

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

August 5, 2019

MEMBERS PRESENT Drew Baum, President
 Jordan Goldberg, Pro Tem
 Stacey Smith, Mayor
 Theresa Agostinelli
 Philip Block
 Susan Clarke
 Ginamarie Ellis

OFFICIALS PRESENT

 Gerald C. Montella Esq.
 Matthew Houtmann, P.E.
 Peter Rohana, Esq.

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

MARYANNE CHESTNUT
317 WILLITS WAY

Ms. Chestnut reported that the Village of Valleybrook's HOA responded to the letter that Mr. Chestnut had sent with regards to the fallen trees on Valleybrook Road. President Baum suggested arranging a meeting with the Rochford Estates HOA, the Village of Valleybrook HOA and borough council to further discuss this issue.
Councilman Block reported that in 2016 he and a previous Councilman wrote up an amendment to the property maintenance ordinance and will provide council with this language for council's review.

JUSTIN BUCCILLI
80 BISHOPS DR

Mr. Buccilli, the Facility Director for the Village of Valleybrook's HOA, reported that as a follow up on the fallen trees on Valleybrook Road, he has contacted a certified arborist to access the trees and provide a maintenance plan for the trees on Valleybrook Road that belong to Village of Valleybrook's HOA. Mr. Buccilli contacted PennDOT requesting they identify the PennDOT 'easements on Valleybrook Road.

MARTA DRISCOLL
458A LENNI ROAD

Mrs. Driscoll asked when the second radar speed sign would be placed at the original location.
Mrs. Driscoll requested an update on the upgrades for the traffic light at Valleybrook Road and Baltimore Pike.

APPROVAL OF MINUTES Upon motion (Clarke/Block) council voted to approve the meeting minutes of the July 1, 2019 Regular Council Meeting with revisions provided by Councilwoman Clarke.

SECRETARY REPORT/
TREASURER'S REPORT

Receipts

2nd Qtr Franchise Fee	\$ 9,064.78	Comcast
Real Estate Transfer Tax	\$ 15,882.67	Treasurer of Delaware County
LST Collections	\$ 40.85	Berkheimer
May Collections	\$ 799.67	Maryann Furlong
May Remit	\$ 23.28	Treasurer of Delaware County
June Remit	\$ 308.09	Treasurer of Delaware County
U&O Inspection	\$ 90.00	11 Bishops Dr
U&O Inspection	\$ 90.00	131 Deerfield Ct
U&O Inspection	\$ 90.00	6307 Lydia Hollow Dr
Reimbur Eng Invc #10714	\$ 1,722.00	26 Ivy Mills Rd
Land Disturbance Permit	\$ 1,000.00	CH Camp Meeting
Land Disturbance Permit Fee	\$ 100.00	CH Camp Meeting
Fire Report/Madison	\$ 75.00	Madison Apartments
Fire Sprinkler Permit	\$ 500.00	240 Wawa Road
Bldg Permit	\$ 225.00	479 Mildred Ln
Bldg/Deck Permit	\$ 275.00	4 Miller Way
Bldg/Deck Permit	\$ 275.00	13 Miller Way
HVAC Permit	\$ 155.00	75 Bishops Dr
Reimburse/Eng/Sol Review	\$ 2,775.00	LeNape Valley
Reimburse/Eng/Sol Review	\$ 966.50	240 Wawa Rd
Reimburse/Eng/Sol Review	\$ 335.50	240 Wawa Rd
Reimburse/Eng/Sol Review	\$ 319.00	240 Wawa Rd
Fire Hydrant Reimbursement	\$ 181.50	Madison Apartments
Fire Hydrant Reimbursement	\$ 399.30	Darlington Woods
TOTAL	\$ 35,693.14	

Fund Balances,

Certificates of Deposit Balance		
CD, 12 Month, @ 1.25% 5/2020	\$ 45,039.91	Iron Workers Bank
EBond	\$ 15,000.00	Bryn Mawr Trust
Total Certificates of Deposit	\$ 60,039.91	

