked how the decision was made to leave the resolution about Recycling Day off of the agenda for the last council meeting.
380 RADFORD COURT

SECRETARY REPORT Mrs. Timmins reported the Performance Grant was filed last week. Mrs. Timmins reported the 2016 Annual State Liquid Fuels Audit will take place Thursday, October 4th.

TREASURER'S REPORT Mrs. Timmins reported the Iron Workers CD will mature on 10/30/2017 and provided the following rates for a 12 month CD:
- Malvern Federal Savings – 0.50%
- TD Bank – 0.25%
- Fulton Bank – 0.30%
- Iron Workers – 0.75%
Council suggested obtaining longer term CD rates to report at the Work Session.

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

MOTION Upon motion (Searl/Driscoll) council voted to accept the expenses as submitted by the Secretary/Treasurer for September 2017.

| Description | | Source |
|--------------------------|--------------|--------------------------|
| Real Estate Transfer Tax | \$ 12,789.00 | Treasurer of Del County |
| Tax Remittance | \$ 1,116.13 | Treasurer of Del County |
| 2nd Qtr Franchise Fee | \$ 9,126.72 | Verizon |
| LST Collections 2nd Qtr | \$ 15,786.80 | Berkheimer |
| Collections | \$ 839.14 | Maryann Furlong, Tax Col |
| U&O Inspection | \$ 90.00 | 142 Bishop Dr |
| U&O Inspection | \$ 90.00 | 10 Stone Haven Cr |
| U&O Inspection | \$ 90.00 | 80 Bayberry Ct |
| U&O Inspection | \$ 90.00 | 113 Bishop Dr |
| U&O Inspection | \$ 90.00 | 444 Valleybrook Rd |

| | | |
|----------------------------|---------------------|--------------------|
| Bldg Permit | \$ 85.00 | 305 Llewellyn Rd |
| Bldg Permit | \$ 955.00 | 68 Baltimore Pike |
| Bldg Permit | \$ 250.00 | 18 Midred Ln |
| Bldg Permit | \$ 20,249.40 | Brookefield |
| Eng/Sol Reimburse | \$ 4,635.00 | Beard Twnhs |
| Monthly Easement Fee | \$ 597.03 | T-Mobile |
| Fire Hydrant Reimbursement | \$ 363.00 | Madison Apartments |
| Fire Hydrant Reimbursement | \$ 399.30 | Darlington Woods |
| TOTAL | \$ 67,641.52 | |

Fund Balances,

Certificates of Deposit Balance

| | | |
|--------------------------------------|----------------------|-------------------|
| CD, 12 Month, @ 0.90% 12/29/17 | \$ 43,913.37 | Iron Workers Bank |
| CD, 12 Month, @.0.50% 12/03/17 | \$ 216,109.49 | Wawa Credit Union |
| EBond | \$ 15,000.00 | Bryn Mawr Trust |
| Total Certificates of Deposit | \$ 275,022.86 | |

General Fund Balance

| | | |
|------------------------------------|----------------------|------------------------------|
| Checking Acc 8/30/17 @ 0.043% | \$ 433,937.56 | Source PLGIT GENERAL FUND |
| Checking Acc 8/30/17 @ 0.56% | \$ 7.54 | PLGIT GENERAL FUND |
| Money Manager 8/30/17 @ 0.15% | \$ 10,792.14 | BMT Acct #2460 |
| Borough Road Improvement Fund | \$ 108,046.77 | BMT Acct #5260 |
| Total Funds in General Fund | \$ 552,784.01 | |

PA Liquid Fuels Fund Balance

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|----------------------------------|--------------|---------------------|
| Checking Account 8/30/17@ 0.043% | \$ 57,522.13 | PLGIT Acct #5116038 |
|----------------------------------|--------------|---------------------|

Fire Protection Fund

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|-------------------------------------|---------------------|----------------|
| Fire Protection Fund Check 7/3017 | \$ 41,077.74 | BMT Acct #9579 |
| Fire Protection Fund Savings 7/3017 | \$ 10,001.77 | BMT Acct #3005 |
| | \$ 51,079.51 | |

Land Dev Escrow Fund Balance

| | | |
|-------------------------|-------------|---------------------|
| Savings 8/30/17@ 0.043% | \$ 3,886.19 | PLGIT Acct #5116041 |
|-------------------------|-------------|---------------------|

