

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

222 Llewelyn Road  
Chester Heights, PA

**February 6, 2017**

- MEMBERS PRESENT** Susan H. Clarke, President  
Jordan Goldberg, Vice President  
Anne C. Searl, Pro Tem  
Mark Carroll, Mayor  
Jeffrey D. Durst  
Philip Block, Ph.D.  
Marta K. Driscoll
- OFFICIALS PRESENT** Frank W. Daly, Esq., Solicitor  
Michael Ciocco, Fire Marshal  
Matt Houtman, P.E., Engineer  
Richard Jensen, Bldg Inspector/Zoning Officer
- CALL TO ORDER** President Clarke called the public meeting to order at 7:00 p.m. and led those in attendance in the reciting of the Pledge of Allegiance.
- ROLL CALL** President Clarke announced that all council members and the mayor were present.
- APPROVAL OF MINUTES** Upon motion (Block/Durst) council voted to approve the meeting minutes of the January 3, 2017 Regular Council Meeting and voted to approve the meeting minutes the (Goldberg/Searl) of the January 23, 2017 Work Session Meeting.
- PUBLIC TO ADDRESS**  
**COUNCIL** No response.
- BUILDING INSPECTOR** .  
Mr. Jensen reported that he has been working on normal inspections. Brookefield is moving along with additional townhouse sales.  
Mr. Jensen reported that he had responded to the complaint concerning the Chester Heights Camp Meeting having work done on the cabins. If the Camp Meeting is classified with the state as recreational cabin use, no permits are required by the borough under the UCC Code. The borough solicitor will contact the attorney for the Camp Meeting concerning the use of the cabins.  
Mr. Jensen reported that he has received emails from a company looking to purchase ground for solar farms. The borough does not have an alternative energy ordinance, which would regulate alternative energy. Mr. Jensen will provide council and the planning commission a sample of alternative energy ordinances.

**FIRE MARSHAL** Mr. Ciocco reported that there were five incidents for the month of January:  
 A gas leak smell at a residence at the Hollow at Fox Valley.  
 St. Thomas the Apostle School had a fire drill, everybody was out in less than a minute.  
 Mr. Ciocco attended a class on solar panels on roofs and the hazards involved.  
 Mr. Ciocco reported he is only aware of three homes in the borough that have solar panels.  
 Mr. Ciocco forwarded a report from the Pennsylvania State Police concerning a new designer drug to Councilman Block.

**SEO** No report.

**ZONING OFFICER** Mr. Jensen informed any council members interested in HARB Meetings, Birmingham Township will be having their meeting on the fourth Tuesday of the month.

**SECRETARY REPORT** No report.

**TREASURER'S REPORT**

Description		Source
Real Estate Transfer Tax	\$ 21,628.60	Treasurer of Delaware County
4th Qtr Franchise Fee	\$ 9,841.59	Comcast
LST Collections 4th Qtr	\$ 54.10	Berkheimer
LST Collections 4th Qtr	\$ 188.99	Berkheimer
December Collections	\$ 2,005.28	Maryann Furlong, Tax Col
December Collections	\$ 145.51	Maryann Furlong, Tax Col
U&O Inspection	\$ 90.00	258 Stanton Ct
U&O Inspection	\$ 90.00	138 Deerfield Ct
Bldg Demo Permit	\$ 750.00	446 LeNape
Bldg/Roofing Permit	\$ 130.00	25 Bishop Dr
Demo Permit	\$ 950.00	Arbour Square
Solicitor Reimb	\$ 37.50	446 LeNape
Eng Reimburse	\$ 11,932.00	Brookefield
Solicitor Reimb	\$ 12.50	Wawa Annex 5
Eng Reimburse	\$ 337.20	Wawa Annex 5
Solicitor Reimb	\$ 337.50	Arbour Square
Monthly Easement Fee	\$ 579.64	T-Mobile
Fire Hydrant Reimbursement	\$ 181.50	Madison Apartments
Fire Hydrant Reimbursement	\$ 399.30	Darlington Woods

TOTAL \$ 49,691.21

**Fund Balances,**

*Certificates of Deposit Balance*

CD, 12 Month, @ 0.90% 12/29/17	\$ 43,750.30	Iron Workers Bank
CD, 12 Month, @.0.50% 12/03/17	\$ 215,274.28	Wawa Credit Union
EBond	\$ 15,000.00	Bryn Mawr Trust
Total Certificates of Deposit	\$ 274,024.58	

**General Fund Balance**

Checking Acc 1/31/17 @ 0.043%	\$ 391,364.88	Source PLGIT GENERAL FUND
Checking Acc 1/31/17 @ 0.56%	\$ 7.54	PLGIT GENERAL FUND
Money Manager 11/30/16 @ 0.15%	\$ 10,784.48	Bryn Mawr Trust
Borough Road Improvement Fund	\$ 72,014.36	Bryn Mawr Trust
Total Funds in General Fund	\$ 474,171.26	

**PA Liquid Fuels Fund Balance**

Checking Account 1/31/17 @ 0.043%	\$ 22,050.75	PLGIT Acct # 5116038
--------------------------------------	--------------	----------------------

**Land Dev Escrow Fund Balance**

Savings 1/31/17 @ 0.043%	\$ 3,872.70	PLGIT Acct # 5116041
--------------------------	-------------	----------------------

**Expenditures**

Feb Rent	\$ 1,500.00	Chester Heights Fire Company
U&O Inspections	\$ 195.00	Chester Heights Fire Company
Storage Rental	\$ 168.54	Chester Heights Self Storage
Phone/Fax/Fire Marshal	\$ 143.74	Windstream
Wawa Annex 5	\$ 3,000.00	Richard Jensen
U&O Inspections	\$ 195.00	Richard Jensen
Bldg Permits	\$ 1,992.50	Richard Jensen
4th Qtr UCC Fee	\$ 64.00	DCED
301 Llewelyn Rd	\$ 2,250.00	NBC Environmental
Borough Management Caucus	\$ 25.00	PSAB
1 Code Book	\$ 76.00	General Code
Message Board	\$ 708.09	Kirby Built
Office Supplies	\$ 125.61	Staples
General Matters	\$ 825.00	Daly Law Firm
Arbour Square	\$ 1,062.50	Daly Law Firm
Highland Reserve	\$ 125.00	Daly Law Firm
Coventry Assessment	\$ 75.00	Gerald C. Montella, Esq.
General Matters	\$ 3,050.00	Gerald C. Montella, Esq.
Reimbur 446 LeNape	\$ 25.00	Gerald C. Montella, Esq.
Reimbur Arbour Sq	\$ 762.50	Gerald C. Montella, