

**Minutes of the Regular Council Meeting
Of the Borough of Chester Heights**

222 Llewellyn Road
Chester Heights, PA. 19017

August 6, 2018

MEMBERS PRESENT Steve Coccozza, Vice President
Jordan Goldberg, Pro Team
Theresa Agostinelli
Philip Block, Ph.D.
Susan Clarke
Ginamarie Ellis

OFFICIALS PRESENT Gerald C. Montella, Esq., Solicitor
Peter J. Rohanna, Esq., Specialist Solicitor
Lawrence Ward, Roadmaster/EMC
Michael Ciocco, Fire Marshal

CALL TO ORDER Vice President Coccozza, 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 TO ADDRESS
COUNCIL
CHRIS QUINN

Mr. Quinn presented to Council an organization called Lifetime Wells International. Lifetime Wells International is an organization in which Mr. Quinn has been active with for 5 years and they drill in various parts of the world specifically right now in Tanza, Tanzania and Ghana. Lifetime Wells International has drilled approximately 1,900 wells to date. Mr. Quinn would like the borough to consider passing a resolution to become a Sister City and to raise awareness for World Water Day which is March 22nd. Mr. Quinn would like the borough to adopt a town called Wanjuka in Ghana. Mr. Quinn would like the Borough to participate in events to support World Water Day.

APPROVAL OF MINUTES Upon motion (Block/Ellis) council voted to approve the meeting minutes of the July 2, 2018 Regular Council Meeting.

Upon motion (Block/Agostinelli) council voted to approve the July 23, 2018 Work Session Minutes.

SECRETARY REPORT
TREASURER'S REPORT

Description		Source
2nd Qtr Franchise Fee	\$ 9,216.00	Comcast
Real Estate Transfer Tax	\$ 25,858.19	Treasurer of Delaware County
June Collections	\$ 730.47	Maryann D Furlong, TC
Court Fines	\$ 127.73	Treasurer of Delaware County
June Remit	\$ 62.71	Treasurer of Delaware County
Interim/Wawa Corp	\$ 6,146.79	Maryann D Furlong, TC
May Remit	\$ 203.41	Treasurer of Delaware County
2nd Qtr LST	\$ 118.28	Berkheimer
U&O Inspection	\$ 90.00	273 Stanton Ct
U&O Inspection	\$ 90.00	127 Ivy Mills Rd
U&O Inspection	\$ 90.00	223 Bishops Dr
U&O Inspection	\$ 90.00	73 Bayberry Ct
U&O Inspection	\$ 90.00	136 Deerfield Ct
HVAC Permit	\$ 155.00	151 Summit Ln
Bldg/Mech Permit	\$ 2,700.00	LeNape Valley
Bldg/Demo Permit	\$ 655.00	104-106 Baltimore Pk
Plmg Permit	\$ 55.00	27 Ashley Ct
Bldg/Sign Permit	\$ 125.00	52 Baltimore Pk
Bldg/Pool Permit	\$ 250.00	4 Rolling Heights Ln
HVAC Permit	\$ 155.00	240 Windsor Ct
Reimburs/Sol Invc	\$ 454.00	Arbour Square
Reimburs/Eng Invc	\$ 4,802.22	One Smithbridge LLC
Reimburs/Eng Invc	\$ 3,099.50	Brookefield
Reimburs/Eng Invc	\$ 6,709.00	LeNape Valley
Fire Hydrant Reimbursement	\$ 363.00	Madison Apartments
Fire Hydrant Reimbursement	\$ 399.30	Darlington Woods
TOTAL	\$ 62,835.60	

Fund Balances,

Certificates of Deposit Balance

CD, 12 Month, @ 1.25% 4/30/2019	\$ 43,996.49	Iron Workers Bank
EBond	\$ 15,000.00	Bryn Mawr Trust
Total Certificates of Deposit	\$ 58,996.49	

General Fund Balance

		Source
Checking Acc 7/31/2018 @ 1.73%	\$ 883,042.45	PLGIT GENERAL FUND
Checking Acc 7/31/18 @ 1.88%	\$ 7.66	PLGIT GENERAL FUND
Money Manager 7/31/18 @ 0.15%	\$ 9,467.83	BMT Acct #2460
Road Improv Fund 7/31/18 @ 0.05%	\$ 108,096.22	BMT Acct #5260
Total Funds in General Fund	\$1,000,614.16	

PA Liquid Fuels Fund Balance

Checking Account 7/31/2018 @ 1.73%	\$ 42,843.65	PLGIT Acct #5116038
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Open Space Fund Balance

PLGIT/ I -Class 7/31/2018 @ 1.91% \$ 25,000.00 PLGIT Acct #5116056

Fire Protection Fund

Fire Protect Fund Check 7/31/18 \$ 38,175.62 BMT Acct #9579
Fire Protect Fund Savings 7/31/18 \$ 10,006.31 BMT Acct #3005

\$ 48,181.93

Expenditures

August Rent	\$ 1,500.00	Chester Heights Fire Company John A. DiRocco General Contractors
Park Paving	\$ 21,919.90	Chester Heights Post Office
Annual PO Box Fee	\$ 182.00	Leitzell & Economidis, PC
2017 Borough Audit	\$ 7,200.00	Chester Heights Self Storage
Storage Rental	\$ 207.76	Peter J. Rohana, Jr.
Reimburse/Brookefield	\$ 100.00	Peter J. Rohana, Jr.
Reimburse/301 Llewellyn Rd	\$ 125.00	Peter J. Rohana, Jr.
General Matters	\$ 215.50	Peter J. Rohana, Jr.
Reimburse Arbor Square	\$ 25.00	Peter J. Rohana, Jr.
Reimburse One Smithbridge	\$ 212.50	Peter J. Rohana, Jr.
Wawa Gift Card	\$ 25.00	Wawa
Office Cleaning	\$ 80.00	Brenda Martin Cleaning Services
Park Paving	\$ 4,941.00	G. D. Houtman & Son, Inc.
DiSalvo Park	\$ 1,964.00	G. D. Houtman & Son, Inc.
Walnut Hill Blvd	\$ 372.50	G. D. Houtman & Son, Inc.
Misc Prof Services	\$ 1,897.00	G. D. Houtman & Son, Inc.
General Matters	\$ 2,044.50	Gerald Montella, Esq.
Reimburs/Beard	\$ 29.00	Gerald Montella, Esq.
Phone/Fire Marshal	\$ 109.24	Windstream
Bldg Permits	\$ 3,020.50	Richard Jensen
Arbour Square	\$ 3,000.00	Richard Jensen
Office Supplies	\$ 232.06	Office Basics
Stray Dog Fee	\$ 2,057.00	Brandywine Vet Hospital
Monthly Comp	\$ 1,196.17	Larry Ward
Property Maintenance	\$ 632.00	Scott's Lawn Service
Postage	\$ 10.00	Chester Heights Post Office
Office Supplies	\$ 32.54	Walgreens
Office Supplies	\$ 2.99	Walgreens
Annual NPDES Permit	\$ 500.00	Commonwealth of PA
Website	\$ 245.00	Course Vector
PECO TL	\$ 70.65	PECO
PECO SL	\$ 533.08	PECO
Legal Adv	\$ 64.01	21st Century Media
Admin Assist	\$ 709.30	Megan Killian
Web Hosting	\$ 29.99	justhost.com
Park Trash	\$ 68.42	Waste Management

Monthly Comp	\$ 500.00	Michael Ciocco
Reimburse Activity Books	\$ 142.02	Michael Ciocco
Office Supplies	\$ 52.99	Adobe
941 Payroll	\$ 1,434.04	EFTPS
Sec/Treas Compensation	\$ 3,863.84	Susan Timmins
Meter Usage	\$ 10.48	Ricoh USA
Meter Usage	\$ 11.09	Ricoh USA
Copier/Fax/Scanner	\$ 140.13	Ricoh USA
3 Hydrants@ \$42.25 per Hydrant	\$ 126.01	Aqua Pennsylvania
35 Hydrants@ \$36.30 per Hydrant	\$ 1,306.80	Chester Water Authority
Total Expenditures	\$ 63,141.01	

***PA Liquid Fuels Fund
Expenditures***

Total Expenditures

Fire Protect Fund Expenditures

MOTION Upon motion (Block/Ellis) council voted to accept the receipts and the expenditures as submitted by the Secretary/Treasurer for July 2018.

CORRESPONDENCE Councilwoman Ellis reported that she sent an email through Constant Contact and posted on Facebook that if the Borough does not have your mailing address to please send it through email. Councilwoman Ellis received 11 address and added them to the address list for the Borough.

BUILDING INSPECTOR No report

FIRE MARSHAL Mr. Ciocco reported on the following:

- There were 6 fire related incidents in the month of July
- Mr. Ciocco noted that in the Developers Agreement with Arbour Square Mr. Daly failed to put in the agreement that Arbour Square would be responsible for the fire hydrant fees. The fee is \$460.00 a year. The borough is looking into a resolution to this matter.

ROADMASTER/EMC Mr. Ward reported on the following:

- Maintenance has been completed to stop signs and speed limit signs.
- Looking into signage updates.
- Handling complaints regarding the temporary detour signs.

- Working with the county regarding the FEMA and PEMA yearly update and the questionnaires that go out.
- Also working on the Emergency Operations Planning Update. The last time it was done was 2012. Working on an update and when that is completed Mr. Ward will present it to borough council.

SEO No report.

ZONING OFFICER No report.

