

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

**April 1, 2019**

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

OFFICIALS PRESENT      Gerald C. Montella Esq.  
Matt Houtmann, 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.

APPROVAL OF MINUTES      Upon motion (Block/Coccozza) council voted to approve the meeting minutes of the March 4, 2019 Regular Council Meeting.

Upon motion (Clarke/Block) council voted to approve the meeting minutes of the March 25, 2019 Work Session Minutes.

SECRETARY REPORT  
TREASURER'S REPORT

***Receipts***

Reimburse Invc/301 Llewellyn	\$ 26,445.26	301 Llewellyn Rd
Real Estate Transfer Tax	\$ 3,859.44	Treasurer of Delaware County
1st Qtr LST	\$ 2,259.66	Berkheimer
February Collections	\$ 21,643.36	Maryann D Furlong
Court Fines	\$ 3.71	Treasurer of Delaware County
Bldg Permit	\$ 3,796.00	LeNape Valley
Land Dev Fee	\$ 500.00	240 Wawa Road
Annual Hydrant Reimbur	\$ 435.60	Highland Reserve
U&O Inspection	\$ 90.00	327 Danbury Ct
U&O Inspection	\$ 90.00	16 Ashley Ct
U&O Inspection	\$ 90.00	41 Ashley Ct
Bldg Permit	\$ 275.00	14 Hunters Lane
Zoning Report	\$ 75.00	Plan & Zoning Resource Co
Plmgl Permit	\$ 55.00	352 Willits Way

Electrical Permit	\$	140.00	320 Wawa Road
HVAC Permit	\$	155.00	113 Indian Springs Dr
HVAC Permit	\$	155.00	452 Lenni Road
HVAC Permit	\$	155.00	80 Bayberry Ct
Reimburse/Eng Review	\$	183.00	240 Wawa Road
Reimburse/Fire Marshal Review	\$	210.00	240 Wawa Road
Reimburse/Sol Review	\$	101.50	240 Wawa Road
Fire Hydrant Reimbursement	\$	181.00	Madison Apartments
Fire Hydrant Reimbursement	\$	399.30	Darlington Woods
<b>TOTAL</b>	<b>\$</b>	<b>61,297.83</b>	

***Fund Balances,***

Certificates of Deposit Balance			
CD, 12 Month, @ 1.25% 4/30/2019	\$	44,530.38	Iron Workers Bank
EBond	\$	15,000.00	Bryn Mawr Trust
<b>Total Certificates of Deposit</b>	<b>\$</b>	<b>59,530.38</b>	

***General Fund Balance***

Checking Acc 03/29/2019 @ 2.23%	\$	808,451.65	Source PLGIT GENERAL FUND
Checking Acc 02/28/2019 @ 2.37%	\$	7.66	PLGIT GENERAL FUND
Money Manager 02/28/2019 @ 0.15%	\$	9,470.97	BMT Acct #2460
Road Improv Fund 02/28/2019 @ 0.05%	\$	108,132.20	BMT Acct #5260
<b>Total Funds in General Fund</b>	<b>\$</b>	<b>926,062.48</b>	

***PA Liquid Fuels Fund Balance***

Checking Account 03/29/2019 @ 2.21%	\$	101,873.57	PLGIT Acct #5116038
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***Open Space Fund Balance***

PLGIT/ I -Class 03/29/2019 @ 2.37%	\$	25,264.69	PLGIT Acct #5116056
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***Fire Protection Fund Balance***

Fire Protect Fund Check 03/28/2019	\$	60,861.66	BMT Acct #9579
Fire Protect Fund Savings 03/28/2019	\$	10,009.65	BMT Acct #3005
	<b>\$</b>	<b>70,871.31</b>	

***Expenditures***

Snow Removal Invc #26090	\$	5,055.00	Dan Kelly's Landscaping
2018 Borough Audit	\$	7,300.00	Leitzell & Economidis
2018 Municipal Tax Bills	\$	82.33	Delaware County Treasurer
April Rent	\$	1,500.00	Chester Heights Fire Co
1st Qtr LST	\$	12,500.00	Chester Heights Fire Co
Qrt Contrib	\$	7,500.00	Chester Heights Fire Co
Storage Rental	\$	207.76	Chester Heights Self Storage
Repair Storm Inlet/Bonnie Ln	\$	1,800.00	Moore Outdoor Rejuvenation

