

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

May 6, 2019

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

PUBLIC COMMENT

MARTA DRISCOLL Mrs. Driscoll inquired about the Municipal Annual Audit that was
458 A LENNI ROAD filed with the DCED in 2017 regarding the expenses that were
classified as police expenses in the amount of \$20,000 and the
Tax Collection fees in the amount of \$55,000. Vice President
Coccozza addressed Mrs. Driscoll's concerns stating the \$20,000
which was classified under Public Safety was for the demolition of
301 Llewellyn Road which costed \$20,860. Of the \$55,466 for the
Tax Collector \$44,000 of that was for the Fire Companies LFC
that was collected by Berkheimer and the rest of it was a
combination was the Tax Collector's compensation and expenses
that the Tax Collector had.

240 WAWA ROAD Joseph Damico the attorney representing Wawa provided a brief
PRESENTATION summary on the land development application for 240 Wawa
Road and the reverse subdivision plan of 5 lots that is a zoned
PLO Subdivision. Gus Houtman presented the Blossom Hill
project to council. The Blossom Hill project is a 20-acre property
that is currently zoned both PLO and R ½. Wawa Inc. is
proposing installing a new access drive turn around which will be
20-foot-wide and Installing 133 feet by 101 feet colored stamped
asphalt patio which would be utilized for a temporary tent structure
for corporate events. The temporary tent structure will be
assembled for corporate meetings and gatherings as needed.
The tent structure will be disassembled 1-2 days after the event is
over. There will be an on-lot sewage disposal system installed

west of the existing dwelling. There will be an installation of a 12-foot-wide colored asphalt access driveway that will be used to gain access to the sewage disposal area which would connect to the turnaround drive on the north side of the dwelling. Gus Houtman stated that when Wawa has the temporary tent structure up and in use for meetings there will be bathroom facilities brought in. The existing structure Blossom Hill is to undergo extensive interior renovations which would allow the structure to be used as staging and welcoming event for gatherings that will be held at the temporary tent structure and there will be several rooms inside the existing structure that will be converted into conference space that will be utilized by associates from Wawa Corporate Facilities. Storm water management is being provided by two separate management areas. One is located North of the proposed access drive and South of the access drive. There will be new fire and water lines that will be extended West of the Computer Annex. The fire and water lines will be fed through the existing parking area and brought up to the house. There will a fire hydrant installed at the turnaround area for emergency services. Wawa Inc. is proposing a Reverse Subdivision plan of 5 properties That would be combined with 2 properties currently owned by Wawa. One is a smaller 2-acre property East of the Thayer Schroeder property and the Wawa Corporate facility property which is 30 acres which is West of the subject tract. All 5 parcels totals 70 acres. Currently Wawa does not have ample meeting space to accommodate all their associates that are employed at their corporate office campus. Last year Wawa had to rent out the Chase Center in Wilmington, Delaware to host their End of Year Associate Meeting. The tent facility and supporting areas will allow Wawa to have larger size events to house the associates at the corporate facility at the property. Wawa is anticipating having approximately 5-6 event throughout the year.

APPROVAL OF MINUTES

Upon motion (Agostinelli/Ellis) council voted to approve the meeting minutes of the April 1, 2019 Regular Council Meeting.

**SECRETARY REPORT
TREASURER'S REPORT**

Upon motion (Cocozza/Goldberg) council voted to accept the receipts expenditures as submitted by the Secretary/Treasurer for April 2019.

Source

Receipts

1st Qtr Franchise Fee	\$	9,199.79	Comcast
Real Estate Transfer Tax	\$	6,409.15	Treasurer of Delaware County
1st Qtr LST	\$	151.35	Berkheimer
March Collections	\$	71,001.23	Maryann D Furlong
Court Fines	\$	35.20	Treasurer of Delaware County
Land Dev App Fee	\$	1,000.00	Rose Hill
Tax Duplicate Fee	\$	560.00	Core Logic
U&O Inspection	\$	90.00	16 Highland Dr

U&O Inspection	\$	90.00	35 Ashley Ct
Bldg Permits/#39,40,41	\$	8,711.00	Brookefield
Bldg/Sign Permit	\$	125.00	Rose Hill
Bldg/Roof Permit	\$	130.00	6304 Lydia Hollow Dr
Bldg/Deck Permit	\$	355.00	379 Valleybrook Rd
Bldg/Trailer Permit	\$	500.00	Arbour Square
Bldg Permit	\$	275.00	17 Hunters Ln
Bldg/HVAC/Elec/Plmg Permit	\$	3,696.00	LeNape Lot 15
Tent Permit	\$	550.00	Wawa Corp
HVAC Permit	\$	155.00	271 Stanton Ct
Reimburse/Eng/Sol Review	\$	1,543.50	240 Wawa Road
Reimburse/Eng/Sol Review	\$	915.00	240 Wawa Road
Fire Hydrant Reimbursement	\$	181.50	Madison Apartments
Fire Hydrant Reimbursement	\$	399.30	Darlington Woods
TOTAL	\$	106,073.02	