SOLICITOR REPORT Resolution #08-18-A Consideration of Final Approval for One Smithbridge, LLC/Rohanna:

- Mr. Rohanna presented to council a resolution approving the final land development application for One Smithbridge, LLC for the property located at northwest corner of Valleybrook Road and Smithbridge Road.

Upon motion (Agostinelli/Ellis) council voted to approve the resolution for consideration of final approval for One Smithbridge, LLC.

Resolution #08-18-B Traffic Signal Application (TE-160) for amendments to an existing Signal Permit Plan/Rohanna

- Mr. Rohanna presented to council a resolution approving traffic signal application (TE-160) form for traffic signal approval

Upon motion (Goldberg/Agostinelli) council voted to approve the resolution for #08-18-B Traffic Signal Application.

ENGINEER'S REPORT No report.

MAYOR'S REPORT No report.

SCHOOL DIST/EDU/
TRAIN/LIBRARY Councilwoman Clarke reported that Garnet Valley School District is updating their website.

FINANCE/INSURANCE Vice President Cocozza requested that council ratify the 2017 Tax Collector Audit Letter of Engagement.

Upon motion (Ellis/Block) council voted to approve the 2017 Tax Collector Audit Letter of Engagement.

SUB COMMITTEE-FIRE
CO. FINANCES

No report.

NOMINATING/VACANCY No report.

COMMUNICATIONS/
PUBLIC RELATIONS

Councilwoman Ellis reported on the following:

Newsletter Update:

- Stated that all newsletter articles are due on August 15th, 2018
- 2 articles- 1 regarding fire prevention month and the fire event
- 1 article regarding Suicide awareness
- 1 article regarding Hamanasset Bed & Breakfast
- 1 article regarding the logo
- 1 article regarding the construction update

HIGHWAY/
TRANSPORTATION

Councilman Goldberg reported that he received a quote from Matt Houtman regarding speed signs. The quote per pole is between \$900.00-\$1,000.00. The borough will follow up as to where the signs need to be placed.

PLANNING/ZONING

No report.

HISTORICAL

Councilwoman Ellis reported that they have the bylaws, amendments and certificates, incorporation and membership information regarding the Chester Heights Historical Society. Members of the community are invited to join the Historical Society which is now a 503 ©. The first event is in the works and will be possibly held at Hamanasset Bed & Breakfast.

PUBLIC SAFETY/
ENVIRONMENT

No report.

PUBLIC UTILITIES/
TRASH/RECYCLE

Councilman Goldberg reported that he is seeking volunteers for the upcoming Recycling Day which will be on Saturday, September 15th, 2018. J&K Shredding will allow volunteers to help during Recycling Day. The projected budget for the mailers is \$800.00. Wawa approved the donation for beverages.

BOROUGH PROPERTY/
PARKS/OPEN SPACE

Councilwoman Agostinelli reported on the following:

Community Day:

- Chester Heights Borough Community Day with Chester Heights Fire Company will be held on Sunday, October 14th, 2018 from 12:00-3:00PM rain or shine.

Open Space- No report.

ENGINEER/CONSTR/
INSPECTION

Councilwoman Clarke reported on the following:

- Brookfield Townhomes- 77-townhome development, 23 have closed and sold, 10 sale agreements and 10 buildings are under roof.
- Lenape Valley- 5 houses have sold and under construction, 3 additional homes have sold, and construction will start in the next 2-3 weeks. The main road into the development is still being worked on. The first home is scheduled to be completed in late November.
- Wawa Red Roof Corporate Center- There is some minor clean up that needs to be done.
- The Reserves at Stoneybank- Still having issues getting sewer with Walnut Hill Sewer.
- 166 Logtown Road- The property is under roof; the structure is still open.
- Arbour Square- Footers, retaining walls and underground garage has been completed.
- Rosehill Townhomes- No report.
- Madison- Demolished the main building at the old Ennis property. Looking into expanding options going onto the old Ennis property.

ORDINANCE/CODE
REVIEW

Councilman Block reported that the Borough's Bamboo Ordinance first draft will be discussed at the next work session.

OLD BUSINESS

No report.

NEW BUSINESS

No report.

ADDITIONAL PERIOD
FOR PUBLIC COMMENT

MARTA DRISCOLL

458A LENNI ROAD Mrs. Driscoll inquired if the meeting minutes that are on the website will have the treasurers report included. Susan Timmins confirmed that they are indeed on the website.

JOHN RYAN
ROLLING HEIGHTS LANE Mr. Ryan suggested to council to move the entrance/exit for the post office back so it's more accessible to get in and out of. After discussing the matter, it is in the works.

ADJOURNMENT Upon motion (Agostinelli/Goldberg) council unanimously voted to adjourn the meeting at 7:58p.m.

Land Development Dates

1. **S. B. Conrad/CH Market** - Submitted Plans 2/18/10, Reviewed Planning Commission 3/25/10 - Extension 8/19/2018

Respectfully submitted,
Megan Killian
Recording Secretary