Expenditures

| | | |
|------------------------------|--------------|------------------------------|
| July Rent | \$ 1,500.00 | Chester Heights Fire Company |
| LST 3rd Qtr | \$ 11,000.00 | Chester Heights Fire Company |
| Storage Rental | \$ 180.20 | Chester Heights Self Storage |
| Phone/Fax/Fire Marshal | \$ 140.16 | Windstream |
| Arbour Square | \$ 3,000.00 | Richard Jensen |
| Bldg Permits | \$ 3,225.50 | Richard Jensen |
| eCode 360 Annual Maintenance | \$ 1,195.00 | General Code |
| Reimburse Brookefield | \$ 291.00 | G. D. Houtman & Son, Inc. |
| Reimburse 446 LeNape | \$ 210.00 | G. D. Houtman & Son, Inc. |
| Reimburse Arbour Square | \$ 430.00 | G. D. Houtman & Son, Inc. |

| | | |
|-----------------------------------|---------------------|----------------------------|
| DiSalvo Park | \$ 3,320.00 | G. D. Houtman & Son, Inc. |
| Road Program | \$ 420.00 | G. D. Houtman & Son, Inc. |
| MS4 PRP Plan | \$ 1,909.00 | G. D. Houtman & Son, Inc. |
| General Matters | \$ 1,450.00 | Daly Law Firm |
| Reimburse Arbour Square | \$ 280.00 | Daly Law Firm |
| Reimburse Wawa Annex 5 | \$ 621.25 | Catania Engineering Assoc, |
| SEO Madison Treatment | \$ 90.38 | Catania Engineering Assoc, |
| Reimburse Arbour Square | \$ 60.25 | Catania Engineering Assoc, |
| SEO 156 Logtown Rd | \$ 60.25 | Catania Engineering Assoc, |
| SEO St. Thomas | \$ 120.50 | Catania Engineering Assoc, |
| Panic Button 50% | \$ 125.00 | Delco Alarm System |
| Replace Stop Sign/Walnut Hill | \$ 186.35 | Charles A Higgins & Sons, |
| Stray Dog Fee | \$ 105.00 | Brandywine Vet Hospital |
| Monthly Comp | \$ 833.33 | Larry Ward |
| Property Maintenance | \$ 145.00 | Scott's Lawn Service |
| Property Maintenance | \$ 373.00 | Scott's Lawn Service |
| Property Maintenance | \$ 90.00 | Scott's Lawn Service |
| Property Maintenance | \$ 20.00 | Scott's Lawn Service |
| Legal Adv | \$ 99.59 | 21st Century Media |
| Legal Adv | \$ 160.74 | 21st Century Media |
| Legal Adv | \$ 294.49 | 21st Century Media |
| Relssue Check | \$ 185.83 | Marta K. Driscoll |
| Recycling Day Signs | \$ 180.00 | The Country Press, Inc. |
| PECO TL | \$ 41.41 | PECO |
| PECO SL | \$ 560.56 | PECO |
| Bonding/Treasurer | \$ 443.75 | Arthur J. Gallagher & Co |
| Office Supplies | \$ 39.98 | Office Basics |
| Web Hosting | \$ 29.99 | justhost.com |
| Park Trash | \$ 65.24 | Waste Management |
| Assistance | \$ 613.07 | Valerie Hoxter |
| Fire Marshal Monthly Compensation | \$ 500.00 | Michael Ciocco |
| 3rd Qtr Stipend | \$ 185.00 | Michael Ciocco |
| 446 LeNape Street Address | \$ 140.00 | Michael Ciocco |
| Office Supplies | \$ 52.99 | Adobe |
| 941 Payroll | \$ 1,118.58 | EFTPS |
| Sec/Treas Compensation | \$ 3,399.95 | Susan Timmins |
| Copier/Fax/Scanner | \$ 140.13 | Ricoh USA |
| Meter Usage | \$ 17.33 | Ricoh USA |
| Employee Insurance | \$ 500.00 | Keystone Health Plan |
| 3 Hydrants@ \$42.25 per Hydrant | \$ 156.06 | Aqua Pennsylvania |
| 35 Hydrants@ \$36.30 per Hydrant | \$ 1,306.80 | Chester Water Authority |
| Total Expenditures | \$ 41,612.66 | |

PA Liquid Fuels Fund Expenditures

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|--------------------|------|
| Total Expenditures | \$ - |
|--------------------|------|

Fire Protect Fund Expenditures

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|--------------------|------|
| Total Expenditures | \$ - |
|--------------------|------|

Chester Heights Fire Co

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| CORRESPONDENCE | Councilwoman Searl reported on the following correspondence: <ul style="list-style-type: none"> ▪ Brochure for holiday street decorations ▪ Letter from American Red Cross requesting donations for disaster relief. |
| BUILDING INSPECTOR | Mr. Jensen reported on the following: <ul style="list-style-type: none"> ▪ Mr. Jensen is working on normal inspections ▪ Wawa Annex 5 will have the top two floors of the parking garage available for employee parking by next month. |
| FIRE MARSHAL | No report. |
| SEO | No report. |
| ZONING OFFICER | Mr. Jensen reported that he responded to the email concerning a noise complaint on Baltimore Pike. Mr. Jensen stated he did not hear any noise when he rode by, but he will contact the owners of the building to let them know the borough has received a complaint. |
| ROAD MASTER/ EMC | No report. |
| SOLICITOR REPORT | Solicitor Daly presented council with Resolution #10-17-A. |
| RESOLUTION #10-17-A | <p>A Resolution approving the Final Subdivision and Land Development Application of Mark and Nancy Beard, et al, for property located on Stoney Bank Road, Tax Folio numbers 06-00-00082-00 and 06-00-00082-01, Borough of Chester Heights, subject to conditions.</p> <p>A request was made for approval of a Preliminary Subdivision and Land Development plan (the "Plan") of Mark and Nancy Beard, owners ("Owners") of a parcel of land containing approximately 9.55 acres located on the easterly side of Stoney Bank Road across from Great Oak Drive, in the Borough of Chester Heights, which Preliminary Subdivision and Land Development plans proposed to subdivide the parcel into thirty-three (33) townhouse lots together with two (2) open space parcels, as depicted in the Plan.</p> |
| MOTION | Upon motion (Driscoll/Searl) council voted four to approve and one abstention (Goldberg). |
| ENGINEER REPORT | Mr. Houtmann reported on the following: <ul style="list-style-type: none"> ▪ Top Notch completed the tree removal of the dead trees and waste material at the DiSalvo Park. |

