

**Minutes of the Regular Council Meeting
Of the Borough of Chester Heights
222 Llewellyn Road
Chester Heights, PA 19017**

December 5, 2018

- MEMBERS PRESENT Drew Baum, President
Steve Coccozza, Vice President
Ginamarie Ellis
Philip Block, Ph. D.
Stacey Smith, Mayor
Susan Clarke
- OFFICIALS PRESENT Gerald C. Montella, Esq., Solicitor
- CALL TO ORDER President Baum called the public meeting to order at 7:02 p.m. and led those in attendance in a moment of silence and the reciting of the Pledge of Allegiance.
- PUBLIC TO ADDRESS
COUNCIL No report.
- APPROVAL OF MINUTES Upon motion (Block/Ellis) council voted to approve the meeting minutes of the November 5, 2018 Regular Council Meeting.
- Upon motion (Block/Ellis) council voted to approve the meeting minutes of the November 26, 2018 Work Session Minutes.
- FINANCE REPORT Consideration of the Approval of the 2019 Tax Levy Rate-
- Vice President Steve Coccozza make a motion to establish the 2019 Tax Levy at .048 mils reduced from the current rate of .058 mils and to authorize the solicitor to advertise the 2019 Tax Levy Ordinance and the special meeting date of December 18, 2018 for consideration of approval.
- MOTION Upon motion (Baum/Ellis) council voted to approve the 2019 Tax Levy Rate to .048 mils reduced from the current rate of .058 mils. The motion passed with 4 votes in favor and 1 against (Councilwoman Clarke).
- Authorize Solicitor to advertise the 2019 Tax Levy Ordinance and the Meeting Date for consideration of Approval.

MOTION Upon motion (Baum/Cocozza) council voted to allow the Solicitor to advertise the 2019 Tax Levy Ordinance and the Meeting Date for consideration of Approval.

- Authorize the Secretary to advertise the Budget Hearing Meeting Date on December 18, 2018.

MOTION Upon motion (Baum/Ellis) council voted to Authorize the Secretary to advertise the Budget Hearing Meeting Date on December 18, 2018.

- Consideration of Increased Compensation for the Fire Marshal

MOTION Upon motion (Baum/Ellis) council voted to increase the compensation for the Fire Marshal in the amount of \$300.00 per month. The motion passed with 4 votes in favor and 1 against (Councilwoman Clarke).

SECRETARY REPORT
TREASURER'S REPORT

Description		Source
Reciepts		
Real Estate Transfer Tax	\$ 7,607.86	Treasurer of Delaware County
Court Fines	\$ 5.95	Treasurer of Delaware County
LST	\$ 18,435.61	Berkheimer
State Police Fines	\$ 459.58	PA Dept of Transportation
October Collections	\$ 67.12	Maryann D Furlong, Tax Col
Overpay Payroll	\$ 76.50	U S Treasury
3rd Qtr Francise	\$ 8,827.83	Verizon
U&O Inspections	\$ 90.00	14 Stonehaven Cr
U&O Inspections	\$ 90.00	6306 Lydia Hollow Dr
U&O Inspections	\$ 90.00	175 Kingswood Ct
U&O Inspections	\$ 90.00	118 Bishops Dr
U&O Inspections	\$ 90.00	444 Valleybrook Rd
Bldg Permits Lot 2	\$ 4,218.00	446 LeNape Valley
On-Lot Septic	\$ 2,250.00	61 Smithbridge Rd
On-Lot Septic	\$ 1,000.00	240 Wawa Rd
Bldg/Roof Permit	\$ 130.00	202 Bishops Dr
HVAC Permit	\$ 155.00	167 Kingswood Ct
Bldg/Roof Permit	\$ 130.00	115 Heather Lane
Reimburse/Solicitor Invc	\$ 43.50	Arbour Square
Reimburse/Solicitor Invc	\$ 29.00	Arbour Square
Reimburse/Engineer Invc	\$ 2,604.00	Arbour Square
Fire Hydrant Reimbursement	\$ 181.00	Madison Apartments
Fire Hydrant Reimbursement	<u>\$ 399.30</u>	Darlington Woods

TOTAL	\$	47,070.25
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Fund Balances,

Certificates of Deposit Balance

CD, 12 Month, @ 1.25% 9/30/2019	\$	44,530.38	Iron Workers Bank
EBond	\$	15,000.00	Bryn Mawr Trust
Total Certificates of Deposit	\$	59,530.38	

General Fund Balance

Checking Acc 11/30/2018 @ 1.99%	\$	889,666.85	Source PLGIT GENERAL FUND
Checking Acc 11/30/ @1.88%	\$	7.66	PLGIT GENERAL FUND
Money Manager 11/30/ @ 0.15%	\$	9,469.41	BMT Acct #2460
Road Improv Fund 11/30/ @ 0.05%	\$	108,109.84	BMT Acct #5260
Total Funds in General Fund	\$	1,007,253.76	

PA Liquid Fuels Fund Balance

Checking Account 11/30/2018 @ 1.99%	\$	43,110.19	PLGIT Acct #5116038
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Open Space Fund Balance