General Fund Balance

PLGIT GF 06/30/2019 @ 2.19%	\$ 866,483.62	Source PLGIT GENERAL FUND
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PLGIT I-Class 07/31/19 @ 2.33%	\$ 300,350.29	PLGIT GENERAL FUND
Money Manager 07/31/199 @ 1.75%	\$ 9,478.12	Santander #4079
Road Improv Fund 07/31/2019 @ 1.75%	\$ 108,160.19	Santander #4060
Total Funds in General Fund	\$ 1,284,472.22	

PA Liquid Fuels Fund Balance

Checking Account 07/31/2019 @ 2.19%	\$ 102,637.07	PLGIT Acct #5116038
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Open Space Fund Balance

PLGIT/ I -Class 07/31/19 @ 2.33%	\$ 19,529.34	PLGIT Acct #5116056
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Fire Protection Fund Balance

Fire Protect Fund Check 07/31/2019	\$ 3,717.17	BMT Acct #9579
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Expenditures

August Rent	\$ 1,500.00	Chester Heights Fire Co
3rd Qtr LST	\$ 12,500.00	Chester Heights Fire Co
3rd Qtr Contribution	\$ 7,500.00	Chester Heights Fire Co
Storage Rental	\$ 224.72	Chester Heights Self Storage
Reimburse/240 Wawa Rd #60940	\$ 966.50	Catania Eng Assoc, Inc
SEO/Old Quarry Knoll #60942	\$ 488.00	Catania Eng Assoc, Inc
SEO/26 Ivy Mills #60941	\$ 274.50	Catania Eng Assoc, Inc
Park Lawn Maintenance	\$ 1,282.00	Scott's Lawn Service
Office Clean	\$ 80.00	Brenda Martin Cleaning Ser
Reimburse/Old Quarry Knoll	\$ 956.50	Pete Rohana, Esq.
240 Wawa Road	\$ 2,852.70	Richard Jensen
Arbour Square	\$ 2,078.50	Richard Jensen
2nd Qtr UCC Fee	\$ 141.00	DCED
26 Ivy Mills Rd/Invc #10714	\$ 1,722.00	G D Houtman & Sons, Inc
Reimburse/Old Quarry Knoll #10713	\$ 3,437.50	G D Houtman & Sons, Inc
General Matters	\$ 735.00	G D Houtman & Sons, Inc
Street Map	\$ 607.50	G D Houtman & Sons, Inc
Walnut Hill Blvd	\$ 288.00	G D Houtman & Sons, Inc
General Matters	\$ 1,480.00	G D Houtman & Sons, Inc
Traffic Signals	\$ 492.50	G D Houtman & Sons, Inc
Reimburse/LeNape #10715	\$ 2,775.00	G D Houtman & Sons, Inc
Monthly Comp	\$ 788.25	Larry Ward
Bond/Sec-Treas	\$ 443.75	Arthur J Gallagher Risk Man
Phone/Office/Fire Marshal	\$ 115.68	Windstream
Admin Assist	\$ 1,156.09	Megan Killian
Postage	\$ 14.15	Chester Heights Post Office
Borough PO Box	\$ 204.00	Chester Heights Post Office
Annual NPDES Fee	\$ 500.00	Commonwealth of Penn

PECO TL	\$	59.73	PECO
PECO SL	\$	340.57	PECO
Office Supplies	\$	109.08	Office Basics
Newspaper	\$	79.45	Chester Times
Monthly Fee	\$	45.00	Constant Contact
Office Expense	\$	56.17	Adobe
Monthly Comp	\$	713.76	Michael Ciocco
CH Camp Mtg Plan Review	\$	124.91	Michael Ciocco
Monthly Maintenance	\$	273.17	Brandywine Valley SPCA
Duplicate Tax Payment	\$	107.65	Helen Stewart
WC Payroll	\$	45.87	PA Dept of Rev
941 Payroll	\$	5,377.06	EFTPS
Sec/Treas Compensation	\$	3,863.84	Susan Timmins
Copier/Scanner	\$	161.59	De Lage Landen
3 Hydrants@ \$42.25 per Hydrant	\$	96.62	Aqua Pennsylvania
35 Hydrants@ \$36.30 per Hydrant	\$	<u>1,306.80</u>	Chester Water Authority
Total Expenditures	\$	58,365.11	

PA Liquid Fuels Fund Expenditures

Total Expenditures
\$ -

Fire Protect Fund Expenditures

Borough Contribution \$ -

MOTION

Upon motion (Block/Agostinelli) council voted to accept the receipts and expenditures as submitted by the Secretary/Treasurer for July 2019.