- Brookefield has completed the paving work for the back section of the access road.

MAYOR'S REPORT

Mayor Carroll provided council with a written statement:
 “At the Chester Heights Council meetings of July and August I spoke out in opposition of the then proposed Visitor Policy. Between those meetings, I took Council’s advice and checked with some of the surrounding communities. My main concern about the Policy are the safety of the Borough Secretary and the concerns of our borough residents. At the August Work Session, Councilman Block provided a 3-page statement about the policy. In that statement, I was misquoted twice and those misquotes were used to imply secretive meetings in the shadows and a past lack of transparency. At no time did I go on record stating that meetings residents have with me are and should be kept confidential and private. I also never stated that there are few instances where public facilities require signing in. Using misquotes to frame an argument is not an honest way to make a point. In my remarks, I simply asked the question, why does all of Council need to know if someone has a question for the Mayor, Building inspector, Fire Marshall or the Council President. I also stated that residents may not want to put some things in a book for all the public to see. Things such as a neighbor complaint or a financial issue, a complaint about a Council person, the Mayor or a borough employee. I have served this borough to the best of my abilities for 23 years, the last 18 as Mayor. I am well aware of the Pennsylvania Sunshine Act. In my years of service, I have never been a part of or aware of any improper activities by any borough officials. If Councilman Block is aware of any secretive meetings or any other improper activities, as an elected official he has an obligation to report that to this Council, to our Borough Solicitor and file a complaint. I think it is disgraceful to throw mud in an effort to try and tarnish my 23 years of service and the reputations of the many dedicated residents who served along with me”.

Mayor Carroll asked council to consider removing two quotes from the August Work Session Minutes. President Clarke stated this could be looked into at the October Work Session.

COMMITTEE REPORTS

SCHOOL DISTRICT/ LIBRARY

Ms. Bierre reported that there are 13 students in the Semifinals for the Annual Merit Scholarship Program. The Garnet Valley Football Team is 5 - 0.

BOROUGH PROPERTY

Council discussed paving at the Community Park next spring.

ENGINEER/CONSTRUCT No report.
INSPECTIONS

FINANCE/INSURANCE Councilwoman Driscoll reported that she and President Clarke have been working on the Preliminary Budgets and will present a draft at the October Work Session.

HIGHWAYS/
TRANSPORTATION Vice President Goldberg reported that he is working with Councilwoman Searl on gateway signage. Councilwoman Searl reported that she sent a letter to PennDOT requesting that traffic studies be conducted at the intersection of Wawa Road and Valleybrook Road; at Matson Road and Valleybrook Road; and that a flasher permit be approved and installed for the stop sign at Valleybrook and Llewelyn Roads. Mr. Houtmann updated council on improvements for the Stoney Bank and Baltimore Pike Traffic Light.

NOMINATING/VACANCY No report.

COMMUNICATIONS/
PUBLIC RELATIONS Vice President Goldberg reported that he will provide a presentation on the new website proposal at the October Work Session.

ORDINANCE/CODE
REVIEW No report.

PUBLIC UTILITIES/
TRASH/RECYCLING President Clarke reported that 8,575 lbs. of electronic waste and 1.5 tons of paper shredding were collected on Recycling Day.

PUBLIC SAFETY/
ENVIRONMENT No report.

PLANNING/ZONING No report.

HISTORICAL Councilman Durst reported that he and Councilwoman Searl visited the Crier in the Country prior to the demolition and asked the contractor for any historical artifacts that could be saved.

RESOLUTION #10-17-B Councilman Durst presented council with a resolution commemorating the 240th anniversary of the Battle of Brandywine which occurred on September 11, 1777.

MOTION Upon motion (Searl/Driscoll) council voted to approve Resolution #10-17-B.

PUBLIC COMMENT No comment.

OLD BUSINESS No report.

NEW BUSINESS

No report.

ADJOURNMENT

Upon motion (Searl/Driscoll) council unanimously voted to adjourn the meeting at 7:57p.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 12/4/2017**

Respectfully submitted,
Susan M. Timmins
Secretary/Treasurer