PLGIT/ I -Class 11/30//2018 @ 2.17%	\$	25,127.64	PLGIT Acct #5116056
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Fire Protection Fund Balance

Fire Protect Fund Check 10/31/18	\$	39,960.04	BMT Acct #9579
Fire Protect Fund Savings 10/31/18	\$	10,007.98	BMT Acct #3005
	\$	49,968.02	

Expenditures

Snow Removal Invc #25605	\$	3,085.00	Dan Kelly's Landscaping
December Rent	\$	1,500.00	Chester Heights Fire Company
Fire Safety Inspection	\$	800.00	Chester Heights Fire Company
3rd Qtr LST/\$7,500.00 Paid	\$	3,500.00	Chester Heights Fire Company
4th Qtr LST	\$	11,000.00	Chester Heights Fire Company
Storage Rental	\$	207.76	Chester Heights Self Storage
Eng Invc #52554	\$	400.00	Catania Engineering Assoc, Inc
Eng Invc #56190	\$	244.00	Catania Engineering Assoc, Inc
Eng Invc #57650	\$	529.00	Catania Engineering Assoc, Inc
Eng Invc #57537	\$	91.50	Catania Engineering Assoc, Inc
Eng Invc #56887	\$	275.48	Catania Engineering Assoc, Inc
Eng Invc #57538	\$	244.00	Catania Engineering Assoc, Inc
Eng Invc #57539	\$	152.00	Catania Engineering Assoc, Inc
Eng Invc #57540	\$	122.00	Catania Engineering Assoc, Inc
Reimburse/LeNape	\$	3,251.00	G D Houtman & Sons
Reimburse/One Smithbridge	\$	485.50	G D Houtman & Sons
Reimburse/Arbours	\$	2,604.00	G D Houtman & Sons

MS-4	\$	682.00	G D Houtman & Sons
Office Cleaning	\$	80.00	Brenda Martin Cleaning Services
General Matters	\$	2,363.50	Gerald Montella, Esq.
Reimburse/Arbour Square	\$	29.00	Gerald Montella, Esq.
Reimburse/Arbour Square	\$	43.50	Gerald Montella, Esq.
Phone/Fire Marshal/Nov	\$	108.21	Windstream
Phone/Fire Marshal/Oct	\$	112.38	Windstream
Bldg Permits	\$	4,576.00	Richard Jensen
Arbour Square	\$	185.00	Richard Jensen
Fire Safety Inspection	\$	3,200.00	Richard Jensen
Reimburse/One Smithbridge LLC	\$	739.50	Peter J Rohana, Esq.
Stray Dog Fee	\$	1,224.00	Brandywine Vet Hospital
Monthly Comp	\$	1,196.17	Larry Ward
Monthly Comp/April	\$	1,196.17	Larry Ward
PSAB Magazine Subscriptions	\$	100.00	PSAB
Property Maintenance	\$	999.00	Scott's Lawn Service
Postage	\$	30.00	Chester Heights Post Office
Stray Dog/Wawa Road	\$	125.00	A Strickler Animal Control
PECO TL	\$	45.06	PECO
PECO SL	\$	541.60	PECO
Admin Assist	\$	1,035.25	Megan Killian
Fee	\$	11.43	Facebook
Monthly Fee	\$	45.00	Constant Contact
Park Trash	\$	78.30	Waste Management
Membership Renewal	\$	100.00	CRC Watershed
Monthly Comp	\$	500.00	Michael Ciocco
4th Qtr Stipend	\$	185.00	Michael Ciocco
Office Supplies	\$	29.76	Office Basics
Office Supplies	\$	51.59	Office Basics
Office Supplies	\$	136.58	Office Basics
Council Compensation	\$	223.05	Stacey Smith
Council Compensation	\$	223.05	Susan H. Clarke
Council Compensation	\$	223.05	Theresa Agostinelli
Council Compensation	\$	223.05	Jordan Goldberg
Council Compensation	\$	223.05	Ginamarie Ellis
Council Compensation	\$	223.05	Drew Baum
Council Compensation	\$	223.05	Philip Block
Mayor Compensation	\$	223.05	Steve Coccozza
Zoning Officer	\$	223.05	Richard Jensen
941 Payroll	\$	1,565.96	EFTPS
Sec/Treas Compensation	\$	3,863.84	Susan Timmins
Santa Lunch Event/Photographer	\$	150.00	Lisa Spradlen
Copier/Scanner	\$	161.42	De Lage Landen

Notifications	\$	10.79	PA 1 Call
3 Hydrants@ \$42.25 per Hydrant	\$	127.87	Aqua Pennsylvania
35 Hydrants@ \$36.30 per Hydrant	\$	1,306.80	Chester Water Authority
Total Expenditures	\$	54,349.37	

PA Liquid Fuels Fund Expenditures

Total Expenditures	\$	-
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Fire Protect Fund Expenditures

Borough Contribution		Chester Heights Fire Co
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Upon motion (Cocozza/Block) council voted to accept the receipts and the expenditures as submitted by the Secretary/Treasurer for November 2018.