CORRESPONDENCE

Councilwoman Ellis reported on the following:

- SEPTA will be hosting Middletown Design Open House on August 8th at the Middletown Township Building
- An email from Mr. Ellis concerning an issue with a CO for 156 Logtown Road
- St. Thomas Principal requested information concerning signage
- PennDOT will be closing lanes on Baltimore Pike from Valley Road to 452 starting August 19th until June of 2020

INSPECTORS REPORTS

BUILDING INSPECTOR

Mr. Jensen reported on the following:

- LeNape Valley currently has two houses being built
- Brookefield has three new houses up, moving slow
- Arbour Square intends to open by Thanksgiving
- 240 Wawa Road demo work has been completed

FIRE MARSHAL

Mr. Ciocco reported on the following:

- There were 9 fire related incidents in July
- The Hollow at Fox Valley had their smoke alarms switched out
- Met with the contractor for 240 Wawa Road concerning placement of the smoke detectors
- Meeting with the engineer for the Camp Meeting
- Meeting with the contractor at Arbour Square with regards to having a chain on the emergency access road

ROADMASTER/EMC

Mr. Ward reported on the following

- Cleared a lot of PA One calls
- Will be attending a Pipeline safety seminar

SOLICITOR'S REPORT
OLD QUARRY KNOLL

Solicitor Rohana reported that there were four agreements that were approved at the last council meeting, the Development Agreement, the Improvement Security Agreement, the Intermunicipal Agreement, and the Enclosed Surface Storm Water Facilities Agreement.

Solicitor Rohana presented the Declaration of Covenants and Restrictions Agreement, that pertains to the Old Quarry Knoll HOA.

Council discussed a provision that would require the Old Quarry Knoll HOA to provide council with a copy of their annual budget statement. Councilman Block and the engineer suggested removing the section related to the borough's ownership of trees in this agreement.

MOTION

Upon motion (Clarke/Block) council voted to approve the language of the Declaration of Covenants and Restrictions Agreement for Old Quarry Knoll, with two revisions, the borough receive the HOA's annual budget statement and the removal of language that states the borough's ownership of any trees in this agreement.

Solicitor Rohana presented the Co- Applicant Agreement for Old Quarry Knoll.

This agreement is a one-time lump sum fee of \$12,500.00 that would go into a Borough Road Fund.

MOTION

Upon motion (Clarke/Block) council voted to approve the Co- Applicant Agreement for Old Quarry Knoll.

HIGHWAY OCCUPANCY
PERMIT

Solicitor Rohana informed council that there is Highway Occupancy Permit that requires a signature from the borough and is a formal document for the PennDOT right of way.

ENGINEER'S REPORT

Mr. Houtmann reported on the request for the Arbour Square Escrow Release #2 in the amount of \$273,143.20, with an escrow amount remaining at \$154,669.20 and recommended approval.