Reimbur/240 Wawa Rd Invc #58925	\$	183.00	Catania Eng Assoc, Inc
SEO/Smithbrdg Invc #58927	\$	366.00	Catania Eng Assoc, Inc
SEO/156 Logtown Invc #58926	\$	122.00	Catania Eng Assoc, Inc
Playground Mulch	\$	3,100.00	Scott's Lawn Service
Aeration/Over Seeding	\$	1,145.00	Scott's Lawn Service
Property Maintenance	\$	150.00	Scott's Lawn Service
Office Cleaning	\$	80.00	Brenda Martin Clean Serv
Reimbur/One Smithbridge	\$	195.50	Peter Rohana, Jr
General Matters	\$	369.50	Peter Rohana, Jr
General Matters	\$	2,711.50	Gerald Montella, Esq.
Reimburse/Beard	\$	14.50	Gerald Montella, Esq.
Reimburse/Rosehill	\$	29.00	Gerald Montella, Esq.
Reimburse/240 Wawa Road	\$	101.50	Gerald Montella, Esq.
Phone/Borough/Fire Marshal	\$	108.90	Windstream
Various Bldg Permits	\$	4,025.42	Richard Jensen
Arbour Square	\$	2,671.60	Richard Jensen
Zoning Report	\$	66.92	Plan & Zoning Resource Co
Zoning Compensation	\$	301.11	Richard Jensen
1st Qtr UCC Fee	\$	90.00	DCED
Monthly Comp	\$	788.25	Larry Ward
Tax Duplicate	\$	612.26	Core Logic Tax Services
Public Hearing 3/4/19	\$	600.25	Media Court Reporting
Legal Adv	\$	447.80	21st Century Media
PECO TL	\$	22.93	PECO
PECO SL	\$	563.64	PECO
Admin Assist	\$	1,322.45	Megan Killian
Monthly Fee	\$	45.00	Constant Contact
Office Expense	\$	56.17	Adobe
Park Trash	\$	78.70	Waste Management
Monthly Comp	\$	713.76	Michael Ciocco
Reimburse/240 Wawa Road	\$	187.35	Michael Ciocco
Monthly Maintenance	\$	273.17	Brandywine Valley SPCA
Office Supplies	\$	225.06	Office Basics
Office Supplies	\$	26.13	Office Basics
Office Supplies	\$	61.26	Office Basics
Name Tag Plates	\$	103.38	NameTagCountry
941 Payroll	\$	2,981.00	EFTPS
1st Qtr PAUC	\$	17.74	PAUC
1st Qtr PA Withholding	\$	908.04	PA Dept of Rev
Sec/Treas Compensation	\$	3,863.84	Susan Timmins
Copier/Scanner	\$	161.42	De Lage Landen
Notifications	\$	20.64	PA 1 Call
3 Hydrants@ \$42.25 per Hydrant	\$	125.63	Aqua Pennsylvania

35 Hydrants@ \$36.30 per Hydrant	\$ 1,306.80	Chester Water Authority
Total Expenditures	<u>\$ 67,289.21</u>	

***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/Goldberg) council voted to accept the receipts expenditures as submitted by the Secretary/Treasurer for March 2019.

PUBLIC COMMENT

MARTA DRISCOLL  
458A LENNI ROAD

Mrs. Driscoll reported that Chester Heights Neighbor’s Alliance held their road cleanup on Saturday March 30<sup>th</sup>. They collected 37 bags of trash. Mrs. Driscoll stated that in the previous council session Councilwoman Ellis asked them to remove signs. Mrs. Driscoll stated that they felt it would be violating freedom of speech and they are not familiar with sign regulations. Mrs. Driscoll stated that the Borough should be the ones who are best suited to remove signs.

CORRESPONDENCE

No report.

INSPECTOR’S  
REPORT

Rich Jensen reported on the following:

- Arbour Square is moving right along. Building 1 is already dry walled, third of it is being painted and trimmed. Center section (24 units) will be inspected next Thursday. They are on target to be finished by Thanksgiving.
- Received a few inquiries regarding code issues from Wawa to do another project. Unsure of what the location and what the project entails.
- Brookfield has delivered 3 houses that are already up. Right now, they are sitting with no permits to be issued until they get some trees planted. 2 foundations haven’t started on. They are waiting on roof trusses.
- Lenape Valley has been slow during the winter. They just pulled a permit for Lot 1 to pour footings which will start tomorrow morning.

