

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

February 26, 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 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 a moment of silence and the reciting of the Pledge of Allegiance.
<u>PUBLIC TO ADDRESS COUNCIL</u>	No response.
KHENY SKETCH PLAN	Mr. Kheny presented council with a sketch plan for a possible subdivision and land development plan at 103 Valleybrook Road. The property is 13 acres and the sketch plan would include 8 homes based on lot averaging. Access roads and sewer tie-in were discussed.
SUNOCO PIPELINE	George Kroclic, Sunoco Representative, James Franciscus, with Energy Transfer Partners, George Kroclic, with Duane Approximately 400 feet of existing pipeline was relocated at the request of SEPTA in order to construct the new Wawa train station. The new pipe for relocation of the Mariner 1 Sunoco Pipeline was installed but the connection of the new pipe to the existing pipeline has not occurred. Sunoco reported that Sunoco obtained Permits from DEP and Delaware County Conservation District. Sunoco reported a land disturbance permit was submitted to Chester Heights Borough according to the borough ordinance. Mr. Houtman reported that he reviewed the land disturbance permit and reported to the Sunoco Design Engineer that Sunoco needed to have a presentation to council prior to the borough issuing the land

disturbance permit. The pipeline is completed and waiting for the shutdown in order to connect the new pipe to the existing pipe. Councilman Block questioned that the drilling was done before this matter was discussed with council and also concerned that the borough was never notified of the repurposing of this pipeline, and the potential impact on property values and public safety. Concerns of the property maintenance of the pipeline were discussed. The new pipeline is installed and Sunoco is waiting for the shutdown. Septa is scheduled to start work June 1st. The pipeline takes product from Western Pennsylvania to Marcus Hook. Once it gets to Marcus Hook the product is separated. Mr. Houtman reported that there was little disturbance in Chester Heights.

NATIONAL DRUG
TAKE BACK DAY

Councilman Block reported that April 28, 2018 is National Drug Take Back Day. Councilman Block suggested having the fire company host the event for residents to dispose of unwanted drugs. The District Attorney's office would drop off an approved receptacle and pick up after the event.

MS4 ADVERTISING

Mr. Houtman informed council that the borough will need to advertise with a local newspaper to fulfill the borough's MS4 requirements for public outreach.

COMMUNICATIONS
COMMITTEE

Councilwoman Ellis reported on the following items:

- Social media policy-

Councilwoman Ellis recommended the following changes/additions to the Social Media Policy:

- The Borough Communications Committee (not Chair) will have the authority to establish and terminate social media accounts upon approval of full Council and recommendation of the Communications Committee.
- The email address Socialmedia@chesterheights.org will be used for registering, establishing social media sites and for Social Media community feedback. Email address will be accessed by whomever holds the Chairperson role and will be monitored by the email administrator.
- Fix typo in "elected officials.....for risk of having a quorum that subjects them to open meeting laws."
- Sitting officials who are running for office will not be featured in any communications, newsletters or social media outlets, including byline during an election cycle so as not to give residents the impression of an unfair advantage.

- Councilwoman Ellis provided a website comparative and is recommending a web hosting and email hosting service provided by PSAB on a Word Press backend.

- Councilwoman Ellis reported that the Communications Committee reviewed the Office Security and Records Integrity Policy and is recommending significant changes to the Policy by removing all aspects that are redundant to existing policies or belong in a different document.
- Council discussed the Municipal Records Manual
- Councilwoman Ellis reported on the timeframe for the Spring Newsletter and will provide due dates for articles at Council Meeting
- Councilwoman Ellis asked for Council's input on how best to survey the residents regarding preferred ways of communicating
- Councilwoman Ellis asked Council to consider the approval of purchasing a \$199 updated mp3 recording device so all public meetings can be uploaded in podcast format to the new website. This way residents can listen to meetings if they are interested and unable to make the meeting times. Councilman Block asked if the committee considered video of the meetings. Councilwoman Ellis replied that the audio file podcast is the least expensive and least technically involved solution at this time, but video can be considered in the future once it's determined how much interest there is in the audio files.

EASTER EGG HUNT

Councilwoman Agostinelli requested council approve March 18th for an Easter Egg Hunt with a budget not to exceed \$3,500.00. The fire company will participate in the event. Councilwoman Agostinelli has been in touch with Scott's Lawn Service and she would like to have the aerating and mulching done prior to the event.

ZONING HEARING BOARD VACANCY

President Baum reported there is a vacancy on the Zoning Hearing Board and he would like to have it listed on the borough website and Social Media. All interested applicants should send a resume to the Borough Secretary by the March 26th Work Session.

FIRE DEPARTMENT FUNDING

Councilman Block reported that he met with President Baum, Vice President Coccozza, Sam Ianucci, and Larry Ward to discuss 2018 Fire Company Funding.

NEW BUSINESS

No report.

OLD BUSINESS

No report.

ADDITIONAL PERIOD
PUBLIC COMMENT

MARTA DRISCOLL
458a LENNI ROAD

Ms. Driscoll asked why Mr. Kheny presented to council if he presented a sketch plan to the Planning Commission. Mr. Houtman explained that this was a very rough sketch plan.

LARRY WARD
FIRE COMPANY

Mr. Ward asked if the fire company could obtain all newly submitted land development and building plans electronically.

EXECUTIVE SESSION

President Baum announced in accordance with Act 84, the Sunshine Law, that Council will meet in Executive Session to discuss matters of litigation and personnel. Council met in Executive Session from 8:56 p.m. until 9:30 p.m. No actions were taken from the Executive Session.

MOTION

Upon motion (Agostinelli/Ellis) council voted to approve a budget of \$3,500.00 for the Easter Egg Hunt.

ADJOURNMENT

Upon motion (Agostinelli/Ellis) council unanimously voted to adjourn the meeting at 9:30 p.m.

Land Development Dates

1. STF Crier – Submitted Plans 4/30/07, Reviewed Planning Commission 5/24/07 - Open Ended Extension
2. S. B. Conrad/CH Market - Submitted Plans 2/18/10, Reviewed Planning Commission 3/25/10 - Extension 3/05/2018

Respectfully submitted,
Susan Timmins
Secretary/Treasurer