

**Minutes of the Work Session  
Of the Borough of Chester Heights  
222 Llewellyn Road  
Chester Heights, PA 19017**

**April 23, 2018**

**MEMBERS PRESENT**

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

**OFFICIALS PRESENT**

Gerald C. Montella, Esq., Solicitor  
Larry Ward, Roadmaster/EMC  
Richard Jensen, Bldg Inspector/Zoning Officer

**CALL TO ORDER**

President Baum called the public meeting to order at 7:00 p.m. and led those in attendance in a moment of silence and the reciting of the Pledge of Allegiance.

**PUBLIC TO ADDRESS**  
**COUNCIL**

**CHRIS BOYLE**  
**STONEHAVEN CR**

Ms. Boyle informed council that there is an ongoing noise problem with a Fitness Center. Ms. Boyle had sent an email to the Borough Zoning Office, the Solicitor and Borough Council with a video documenting the noise. Mr. Jensen reported that he had a previous conversation with the owners of the building concerning this tenant. Mr. Jensen reported that he did put a call into the owner of this building and will follow up on this noise complaint.

**MARTA DRISCOLL**  
**458a LENNI RD**

Ms. Driscoll asked if there was any update with the Arbour Square Land Development. Solicitor Montella reported that he has been in contact with Mr. Tallman, with Arbour Square. Arbour Square Land Development has recently changed their name to Arbour Square at Glen Mills from Arbour Square at Chester Heights. Solicitor Montella reached out to Mr. Rohana and suggested that there will be a need for a brief amendment to the existing documents due to the name change. Mr. Jensen reported that the building plans have been reviewed and signed. The remaining portion of the building permit fees need to be paid prior to releasing any permits.

**LYNN KRUGER**  
**296 LLEWELLYN RD**

Ms. Kruger thanked council for having the tires removed from 301 Llewellyn Road and asked if there will be a barrier placed at the entrance. Solicitor Montella reported that he has received one quote

from a tree company to place large trees across the driveway entrance and is waiting for a second quote.

2017 ANNUAL AUDIT	Mrs. Timmins provided council with a copy of the 2017 Annual Audit and Financial Report that was filed with the Pennsylvania State Department of Community and Economic Development. There was an excess of revenue in the General Fund, the Liquid Fuels Fund and the Fire Tax Fund.
1 <sup>st</sup> QTR BUDGET VS ACTUAL	Mrs. Timmins provided council with a 1 <sup>st</sup> Quarter Budget vs Actual Report for the General Fund, the Liquid Fuels and the Fire Protection Fund. There was an excess of expense in the Liquid Fuels Fund due to snow removal bills.
WEBSITE	Councilwoman Ellis informed council that she is working with the boroughs association on color and design for the website. Councilwoman Ellis is asking for permission for the secretary to create a spreadsheet with all borough email passwords to send to the web developer at the borough's association.
MOTION	Upon motion (Goldberg/Agostinelli) council voted to allow the secretary to collect all council's borough email passwords to send the web developer at the borough's association.
COPIER PROPOSALS	Mrs. Timmins presented council with four copier proposals, Linair, Rothwell, Heritage and Graffen. Mrs. Timmins will send the proposals to the solicitor to review. Council will consider the proposals at the next council meeting. Mrs. Timmins reported that the OCR software feature that Graffen offers would be helpful for scanning borough files.
OFFICE CLEANING	Mayor Smith reported that she obtained two proposals for office cleaning. It would include a monthly cleaning of the borough office and bathrooms. The monthly cost would be \$80.00, the first cleaning would be \$110.00.
MOTION	Upon motion (Ellis/Agostinelli) voted to approve the cleaning proposal with Brenda Martin Cleaning Services for eighty dollars a month.
ADDITIONAL DESK	Mayor Smith reported that she and Mrs. Timmins met with George Norton with Office Basics concerning the purchase of an additional desk. The price is approximately \$400.00.
BYC SOCCER	Councilwoman Agostinelli reported that spoke she spoke with a BYC Coach and they will not be using the Community Park Field until next fall, due to low turnout and the cold spring.
OPEN SPACE FUND	Councilwoman Clarke reported that the Open Space Fund

Resolution stated that at the completion of the 2017 Annual Audit Council would open an Open Space Fund and deposit \$25,000.00 into this account. This item will be place on the May 7<sup>th</sup> Regular Council Meeting Agenda.

OLD BUSINESS

Mayor Smith said that she and Councilwoman Agostinelli are starting a discussion about the two parks and what needs to happen. The playground equipment will need replacement at some point. The sign at the Community Park needs attention. Councilwoman Clarke reported that there are two park benches at Fred Wood's barn.

STREET CLEAN UP

Mayor Smith reported that she has contacted Walt Olmer with the County, concerning having the trash picked up along certain roads in the borough. Mayor Smith reported that she provided Mr. Olmer a prioritized list of the roads that need cleaning.

NEW BUSINESS

Councilwoman Ellis reported that the newsletter will be mailed out shortly. Council discussed that October 15<sup>th</sup> would be the date for the fall newsletter.

RECYCLING DAY

Councilman Goldberg reported that Recycling Day is set for September 15<sup>th</sup>.

ADDITIONAL PERIOD

PUBLIC COMMENT

MARYANN FURLONG  
10 BONNIE LANE

Ms. Furlong reported that Chadds Ford Township has the Chadds Ford Civic Association pick up trash twice a year. Ms. Furlong suggested council that there are small private companies that will pick up road trash.

FIRE COMPANY

Mr. Ianucci reported that the fire company was denied the FEMA Grants. The fire company will have to look into other options for the purchase of air packs.

EXECUTIVE SESSION

President Baum announced in accordance with Act 84, the Sunshine Law that Council will meet in Executive Session to discuss matters of personnel at 8:24 p.m. until 8:46 p.m.

EMC/ROADMASTER

Councilwoman Clarke asked for a motion to increase the compensation to \$15,000.00 for the Emergency Management Coordinator/Roadmaster and do it on a W-2 bases.

MOTION

Upon motion (Clarke/Block) council voted to approve the increased compensation for the Emergency Management Coordinator/Roadmaster and do it on a W-2 bases.

EMPLOYMENT Councilwoman Clarke asked for a motion to hire Megan Killian as a Part Time Assistant for Record Management/Open Records Officer/Recording Secretary.

MOTION Upon motion (Clarke/Ellis) council voted to authorize the hiring of Megan Killian as the Part Time Administrative Assistant for Record Management/Open Records Officer/Recording Secretary.

ADJOURNMENT Upon motion (Clarke/Ellis) council unanimously voted to adjourn the meeting at 8:46 p.m.

Land Development Dates

S. B. Conrad/CH Market - Submitted Plans 2/18/10, Reviewed Planning Commission 3/25/10 - Extension 6/03/2018

Respectfully submitted,  
Susan Timmins  
Secretary/Treasurer