MOTION	Upon motion (Claeke/Ellis) council voted to approve the Arbour Square Escrow Release #2 in the amount of \$273,143.20.
MAYOR'S REPORT	Mayor Smith reported that Parks and Recs Committee is working on a date and location for the Movie Night in September.
SCHOOL DISTRICT/ EDU/TRAIN/LIBRARY	No report.
FINANCE/INSURANCE	No report.
NOMINATING/VACANCY	No report.
COMMUNICATIONS	Councilwoman Ellis reported that the newsletter submissions need to be in by September 15 th . Councilwoman Ellis reported she is working with PathWays to develop a Back to School Supply Drive, there are currently 17 elementary school students at PathWays.
HIGHWAYS/ TRANSPORTATION	Councilman Goldberg reported that he met with the roadmaster on July 3 rd to discuss the location of the new radar speed sign. The short-term goal is to place the radar speed sign at the original location on Valleybrook Road. Once a pole is installed on the opposite side of Valleybrook Road, the radar speed sign can be rotated. Councilman Goldberg suggested budgeting an additional radar speed sign to be place at the bend on Llewellyn Road for the 2020 Budget.
PLANNING/ZONING	President Baum reported that there was no agenda for the July Planning Commission Meeting. Rose Hill Land Development Plan is scheduled for the August Planning Commission Meeting.
HISTORICAL	No report.
PUBLIC SAFETY/ ENVIRONMENT	No report.
PUBLIC UTILITES/ TRASH/RECYCLE	Councilman Goldberg reported on the September 14 th Recycling Event. There will be three vendors, Green Drop for clothing and household items, J&K for confidential paper shredding and eForce for electronic recycling. Postcards will be mailed out to borough residents and businesses.
BOROUGH PROPERTY/ PARKS/OPEN SPACE	Councilwoman Agostinelli reported that the Communications Committee and Park and Rec Committee met at DiSalvo Park with the engineer to discuss the location of the new borough sign. The engineer recommended removing the tree on the corner at DiSalvo Park. Councilwoman Agostinelli presented a proposal for the tree removal at DiSalvo Park.

MOTION	Upon motion (Agostinelli/Ellis) voted to approve the proposal for the tree removal at the DiSalvo Park in the amount of \$1,175.00.
PARK TRASH CAN	The trash receptacle was delivered and will be installed at the Community Park.
PARK SIGNS	The Park Signs have been delivered and will be installed.
PLAYGROUND	Councilwoman Agostinelli reported that only the damaged railroad ties will be replaced.
ENG/CONSTRC INSPECTIONS	Councilwoman Clarke reported on the following: <ul style="list-style-type: none"> ▪ Brookefield has 37 townhomes sold and 8 townhomes under contract ▪ LeNape Valley has 10 homes sold ▪ Brookefield's Phase II Development Agreement needs attention
FINANCE	Councilman Block reported that the Fire Company and Fire Company Finance Committee will meet next Tuesday to discuss the fire company finances.
ORDINANCE/ CODE REVIEW	Councilman Block addressed the property maintenance ordinance and requested Council's opinion on grass height. Solicitor Montella has reviewed other townships requirements concerning grass height.
OLD BUSINESS	No report.
NEW BUSINESS Resolution # 08-19 A	Councilman Block presented Resolution # 08-19 A, a resolution requiring all documents that are to be voted on at a council meeting be submitted to council three business days prior to the council meeting.
Resolution #08-19-B	Councilman Block presented Resolution #08-19-B, a resolution requiring the agenda be submitted to council and posted three business days prior to the council meeting.
MOTION	Upon motion (Block/Clarke) council unanimously voted to approve Resolution # 08-19 A and Resolution #08-19-B. Councilman Block asked if council has a plan to look at policing options for the borough.
<u>PUBLIC COMMENT</u> MARTA DRISCOLL 458A LENNI ROAD	Mrs. Driscoll asked if the radar speed sign is placed on the other side of Valleybrook Road would it be in the 15 mile an hour school zone.

JOHN RYAN
9 ROLLING HEIGHTS

Mr. Ryan discussed issues related to storm water basin maintenance at the Rolling Heights Development.

JUSTIN BUCCILLI
80 BISHOPS DR

Mr. Buccilli stated as a board member for the Village of Valleybrook, that he would appreciate council's involvement with the sewer tie-in process for the Village of Valleybrook. Currently the HOA is in negotiations with Southwest and with DELCORA.

ADJOURNMENT

Upon motion (Ellis/Agostinelli) council unanimously voted to adjourn the meeting at 8:58 p.m.

Land Development Dates

31 Smithbridge Road/S.B. Conrad – Submitted Plans 9/18/18, Reviewed Planning Commission 10/29/10 Extension – October 15, 2019

Respectfully Submitted,
Susan Timmins
Secretary/Treasurer