Fund Balances,

Certificates of Deposit Balance			
CD, 12 Month, @ 1.25% 4/30/2019	\$	44,808.14	Iron Workers Bank
EBond	\$	15,000.00	Bryn Mawr Trust
Total Certificates of Deposit	\$	59,808.14	

General Fund Balance

Checking Acc 04/30/2019 @ 2.23%	\$	859,986.15	Source PLGIT GENERAL FUND
Checking Acc 04/30/2019 @ 2.37%	\$	7.66	PLGIT GENERAL FUND
Money Manager 04/30/2019 @ 0.15%	\$	9,471.36	BMT Acct #2460
Road Improv Fund 04/30/2019 @ 0.05%	\$	108,136.64	BMT Acct #5260
Total Funds in General Fund	\$	977,601.81	

PA Liquid Fuels Fund Balance

Checking Account 04/29/2019 @ 2.21%	\$	102,067.75	PLGIT Acct #5116038
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Open Space Fund Balance

PLGIT/ I -Class 04/29/2019 @ 2.36%	\$	25,413.70	PLGIT Acct #5116056
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Fire Protection Fund Balance

Fire Protect Fund Check 04/30/2019	\$	119,464.65	BMT Acct #9579
Fire Protect Fund Savings 04/30/2019	\$	10,010.06	BMT Acct #3005
	\$	129,474.71	

Expenditures

Prep DCNR Grant Application	\$	3,012.50	Natural Lands Trust
U&O Inspections	\$	450.00	Chester Heights Fire Company

Tent Permit	\$	110.00	Chester Heights Fire Company
May Rent	\$	1,500.00	Chester Heights Fire Company
General Liab/Tax Col Bond	\$	6,008.00	Arthur J Gallagher Rick Man
Cyber/Endors	\$	1,164.00	Arthur J Gallagher Rick Man
Storage Rental	\$	207.76	Chester Heights Self Storage
Bi-Annual Fee	\$	329.70	Delco Alarm System
Strine Property	\$	1,200.00	O'Donnell Appraisal Assoc
Reimbur/240 Wawa Rd Invc #59458	\$	915.00	Catania Engineering Assoc, Inc
General Invc #59460	\$	61.00	Catania Engineering Assoc, Inc
SEO/24 Ivy Mills Rd Invc #59459	\$	244.00	Catania Engineering Assoc, Inc
April Playground	\$	150.00	Scott's Lawn Servie
General	\$	132.00	Scott's Lawn Servie
April Playground	\$	212.00	Scott's Lawn Servie
General	\$	45.00	Scott's Lawn Servie
Office Clean	\$	80.00	Brenda Martin Cleaning Services
General Matters	\$	1,754.50	Gerald Montella, Esq.
Reimburse/Rosehill	\$	14.50	Gerald Montella, Esq.
Reimburse/240 Wawa Road	\$	87.00	Gerald Montella, Esq.
Phone/Borough/Fire Marshal	\$	110.21	Windstream
U&O Inspections	\$	401.48	Richard Jensen
Various Bldg Permits	\$	3,981.02	Richard Jensen
Arbour Square	\$	2,466.60	Richard Jensen
TL Stoney Bank/Balt Pike	\$	182.00	Charles A Higgins & Sons
Postage	\$	33.00	Chester Heights Post Office
Monthly Comp	\$	788.25	Larry Ward
Tax Duplicate	\$	560.00	Maryann D Furlong
Legal Adv	\$	281.65	21st Century Media
PECO TL	\$	29.78	PECO
PECO SL	\$	794.56	PECO
Easter Egg Hnt/Photographer	\$	300.00	Lisa Spradlen
Easter Egg Hnt/Supplies	\$	39.63	Target
Easter Egg Hnt/Supplies	\$	34.71	Target
Easter Egg Hnt/Supplies	\$	103.16	Home Depot
Easter Egg Hnt/Supplies	\$	17.34	Joann
Easter Egg Hnt/Supplies	\$	339.52	Costco
Easter Egg Hnt/Supplies	\$	122.91	Costco
Easter Egg Hnt/Supplies	\$	95.99	Home Depot
Easter Egg Hnt/Supplies	\$	8.47	Marshalls
Easter Egg Hnt/Pretzels Reimb	\$	78.00	Drew Baum
Easter Egg Hnt/Banners	\$	216.00	The Country Press
Easter Egg Hnt/Bunny Custome	\$	132.50	Bette's Bounce
Easter Egg Hnt/Supplies	\$	387.50	Party City
Easter Egg Hnt/Supplies	\$	100.00	Zitners