FIRE MARSHAL	Mike Ciocco reported that there were 5 fire related incidents. Corresponding with Arbour Square and Wawa.
ROADMASTER/EMC	<p>Larry Ward reported on the following:</p> <ul style="list-style-type: none"> <li>▪ Clearing a lot of PA 1 calls throughout the Borough. There are about 10-15 PA 1 calls a week if not more.</li> <li>▪ Working together with the School Resource Officer at Garnet Valley regarding safety information.</li> <li>▪ Reported road signs that were down to PennDot.</li> <li>▪ Helping Susan Timmins with planning requests.</li> </ul>
SOLICITOR'S REPORT	Solicitor Montella reported on the following:
RESOLUTION #04-19-A	Solicitor Montella presented council with Resolution # 04-19-A- Be it resolved, this 1st day of April, A.D. 2019 that David Clarke and Gregg Homan be appointed to fill the vacancies on the Chester Heights Borough Planning Commission and that David Clarke fills the vacancy of Ellen Fox and shall serve in such appointed office until the first Monday of January 2020 and Gregg Homan fill the vacancy of Drew J. Baum and shall serve in such appointed office until the first Monday of January 2022.
MOTION	Upon motion (Ellis/Cocozza) council voted to adopt Resolution # 04-19-A in regard to Planning Commission Appointments. Susan Clarke abstained.
RESOLUTION 04-19-B	<b><u>Application for DCNR- 2018- C2P2-19- Hamanassett Creek Park Acquisition-</u></b>
MOTION	Upon motion (Agostinelli/Ellis) council voted to adopt Resolution # 04-19-B- Hamanassett Creek Park Acquisition.
TEMPORARY ACCESS AGREEMENT/AQUA	Solicitor Montella stated that he was approached by Aqua asking to gain access onto the Borough Property that's located adjacent to the bridge on Lenni Road. There is a broken water pipe that needs to be repaired. Water has been shut off to the location and work will start sometime in mid-April. Solicitor Montella requests council's approval to draft a temporary access agreement.
MOTION	Upon motion (Ellis/Cocozza) council voted to allow the Borough Solicitor to construct a temporary access agreement for Aqua to gain access onto Borough Property located on Lenni Road.
ENGINEER'S REPORT	<p>Matt Houtmann reported on the following:</p> <p><b><u>Extension Letter 31 Smithbridge Road-</u></b></p>

Matt Houtmann reported on the 90-day review clock for 31 Smithbridge Road will elapsing soon. The applicant has agreed to extend the time under which Chester Heights Borough will be reviewing the land development plan until July 15, 2019.

MOTION

Upon motion (Clarke/Goldberg) council voted to extend the review period for the land development application for 31 Smithbridge Road to July 15, 2019.

**County Liquid Fuel Tax Funds Application-**

Matt Houtmann reported that every year the Borough applies for County Aid for Liquid Fuels in the amount of \$743.00. The funds are deposited into the General Fund and used for road repairs.

Therefore, be it resolved that the officials of Chester Heights Borough, Delaware County, Pennsylvania in regular session to hear by make application to the county for an allocation of County Liquid Fuel Tax Funds in the amount of \$743.00.

MOTION

Upon motion (Cocozza/Goldberg) council voted to allow the Borough to make application to the county for an allocation of County Liquid Fuel Tax Funds in the amount of \$743.00

MAYOR'S REPORT

Mayor Smith reported on the following:

- The Easter eggs and candy are in the Borough Hall next to Megan's desk if anyone would like to stuff Easter eggs.
- Mayor Smith and Councilwoman Ellis will need volunteers to put out eggs in the morning starting at 10am and will also need help with clean up. If interested in volunteering, please send Mayor Smith an e-mail.
- Mayor Smith will be officiating her first wedding at Hamanasset the end of May.

SCHOOL DISTRICT/  
EDU/TRAIN/LIBRARY

Mary Kay Beirne reported that there will be 2 retirements at the school district. Pat Dunn is the Assistant Superintendent and will be retiring at the end of June. Marge Brown is the Board Secretary and will be retiring the end of June after 33 years. Junior Prom is Friday night and it will be held at Kings Mill.

FINANCE INSURANCE

No report.

FINANCE  
SUB COMMITTEE/  
FIRE CO. FINANCES

No report.

NOMINATING/VACANCY

**Zoning Hearing Board/Alt Vacancy-**

Councilwoman Agostinelli reported that the Vacancy Committee received 3 applications from Justin Buccilli, Peter Driscoll and John Ryan to fill the Alternate Vacancy Position on the Zoning Hearing Board. The Vacancy Committee has nominated Justin Buccilli to fill the Alternate Vacancy Position on the Zoning Hearing Board.

MOTION

Upon motion (Ellis/Cocozza) council voted to approve Justin Buccilli to fill the Alternate Vacancy Position on the Zoning Hearing Board.  
1 Nay (Philip Block)

**Resolution #04-19-C Alternate Zoning Hearing Board-**

Solicitor Montella presented Resolution #04-19-C Alternate Zoning Hearing Board.

