

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

222 Llewellyn Road  
Chester Heights, PA. 19017

**June 4th, 2018**

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

OFFICIALS PRESENT Gerald C. Montella, Esq., Solicitor  
Matt Houtman, P. E.

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

Greg Chestnut Mr. Chestnut requested Council to reach out to PennDOT to clear the storm drain on Valleybrook Road near Mattson Road.  
317 Willits Way

Marta A. Driscoll Ms. Driscoll expressed concerns regarding the logo design.  
458 A Lenni Road

Jeff Durst Mr. Durst expressed concerns regarding the logo and the rationale regarding changing the design after the borough trademarked a new logo last year.  
21 Ivy Lane

APPROVAL OF MINUTES Upon motion (Coccozza/Ellis) council voted to approve the meeting minutes of the May 7, 2018 Regular Council Meeting.

Upon motion (Coccozza/Ellis) council voted to approve the May 21, 2018 Work Session Minutes.

STATE POLICE REPORT Trooper Hennigan gave a report on serious incidents that have occurred since the first of the year. 2 burglaries (1 in January & 1 in March), 1 drug overdose in March, 4 thefts (3 in May and 1

in April), 5 reported Fraud and Forgery incidents between April and May 31<sup>st</sup>.

SECRETARY REPORT No report.  
TREASURER'S REPORT

MOTION Upon motion (Cocozza/Ellis) Council voted to accept the receipts and the expenditures as submitted by the Secretary/Treasurer for May 2018.

CORRESPONDENCE No report.

BUILDING INSPECTOR Susan Clarke reported on behalf of Mr. Jensen's absence on the following:

- Brookfield townhomes- 77 townhomes to be developed, 25 have closed and settled, 11 more that have sale agreements, 9 buildings are under roof.
- Lenape Valley- 6 lots are under contract, 1 deposit, 4 permits and 2 foundations have been started.
- Wawa Red Roof Corporate Center is nearly completed.
- The Reserves at Stoneybank- Issues tying into the sewer treatment plant.
- Chester Heights Market- Resolving engineering items, Penn DOT continues to revise signal plans.
- 166 Logtown Road- Foundation has been set.
- Arbour Square- 3 more weeks of the earth moving phase, Excess dirt is being moved off site.
- Rose Hill- No Activity.

FIRE MARSHAL Mr. Ciocco reported there were 5 fire related incidents in May. Fireworks Law in the state of Pennsylvania has changed to allow the public to purchase fireworks.

ROADMASTER/EMC Mr. Ward reported on the following:

- There have been numerous PA One Call dig notifications.
- Lenni Rd and Llewellyn Rd- Issue with high grass, signs on property from Penn DOT.

SEO No report.

SOLICITOR REPORT Solicitor Montella requested council to ratify a motion to approve a 91 day extension for One Smithbridge, LLC to August 19, 2018.

MOTION

Upon motion (Cocozza/Ellis) council voted to ratify the 91 day extension for One Smithbridge, LLC to August 19, 2018.

Solicitor Montella reported that he and the engineer are working on the Developers Agreements for the Beard Land Development.

ENGINEER'S REPORT

Mr. Houtman reported the following:

- Received the signal maintenance report from Higgins. Compared the 2017 & 2018 report. Issues with light at Stoneybank Road and Baltimore Pike & Valleybrook Road and Baltimore Pike.
- Estimate to upgrade the light at Stoneybank Road with video detection signal at \$26,000. Chester Heights and Concord Township will split the cost in turn costing the borough \$13,000.
- Estimate to upgrade the light at Valleybrook Road and Baltimore Pike will cost \$26,000.
- Requesting council to approve to advertise bids for equipment purchase for the 2 intersections.
- Guardrail at 101 Valleybrook Road- Sent letter with recommendations, map and pictures to Ron Notar at PennDOT.
- Traffic signs on Valleybrook Road- Mrs. Lim had requested Mr. Houtman to check if the signs around the area of 101 Valleybrook Road are missing. Mr. Houtman received a straight-line diagram from PennDOT. All signs that are officially listed on state records are in place except one that is heading west on Valleybrook Road towards Bodley Road.
- Heather Lane Update- Issues with storm drain causing a sink hole behind the end wall and pulling the concrete off the driveway. Met with resident Harry Amey over the last month and Mr. Houtman requested the borough fix the drainage issue and repair the driveway. Mr. Houtman will prepare a sketch and estimate for repair. Larry Ward will look into putting a temporary fence up for safety.

MOTION

Upon motion (Cocozza/Goldberg) council voted to allow Mr. Houtman to purchase traffic signal equipment for Stoneybank Road and Baltimore Pike, Valleybrook Road and Baltimore Pike.

MOTION Upon motion (Cocozza/Goldberg) council voted to allow Mr. Houtman to create a sketch plan on the inlet on Heather Lane and provide costs for repairs.

ENGINEER'S REPORT Mr. Houtman has the contract documentation for the park paving that will need council's signature. The funds for the park paving will be paid out of the General Fund.

MAYOR'S REPORT Mayor Stacey Smith on the following:

Memorial Day-

- Thank you to everyone who attended the Memorial Day Wreath Laying Ceremony.
- Thank you to Scott's Lawn Service for donating their work on making DiSalvo Park look nice with flowers.
- Thank you to Greg Chestnut and Cub Scout Pack 154 from St. Thomas for planting the flowers.
- Thank you to the previous Mayor for his guidance and assistance at the event.
- Thank you to Chester Heights Fire Company for bringing up the fire trucks.
- Thank you to Wawa Corporation for their refreshment donations.
- Thank you to the VFW Post 6613 for their participation with the Wreath Laying Ceremony.