Office Stationery	\$	168.00	The Country Press
Admin Assist	\$	989.72	Megan Killian
Monthly Fee	\$	45.00	Constant Contact
Office Expense	\$	56.17	Adobe
Monthly Comp	\$	713.76	Michael Ciocco
Tent Permit	\$	392.57	Michael Ciocco
Monthly Maintenance	\$	273.17	Brandywine Valley SPCA
Office Supplies	\$	10.42	Office Basics
Office Supplies	\$	11.70	Office Basics
Office Supplies	\$	10.25	Office Basics
Office Supplies	\$	53.64	Office Basics
941 Payroll	\$	3,746.04	EFTPS
Meter Usage	\$	39.41	Graffen
Meter Usage	\$	28.95	Graffen
Meter Usage	\$	29.50	Graffen
Sec/Treas Compensation	\$	3,863.84	Susan Timmins
Copier/Scanner	\$	161.42	De Lage Landen
Notifications	\$	18.83	PA 1 Call
3 Hydrants@ \$42.25 per Hydrant	\$	125.75	Aqua Pennsylvania
35 Hydrants@ \$36.30 per Hydrant	\$	1,306.80	Chester Water Authority
Total Expenditures	\$	41,326.18	

PA Liquid Fuels Fund Expenditures

Total Expenditures

\$ -

Fire Protect Fund Expenditures

Borough Contribution

\$ -

Chester Heights Fire Co

CORRESPONDENCE

Councilwoman Ellis reported on the following:

- Received an e-mail from a resident regarding the no turn on red sign coming northbound on Route 1 turning onto Valleybrook Road needs to be looked into. Councilwoman Ellis forward the information to Matt Houtmann and responded to the resident stating the Borough is doing upgrades to the traffic lights.
- A resident on Logtown Road inquired about the tree trimming that PECO had done on Logtown Road and Valleybrook Road. The resident stated there was a giant tree taken down and portions of the trunk is still on her property in the right of way on Logtown Road and Valleybrook Road. The resident asked if PennDot could be notified to have the issue taken care of.

- Update on 101 Valleybrook Road- The resident stated that PECO came out and marked everything with pink spray paint and that was 3 weeks ago.
- Council and Mayor received an invitation from Wawa to tour the new facility. Council members need to agree on a date and time to tour the new facility.

FIRE MARSHAL

Mike Ciocco reported that there were 7 incidents for the month of April.

ROADMASTER/EMC

Larry Ward reported on the following:

- Cleared a large number of PA One calls.
- Received an e-mail regarding 101 Valleybrook Road for the radar sign.
- Next week there will be a Joint Emergency Management Meeting with Thornbury, Concordville, Middletown and Chester Heights which will be held at Thornbury. Larry Bak who is the Delaware County Emergency Management Coordinator will attend the meeting.

SOLICITOR'S REPORT

Resolution #05-19-A/240 Wawa Road Final Approval-

A resolution approving the Preliminary/Final Land Development and reverse subdivision plan of Wawa, Inc. for a plan known as 240 Wawa Road, prepared by G.D. Houtman & Sons, Inc. dated January 31, 2019, last revised April 15, 2019 consisting of 17 sheets, C-1 through C-17, Borough of Chester Heights, subject to conditions.

MOTION

Upon motion (Agostinelli/Ellis) council voted to approve Resolution #05-19-A

Temporary Access Agreement/Aqua-

Solicitor Montella requested council to pass a motion for a temporary access agreement between the Borough of Chester Heights and Aqua.

MOTION

Upon motion (Clarke/Ellis) council voted to approve the temporary access agreement between the Borough of Chester Heights and Aqua.

ENGINEER'S REPORT

Matt Houtmann stated that he spoke to Higgins Electric and advised them to proceed with the installation of the equipment upgrade at Valleybrook Road and Baltimore Pike. The Borough

received quotes late last Fall for new traffic signal equipment. Matt Houtmann stated that he received a traffic light report from Higgins Electric and will be reviewed later in the week. Inspections are continuing at Lenape Valley, Arbour Square and Brookfield. Old Quarry Knoll plans are being reviewed and will be discussed at the June 3, 2019 Regular Council Meeting.

MAYOR'S REPORT

Mayor Stacey Smith thanked everyone for their help at the Easter Egg Hunt. The Easter Egg Hunt came in under budget which was under \$2,000. The Memorial Day Ceremony will be held at 9am on Monday May 27th, 2019 at Chester Heights Park.

SCHOOL DISTRICT/
EDU/TRAIN/LIBRARY

Mary Kay Bierne reported on the Celebration of the Arts event which is held every year in the high school auditorium and runs from May 7th 8am to 8:30pm, May 8th 8am-3pm & 6pm-8:30pm and ending on May 9th from 8am-3pm. Senior Prom will be held on May 24th at Drexelbrook and Post Prom will be right after at the school.