- Consideration of Approval for the 2018 Annual Audit

MOTION

Upon motion (Cocozza/Block) council voted to approve the 2018 annual audit which will be performed by Wetzel and Economidis.

CORRESPONDENCE

Councilwoman Ellis reported on the following:

- Thank you letter from the family of Art McClasky for the kind and thoughtful expression of sympathy.
- Thank you letter from the CRC Watershed for the Borough's past contribution and support.
- Received many questions regarding the update Lenni Road and the roundabout at Birney Hwy and Crozerville Road.
- Received lots of questions regarding Pathways as to what they can and cannot receive or take in for donations.
- A few inquiries regarding Hunter.
- Michael Straw from Representative Quinn's office wrote to the Borough inquiring who would be the liaison for World Water Day on March 22, 2019.

INSPECTOR'S REPORT

No report.

FIRE MARSHAL

No report.

ROADMASTER/EMC

Councilwoman Ellis reported on Larry Ward's behalf:

- School bus stop ahead signs have been placed on Valleybrook Road at the top of the hill near 101 Valleybrook Road.

- The pole outside the firehouse has been repaired.
- Answered a lot of PA 1 calls.

SOLICITOR'S REPORT

Solicitor Montella reported that he requested council to consider the adoption of the animal protected services contract with Brandywine Valley SPCA.

- Consideration of Approval of the 2019 Animal Control Contract Brandywine Valley SPCA.

MOTION

Upon motion (Cocozza/Ellis) council voted to approve the animal control contract with Brandywine Valley SPCA.

- Consideration to not renew the current contract with Brandywine Veterinary Hospital which expires December 31, 2018.

MOTION

Upon motion (Ellis/Cocozza) council voted to not renew the current contract with Brandywine Veterinary Hospital which expires December 31, 2018.

ENGINEER'S REPORT

Councilwoman Clarke reported on behalf of Matt Houtman:

1. The school bus ahead signs have been installed for northbound Valleybrook Road approaching #101 Valleybrook Road.

2. PennDOT will be performing exploratory excavations along shoulder of Valleybrook Road in order to finalize the plans for the Guide Rail Extension near #101 Valleybrook Road. The excavation tests are scheduled for next Thursday/Friday.

3. We reviewed plans for #31 Smithbridge Road (Conrad). We are awaiting revised plans and the applicant will need to re-appear before the Planning Commission.

4. Processed an Escrow Release for Arbour Square. Arbour Square is asking for \$365,870.00 to be released which leaves a balance of \$427,812.00.

MOTION

Upon motion (Baum/Cocozza) council voted to approve the release of \$365,875.00 in escrow to Westrum Development company for the Arbour Square Development.

MAYOR'S REPORT

No report.

SCHOOL DIST/EDU/ TRAIN/LIBRARY

School district has a reorganization meeting Monday night. Reappointed Rosemary Fenmura as President and Scott Mayor as Vice President. The school district will meet again in January.

FINANCE/INSURANCE	No report.
FINANCE SUB COMMITTEE	
FIRE CO. FINANCES	Councilman Block reported that the fire company had their 4 th quarter meeting to review their 4 th quarter needs and the 2019 budget. The fire company will need new air packs at a cost of \$100,000. The fire company is still working on their grant proposal.
COMMUNICATIONS/ PUBLIC RELATIONS	<u>Sign Design:</u> Councilwoman Ellis proposed the Borough Sign expenditure at a total cost of \$5,500 from Country Press. The Borough sign will be placed at Valleybrook Road and Llewellyn Road. The Borough sign will be installed in the Spring of 2019. The Borough received a quote of \$379.00 for a wall decal to go in the Borough hall and \$36.00 for 2 decals to go on the Borough Hall door and the post office.
MOTION	Upon motion (Cocozza/Ellis) council voted to approve the expenditure of \$5,400 to purchase Borough signs and related items.
HIGHWAYS/ TRANSPORTATION	No report.
PLANNING/ZONING	No report.
HISTORICAL	No report.
PUBLIC SAFETY	No report.
PUBLIC UTILITIES/ TRASH/RECYCLE	No report.
BOROUGH PROPERTY/ PARKS/OPEN SPACE	No report.
ENGINEERING/ CONSTRUCTION/ INSPECTIONS	No report.
ORDINANCE/ CODE REVIEW	No report.
OLD BUSINESS	Councilman Block reported that Adelphia Pipeline had a meeting where they reviewed requests to move forward with the pipeline.

Adelphia Pipeline will have 2 compressor stations in Upper Chichester.

NEW BUSINESS

No report.

PUBLIC COMMENT

No report.

ADJOURNMENT

Upon motion (Cocozza/Ellis) council unanimously voted to adjourn the meeting at 7:49p.m.

Land Development Dates

31 Smithbridge Road/ S.B. Conrad – Submitted Plans 9/18/18, Reviewed Planning Commission 10/29/18 Extension – January 16, 2019

Respectfully Submitted,
Megan Killian
Recording Secretary