Eagle Scout-

- Sent a congratulatory letter to Chester Heights resident Justin Zachar. He attained the Eagle Scout position in the Boy Scouts. Mayor Stacey Smith would like to invite Justin to the next council meeting and honor his achievements.

Mayor Stacey Smith requested that Chester Heights Neighbor's Alliance who adopted Valleybrook Road could clean up the Democratic signs left up from last election in the area of the church that are falling onto the roadway.

SCHOOL DIST/EDU/  
TRAIN/LIBRARY

Councilwoman Clarke reported on the following:

- Graduation is June 11<sup>th</sup> at 4pm at the University of Delaware.
- Last day of school is June 14<sup>th</sup> and it is a half day.
- Greg Chestnut- Library update to apply for a new HVAC unit for Rachel Kohl Library. Mr. Chestnut is seeking support from local municipalities to replace HVAC unit. Two quotes came in at \$170,000. The grant from the

state would be \$85,000. Splitting the cost between Chadds Ford, Concord and Thornbury Townships, Chester Heights would pay \$5,400 towards the HVAC unit. Mr. Chestnut is requesting a good faith deposit from Chester Heights Borough in the amount of \$2,019 to secure the HVAC unit by June 15<sup>th</sup>, 2018.

**MOTION** Upon motion (Clarke/Goldberg) council agreed that the borough will provide written assurance to Rachel Kohl Library that should the grant be awarded, the borough will contribute its portion of their local share of \$5,400 and this amount will be expended in the 2019 budget.

**FINANCE/INSURANCE** Vice President Coccozza reported on the following:

Open Space Fund-

- Council approved opening an Open Space Fund at the council meeting in May 2018 for the amount of \$25,000 from the General Fund. The account will be opened by PLGIT at 1.67%.

FINANCE  
SUB COMMITTEE-FIRE  
CO. FINANCES

Councilman Block stated that on May 29<sup>th</sup> he met with President Baum, Vice President Coccozza, Sam Iannucci, Larry Ward and Ms. Driscoll to discuss the 3<sup>rd</sup> quarter distribution of monies to support the fire department. The fire department had targeted and budgeted \$45,000 from the fire fund over to the fire department for the 3<sup>rd</sup> quarter. The monies will pay off the loan for the fire truck and purchase the air packs.

**MOTION** Upon motion (Coccozza/Goldberg) council approved the disbursement of \$45,000 from the fire protection fund for the next pay period for the month of June.

**NOMINATING/VACANCY** No report.

COMMUNICATIONS/  
PUBLIC RELATIONS

Councilwoman Ginamarie Ellis reported on the following:

Website Update-

- A few months ago council agreed to provide Mrs. Timmins, as the email administrator, the passwords to send off the website designer. Councilwoman Ellis is requesting all councilmembers to provide the information by the middle of June to Mrs. Timmins.

Logo Design Vote-

- Upon motion (Cocozza/Ellis) council voted to adopt the logo of the Chester Creek with the 2 Canadian Geese and a sun. Baum, Cocozza, Ellis & Smith (Mayor) voted for the new logo. Clarke, Goldberg & Block voted against it.

HIGHWAY/  
TRANSPORTATION No report.

PLANNING/ZONING No report.

HISTORICAL No report.

PUBLIC UTILITIES/  
TRASH/RECYCL No report.

BOROUGH PROPERTY/  
PARKS/OPEN SPACE Mayor Stacey Smith reported on the following:

DiSalvo Park Update-

- Mayor Stacey Smith presented a drawing of DiSalvo Park showing a simple raised bed, new sign facing Valleybrook Road, new plaque, flag pole moved & landscaping plants. Plan is to meet with more sign companies to discuss options and designs.

ENGINEERING/  
CONSTRUCTION/  
INSPECTIONS No report.

ORDINANCE/CODE  
REVIEW No report.

OLD BUSINESS Sam Iannucci reported on the following:

Two new office computers-

- Plan to purchase 2 new office computers. 1 desktop & 1 laptop. Follow up at the Work Session.

Additional desk-

- Mayor Stacey Smith stated that the additional desk and 2 desk lamps totaled \$700.00

MOTION Upon motion (Ellis/Cocozza) council approved purchase of a new desk and 2 desk lamps.

NEW BUSINESS

Councilman Steve Coccozza reported on the following:

Proposal for One Family Movie Night in the Park-

- To be held on June 21<sup>st</sup>, 2018. Movie that will be played is Moana
- Contract for the movie \$1,026.34
- Movie License \$395-Good for 1 showing (rain date 6/22/18)
- Donated items- snacks, drinks, ice cream truck, water ice & popcorn
- Porta Potty Handicap accessible \$310
- Total for no more than \$2,000 to be approved to come out of the General Fund

The proposal was deferred to the work session.

PUBLIC COMMENT

No comment.

ADJOURNMENT

Upon motion (Ellis/Agostinelli) council unanimously voted to adjourn the meeting at 8:24 p.m.

Land Development Dates

1. **S. B. Conrad/CH Market** - Submitted Plans 2/18/10, Reviewed Planning Commission 3/25/10 - Extension 8/19/2018

Respectfully submitted,  
Megan Killian  
Administrative Assistant