Greg Chestnut reported that on May 14th the school board will be voting on a preliminary budget for next year and increasing the millage rate to a 1.8% increase for next year which is below the 2.4% which is allowed by the state. The library is celebrating its 40th anniversary on Sunday, May 19th from 1-3 pm. There will be a party at the library and will also be unveiling its grand opening of the Story Book Walk at the park. There will be a Mother's Day Flower Sale next Friday and Saturday at the library.

FINANCE/INSURANCE

Iron Worker's CD Due-

Vice President Coccozza reported that the Borough's Iron Workers CD is up for renewal and is currently worth \$44,808.14 and has a rate of 2.50%. Vice President Coccozza stated that the Borough did reach out to other banks to shop around for rates and Iron Workers was the best rate around at 2.50%.

MOTION

Upon motion (Coccozza/Block) council voted to renew the Iron Workers CD for \$44,808.14 at 2.50%.

FINANCE
SUB COMMITTEE/
FIRE CO. FINANCES

Councilman Block reported that the Fire Company is attempting to set up a date to meet.

NOMINATING/VACANCY

No report.

COMMUNICATIONS

Polling Place Update-

Councilwoman Ellis stated that there has been an influx in questions and concerns regarding the polling place change. Councilwoman Ellis stated that she will be drafting a letter addressing the reason for the polling place change and sending it

	out to the residents.
HIGHWAYS/ TRANSPORTATION	No report.
PLANNING/ZONING	President Baum reported that the representatives from Old Quarry Knoll will be at the June 3, 2019 Regular Council Meeting to discuss the plans.
HISTORICAL	No report.
PUBLIC SAFETY/ ENVIRONMENT	No report.
PUBLIC UTILITIES/ TRASH/RECYCLE	Councilman Goldberg reported that Susan Clarke attended a meeting at Village of Valleybrook regarding the current sewer internal collection system issue. Matt Houtmann stated that there was a meeting last month between Village of Valleybrook officials and Southwest Delaware County Municipal Authority. Matt Houtmann stated that the DEP may want a municipal over site of the collection.
BOROUGH PROPERTY/ PARKS/OPEN SPACE	<p><u>Proclamation/Children’s Mental Health Awareness Week-</u></p> <p>Councilwoman Agostinelli reported that Delaware County Council declared the week of May 1st to be the Children’s Mental Health Matters theme. Focusing on bringing awareness and ending the stigma of mental health in children.</p> <p>Councilwoman Agostinelli presented the proclamation for the Borough of Chester Heights to recognize the week of May 5th through May 11th as Children’s Mental Health Awareness Week.</p> <p><u>Park Use Sign/Playground Rules Sign-</u></p> <p>Councilwoman Agostinelli reported that she has been working with Solicitor Montella on the details for the Park Use Sign and Playground Rules Sign.</p>
ENGINEERING/ CONSTRUCTION/ INSPECTION	No report.
ORDINANCE/CODE REVIEW	Councilman Block reported that the Bamboo Ordinance is still under review.
OLD BUSINESS	No report.
NEW BUSINESS	<p><u>Curb My Clutter-</u></p> <p>Susan Timmins reported that Curb My Clutter hand outs were</p>

given to council for their review. The representative from Curb My Clutter will be at the May Work Session to give a presentation.

PUBLIC COMMENT

MARTA DRISCOLL
458A LENNI ROAD

Mrs. Driscoll asked what fund the CD is that for. Vice President Cocozza replied that it is a General Fund CD. Ms. Driscoll stated that the Planning Commission hasn't been posting their agenda's or minutes on the Borough's website. Mrs. Driscoll asked what the process is on how the Planning Commission reports their meetings. President Baum stated that he will discuss with Chris Leiser on a better way to communicate the information, so everyone is up to date. Mrs. Driscoll asked when items comes before the Planning Commission how is it handled. President Baum and Matt Houtmann clarified how the process is done.

GLORIANN ELLIS
146 LOGTOWN ROAD

Mrs. Ellis stated that she mailed out postcards regarding the Delaware County Tax Appeal general information session that is on May 16th at Pescatore's at 6:30pm.

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 8:23pm and ended at 8:39pm.

STRINE PROPERTY
UPDATE

President Baum requested council make a motion to allow the Borough Solicitor to draft a final agreement of sale in the amount of \$350,000 and present it to Bill Strine.

MOTION

Upon motion (Agostinelli/Ellis) council voted to allow the Borough Solicitor to draft a final agreement of sale in the amount of \$350,000 and present it to Bill Strine.

ADJOURNMENT

Upon motion (Agostinelli/Cocozza) council unanimously voted to adjourn the meeting at 8:42pm.

Land Development Dates

31 Smithbridge Road/ S. B. Conrad - Submitted Plans 9/18/18, Reviewed Planning Commission 10/29/18 Extension – July 15, 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

