

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

February 3, 2020

Oath of Office **Honorable Diane M. Holefelder administered Oath of Office to:**

Natalie M. Anderson, Appointed Councilwoman

Call to Order Vice President Coccozza called the public meeting to order at 7:00 p.m. and led those in attendance in reciting the Pledge of Allegiance.

Members Present Drew Baum, Acting Mayor, President
Steve Coccozza, Vice President
Ginamarie Ellis, Pro Tem
Natalie M. Anderson, Council
Susan Clarke, Council
Dave Firkser, Council
Laura M. Lim, Council

Officials Present Gerald C. Montella, Esq., Solicitor

Public Comment:

Marta Driscoll Announced:
458A Lenni Road 4th Valleybrook Road cleanup, Chester Heights Park, March 28,
9am-12pm.
The Chester Ridley Creek cleanup, Mattson Road Bridge, April 4th, 2020,
10:00 a.m.

Mayor Vacancy Interviews:

Ginamarie Ellis, Councilwoman, Withdrew
Fred Wood

After interviewing candidate, nominations were requested:

Nominations for Fred Wood:
Councilwomen Ellis and Lim nominated Fred Wood

MOTION Upon Motion, Council (Ellis/Lim) by voice voted to approve the appointment of Fred Wood to fill the vacancy in the Office of Mayor. Council Clarke, Firkser, Coccozza, Ellis, Lim, Anderson all voted yes.

Resolution #2-20-A Solicitor Montella presented Resolution #2-20-A:

A Resolution to fill the Vacancy of Office of Mayor, which in part states. "Be it resolved, by the Council of the Borough of Chester Heights, Delaware County that Fred Wood is appointed to fill the vacancy which currently exists for Mayor for a term consistent with Chapter 9, of the Borough Code."

MOTION Upon Motion, Council (Ellis/Lim) by voice voted to adopt Resolution #2-20-A, approving appointment of Fred Wood to fill the vacancy in the Office of Mayor. Council Clarke, Firkser, Cocozza, Ellis, Lim, Anderson all voted yes.

Fred Wood submitted an executed Affidavit of Residency.

Oath of Office Honorable Diane M. Holefelder administered Oath of Office to:

Fred Wood, Appointed Mayor

Drew Baum resumed as President

Approval of Minutes

January 6, 2020 Reorganization Meeting Minutes

Motion Upon Motion, Council (Lim/Firkser) voted and approved the Meeting Minutes from January 6, 2020 Reorganization Meeting.

January 6, 2020 Regular Council Meeting Minutes

Motion Upon Motion, Council (Cocozza/Lim) voted and approved the Meeting Minutes from the January 6, 2020 Regular Council Meeting.

January 27, 2020 Work Session Meeting Minutes

Motion Upon Motion, Council (Ellis/Anderson) voted and approved the Meeting Minutes from the January 27, 2020 Work Session Meeting.

Secretary/Treasurer Report for January 2020

Receipts

Real Estate Transfer Tax	\$	11,001.63	Treasurer of Delaware County
Dec Remit	\$	126.58	Treasurer of Delaware County
Nov Remit	\$	183.04	Treasurer of Delaware County
4th Qtr Franchise Fee	\$	8,878.69	Comcast
LST Tax	\$	14.51	Berkheimer
U&O Inspection	\$	90.00	231 Bishops Dr
U&O Inspection	\$	90.00	1 Stonehaven Cr
U&O Inspection	\$	90.00	291 Stanton Ct
U&O Inspection	\$	90.00	3 Thistle Ln
U&O Inspection	\$	90.00	6208 Lydia Hollow Dr
U&O Inspection	\$	90.00	340 Danbury Ct

U&O Inspection	\$	90.00	277 Stanton Ct
Bldg/Roofing Permit	\$	130.00	3 Ivy Mills Rd
Bldg/Roofing Permit	\$	130.00	277 Baltimore Pk
Plmg Permit	\$	610.00	68 W Baltimore Pk
Electrical Permit	\$	75.00	5 Wilson Cr
Road Opening Permit	\$	125.00	PECO
HVAC Permit	\$	155.00	130 Briarcliff Ct
Electrical Permit	\$	165.00	317 Willits Way
Reimburse/Eng/Sol Review	\$	4,847.00	Rose Hill
Eng Fee	\$	432.50	26 Ivy Mills Rd
Fire Hydrant Reimburse	\$	907.50	Brookefield
Fire Hydrant Reimburse	\$	363.00	Madison
Fire Hydrant Reimburse	\$	1,197.00	Darlington Woods
TOTAL	\$	29,971.45	

Fund Balances,

Certificates of Deposit Balance

CD, 12 Month, @ 1.25% 5/2020	\$	45,321.62	Iron Workers Bank
EBond	\$	15,000.00	Bryn Mawr Trust
Total Certificates of Deposit	\$	60,321.62	

General Fund Balance

			Source
PLGIT GF 1/31/2020 @ 1.48%	\$	855,100.84	PLGIT GENERAL FUND
PLGIT I-Class 12/31/2019 @ 1.62%	\$	303,375.09	PLGIT GENERAL FUND
Money Manager 11/27/2019 @ 1.75%	\$	9,534.14	Santander #4079
Road Improv Fund 11/27/2019 @ 1.75%	\$	108,799.46	Santander #4060
Total Funds in General Fund	\$	1,276,809.53	

PA Liquid Fuels Fund Balance

Checking Account 12/31/2019 @ 1.48%	\$	58,569.34	PLGIT Acct #5116038
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Open Space Fund Balance

PLGIT/ I -Class 12/31/2019 @ 1.62%	\$	19,727.17	PLGIT Acct #5116056
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Fire Protection Fund Balance

Fire Protect Fund Check 12/31/2019	\$	171.33	BMT Acct #9579
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Expenditures

February Rent	\$	1,500.00	Chester Heights Fire Company
U&O Inspections	\$	675.00	Chester Heights Fire Company
Pavement Markings/Walnut Hill Blvd	\$	4,867.50	Guidemark Inc
HVAC System Borough Portion	\$	5,388.00	Rachel Kohl Library
Tax Collector Audit	\$	2,800.00	Leitzell & Economidis, PC

Annual Traffic Signal Contract	\$	680.00	Charles A. Higgins & Sons, Inc.
Storage Rental	\$	224.72	Chester Heights Self Storage
Park Lawn Maintenance #009	\$	375.00	Scott's Lawn Servie
Office Clean	\$	80.00	Brenda Martin Cleaning Services
General Matters	\$	1,116.50	Gerald C Montella, Esq.
Reimburse/CH Self Storage	\$	217.50	Gerald C Montella, Esq.
Reimburse/Arbour Square	\$	58.00	Gerald C Montella, Esq.
Reimburse/Rose Hill	\$	464.00	Gerald C Montella, Esq.
Bldg Permit/Arbour Square	\$	4,013.00	Richard Jensen
U&O Inspections	\$	602.23	Richard Jensen
Fire Marshal Compensation	\$	713.76	Michael Ciocco
Fire Marshal PO Box Fee	\$	80.00	Michael Ciocco
Reimburse/CH Storage	\$	365.82	Catania Engineering Assoc
New Computer	\$	749.99	Amazon
Tax Col Software	\$	850.00	Municipal Tax System LLC
Tax Col Compensation	\$	325.69	Maryann D Furlong
Tax Col Postage Reimburse	\$	500.00	Maryann D Furlong
Tax Col Postage Reimburse	\$	55.00	Maryann D Furlong
Code Books	\$	92.19	White Oak Printing
Legal Adv/Reorg Mtg	\$	69.73	21st Century Media
Office Supplies	\$	132.44	Staples
Membership Renewal	\$	25.00	PSAB
Safe Deposit Rental Fee	\$	54.00	Bryn Mawr Trust
Inv #3336	\$	546.34	Brandywine SPCA
Inv #3347	\$	412.00	Brandywine SPCA
Inv #3490 Annual Fee	\$	1,920.46	Brandywine SPCA
Postage	\$	33.00	Chester Heights Post Office
Office Supplies	\$	59.87	Office Basics
Office Supplies	\$	119.24	Office Basics
Monthly Comp	\$	788.25	Larry Ward
Phone/Office/Fire Marshal	\$	116.90	Windstream
Admin Assist	\$	1,643.79	Darlene Kurten
Open Records Officer	\$	374.73	Megan Killian
PECO TL	\$	44.43	PECO
PECO SL	\$	805.06	PECO
	\$	14.96	Facebook
Chester Times	\$	79.45	Newspaper Archive
Monthly Fee	\$	45.00	Constant Contact
Office Expense	\$	56.17	Adobe
941 Payroll	\$	4,198.54	EFTPS
Sec/Treas Compensation	\$	3,995.03	Susan Timmins
Dig Notifications	\$	13.88	PA One Call
Meter Usage	\$	55.28	Graffen
Copier/Scanner	\$	161.42	De Lage Landen

3 Hydrants@ \$42.25 per Hydrant	\$ 96.87	Aqua Pennsylvania
47 Hydrants@ \$36.30 per Hydrant	\$ 1,706.10	Chester Water Authority
Total Expenditures	\$ 44,361.84	

PA Liquid Fuels Fund Expenditures

Snow Remov Invc #10072	\$ 1,080.00	Moore Outdoor
Total Expenditures	\$ 1,080.00	

Fire Protect Fund Expenditures

Borough Contribution

Motion Upon Motion, Council (Cocozza/Lim) voted and approved the Secretary/Treasurer’s Report for January 2020.

Committee Assignments

- School District/Education/Training/Library - Chair Clarke, member - Ellis,
- Finance/Insurance - Chair Cocozza, members - Timmins, Lim
- Sub-Committee-Fire Co. Finances - Chair Firkser, members - Baum, Cocozza
- Nominating/Vacancy - Chair Firkser, member - Cocozza
- Communications/Public Relations - Chair Ellis, member – Lim
- Mayor’s Event Committee – Chair Wood, members – Ellis, Anderson
- Highways/Transportation - Chair Firkser, member - Ward
- Planning/Zoning - Chair Clarke, member - Baum,
- Historical - Chair Timmins, member - Firkser
- Public Safety/Environment – Chair Baum, member - Firkser
- Sub-Committee-Borough Police Protection - Chair Baum, members - Ryan, Higgins, Wood Jr., Block
- Public Utilities/Trash/Recycle – Chair Lim, members – Anderson, Ellis
- Borough Property/Parks/Open Space – Chair Cocozza, members – Baum, Lim
- Engineering/Construction/Inspections – Chair Clarke, member - Anderson
- Ordinance/Code Review – Chair Clarke, member – Baum

Correspondence

Councilwoman Ellis reported on correspondence in the community and distributed articles of mail to committees.

Congresswoman Mary Gay Scanlon, Friday February 14, 2020, Hosting breakfast from 9:00 a.m. to 11:00 a.m. at the Knights of Columbus, Newtown Square, PA.

Social Media, received many condolences for the passing of Mayor Stacey Smith.

The Summit – evite- Grand Opening, February 12, 2020, from 4p.m. – 6p.m.
Ashely’s Grand Opening, February 9, 2020, from 12 noon – 8:00 p.m.

Lunch and Dinner Menu available, Chester Heights residents only.

Delaware County has new voting machines, residents are welcome to inspect and practice using new machines at County Council meeting room, Government Center, 201 West Front Street, in Media, PA from 12 noon – 2 p.m. daily.

Inspector's Reports

Building Inspector – No Report

Fire Marshal – Ciocco reported:

- Four fire related issues handled in the month of January
- Hunting Rules:
- Firearm usage is shotgun only
- 150 yards of any occupied residence, camp, industrial or commercial building
50 yards, if using a crossbow/archery

Pennsylvania has joined several other states in adopting a “purple paint law,” which provides landowners with an alternative to marking their properties as “No Trespassing.” The lines must be vertical and at least 8 inches long and 1 inch wide. Lines must be 3 to 5 feet off the ground, readily visible to a person approaching the property and no more than 100 feet apart.

Sewage Enforcement – No Report

EMC/Roadmaster – Ward reported:

- PA 1 calls – cleared
- Roadmaster Ward is currently updating the Emergency Management Plan
- Garnet Valley School District is hosting the “Stop the Bleeding” program on March 2, 2020 from 7:00 p.m. – 9:00 p.m.

Zoning – No Report

Solicitor's Report – Solicitor Montella:

- **LeNape Valley Escrow Release #2:**

Requested Council to Consider the approval of the release of LeNape Valley Escrow Release #2 in the amount of \$92,308.75.

MOTION Upon Motion, Council (Clarke/Lim) voted and approved the release of LeNape Valley Escrow Release #2 in the amount of \$92,308.75. Leaving an escrow balance of \$210,169.00.

Resolution # 2-20-B:

Requested Council to consider the adoption of Resolution #2-20-B. Approving the Week of February 16th thru the 22nd, 2020 observed as National Engineer's Week with the theme, Pioneers of Progress. Council acknowledges the timely and exceptional professional engineering services provided by Borough Engineer,

Matthew Houtman, P.E. and Alternate Borough Engineer, Michael Ciocco, P.E.
“Be it Resolved that the Borough of Chester Heights hereby joins the Nation in honoring and celebrating the achievements of Engineers during Engineer’s Week held February 16th thru the 22nd, 2020”.

MOTION Upon Motion, Council (Clarke/Anderson) voted and approved to adopt Resolution #2-20-B, to observe National Engineer’s Week, Pioneers of Progress, the week of February 16th through the 22nd, 2020.

- **Authorization to hire Scott Bush from GHD for Cooter Turtle Habitat Study**

Requested Council approving the Proposal for Professional Ecological Services, from GHD in the amount of \$2,000.00. GHD will conduct a habitat assessment, including both aquatic and upland nesting habitats, on and adjoining the Strine site, to determine the presence or absence of suitable habitat for the red-bellied cooter turtle. Solicitor asked Council to approve and ratify the proposed contract.

MOTION Upon Motion, Council (Lim/Clarke) voted and approved the contract for GHD to perform a Habitat Study, related to the pending agreement of sale for the parcel owned by William Strine for \$2,000.00.

- **Resolution #1-20-A**

Solicitor Montella requested Council to Ratify the adoption of Resolution #1-20-A. A Resolution filling the Council Vacancy, and that Natalie M. Anderson was appointed the position to fill the Vacancy.

MOTION Upon Motion, Council (Cocozza/Firkser) voted and ratified Resolution #1-20-A. A Resolution to fill the Council vacancy with Natalie M. Anderson. Council Baum, Cocozza, Ellis, Lim, Firkser, Anderson voted yes. Councilwoman Clarke voted Nay.

- **Ratify Appointment of Chris Furlong, Esq. as Zoning Solicitor**

MOTION Upon Motion, Council (Ellis/Anderson) voted and ratified the appointment of Chris Furlong, Esq. as the Zoning Solicitor.

- **Ratify Post Office Recycling Project**

MOTION Upon Motion, Council (Clarke/Firkser) voted and ratified the recycling for the Chester Heights Post Office for the cost of \$25.00 a month.

- **Ratify Annual Traffic Signal Maintenance Contract**

MOTION Upon Motion, Council (Anderson/Lim) voted and ratified Traffic Signal Maintenance agreement with Charles Higgins & Sons in the amount of \$680.00 for a one (1) period - January 1, 2020 through December 31, 2020. Same expense as previous year.

Engineer’s Report – No Report

Mayor's Report – No Report

Committee Reports

School District/Education/Training/Library

Greg Chestnut introduced Susan Sternberg, Ms. Sternberg went over some information about the Rachel Kohl Library, including Finance & Governance. Mr. Chestnut advised the Library is an Independent – Non-profit Library. Also, handed out invites to the Rachel Kohl Community Library's: 40th Anniversary Fundraiser at IL Granaio on March 25, 200 at 5:30p.m. \$100.00 per ticket which includes a four- course meal, and a glass of wine.

Mary Kay Bierne reported the Garnet Valley school district will be completing a sleep study on adolescences and the district is reviewing adjusting the start times for the school day. The studies will be completed by May 1st.

Mr. Chestnut spoke about Garnet Valley school district completing a demographic study for new developments over the next 3 to 4 weeks with results of the study to be completed within 6 weeks.

Finance/Insurance – Vice President Coccozza reported:

- The annual audit by Leitzell & Economidis would be started this week, and the report will be forwarded to Council by April 1st, 2020.
- **Sub-Committee-Fire Co. Finances** – No Report

Nominating/Vacancy – No Report

Communications/Public Relations- Councilwoman Ellis reported:

- The Annual Easter Egg Hunt will be April 5th, 2020, rain or shine
- Biographies for the Newsletter are due by February 15th, 2020 along with anything else that Council would like to submit to be printed.

Highways/Transportation - No Report

Planning/Zoning – No Report

Historical – No Report

Public Safety/Environment – No Report

Public Utilities/Trash/Recycle – No Report

Borough Property/Parks/Open Space – No Report

Engineering/Construction/Inspections – No Report

Ordinance/Code Review – No Report

Old Business

Councilman Firkser inquired about a recent child luring incident that was reported. No one has been apprehended by police.

Councilwoman Lim gave some updated information on the NIMS course and directed Council the County's contact person is Larry Bak.

New Business – No Report

Additional period for Public Comment:

Iona DiCola Requested help from Council to remove trash from an empty lot. Council offered
The Hollow some recommendations to resolve the issue.

ADJOURNMENT

Upon Motion, Council (Ellis/Lim) unanimously voted to adjourn meeting at 8:05 p.m.

Land Development Dates:

S.B. Conrad- 31 Smithbridge – Submitted Plans 12/18/18, Reviewed Planning Commission 10/25/10, Extension 01/14/20, Extension 04/14/20.

Respectfully Submitted,
Darlene Kurten
Recording Secretary