MOTION

Upon motion (Ellis/Cocozza) council voted to approve Resolution #04-19-C approving Justin Buccilli to the Zoning Hearing Board as an Alternate Member.  
1 Nay (Philip Block)

COMMUNICATIONS

Councilwoman Ellis reported on the following:

- Newsletters are completed and will be mailed out in the next few days.
- A decision has been made on a color for the new Borough sign. The sign has been ordered and will be installed in a few weeks. Councilwoman Ellis requested that President Baum, Matt Houtmann and Larry Ward be present to determine an ideal place for the sign to go.
- Councilwoman Ellis asked Rich Jensen if there needs to be a permit for the new Borough sign. Mr. Jensen stated that the Borough is not required to obtain a permit for the new Borough sign.

HIGHWAYS/  
TRANSPORTATION

Councilman Goldberg inquired about the Walnut Hill signage to not have construction vehicles entering Walnut Hill Blvd. Councilman Goldberg asked if Arbour Square has been notified not to have construction vehicles not go up Walnut Hill Blvd. Matt Houtmann informed Councilman Goldberg that the signage was discussed at the last Work Session.

PLANNING/ZONING	Councilwoman Clarke attended the Planning Zoning Meeting and Wawa did a presentation on the conversion of the Fred Wood property that is slated to be turned into an event center for Wawa. Wawa will be at the May 6, 2019 meeting to get approval.
HISTORICAL	No report.
PUBLIC SAFETY/ ENVIRONMENT	No report.
PUBLIC UTILITIES/ TRASH/RECYCLE	Councilman Goldberg reported that he reached out to the vendors for the September 16, 2019 recycling event. Councilman Goldberg secured the shredding company and Green Drop. The event will be from 10am-12N.
BOROUGH PROPERTY/ PARKS/OPEN SPACE	<p data-bbox="570 693 1209 724"><b><u>Park Use Sign/Playground Rules Sign Update-</u></b></p> <p data-bbox="570 766 1421 966">Councilwoman Agostinelli reported that there needs to be a vote on the top two signs. The signage will display park rules, park hours and the Borough website along with other important information. Councilwoman Agostinelli stated that they were given a sign company recommendation from Rich Jensen that they will be working with to create the signs.</p>
ENGINEERING/ CONSTRUCTION/ INSPECTION	No report.
ORDINANCE/CODE REVIEW	Councilman Block reported that there will not be a public meeting on the Nuisance Ordinance. They have not reviewed or made comments from the last public meeting.
OLD BUSINESS	<p data-bbox="570 1281 958 1312"><b><u>301 Llewellyn Road Update-</u></b></p> <p data-bbox="570 1344 1421 1480">Solicitor Montella reported that a check for the lien was sent in to the Borough in the amount of \$26,000 which is all the cost the Borough occurred from cleaning up the property. The Borough has to file to satisfy the lien with Office of Judicial Support.</p>
NEW BUSINESS	<p data-bbox="570 1512 868 1543"><b><u>Polling Place Update-</u></b></p> <p data-bbox="570 1575 1421 1845">President Baum reported that the inspectors met with Sam Iannucci to survey the Fire Company facility. The inspectors deemed the Fire Company as ADA Accessible. The inspectors will forward a copy of the report to the Department of State. The inspectors will bring the matter before the Election Board and once approved they will inform the Bureau of Elections and the Voting Registration Department. Residents will receive notice of polling place change in the mail.</p>



PUBLIC COMMENT

GREG CHESTNUT  
317 WILLITS WAY

Mr. Chestnut asked if the potholes on Mattson Road could be filled and fix the drainage issues. Councilman Block stated that the potholes haven't been filled due to excess rain.

MARTA DRISCOLL  
458 A LENNI ROAD

Mrs. Driscoll inquired about the line item \$20,000 to the State Police. Vice President Coccozza stated he will review the 2017 DCED report and give Mrs. Driscoll an answer to her question at the Work Session. Also, Mrs. Driscoll inquired about the \$55,000 to the Tax Collector. Vice President Coccozza stated he will look at the DCED report and get back to Mrs. Driscoll. Mrs. Driscoll stated that she attempted to retrieve the 2018 DCED report online and couldn't find it.

EXECUTIVE SESSION

President Baum announced in accordance with Act 84, the Sunshine Law that Council will meet in Executive Session to discuss matters regarding Real Estate. Council met in Executive Session at 7:49p.m. until 7:54p.m.

Council discussed acquiring a second appraisal for the Strine Property in the amount of \$1,200.

MOTION

Upon motion (Block/Clarke) council voted approve the expenditure of \$1,200 to acquire a second appraisal for the Strine Property.

ADJOURNMENT

Upon motion (Block/Coccozza) council unanimously voted to adjourn the meeting at 7:55p.m.

Land Development Dates

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

**240 Wawa Road** - Submitted Plans 1/31/19, Reviewed Planning Commission 2/28/19 Extension – May 30, 2019

Respectfully Submitted,  
Megan Killian  
Recording Secretary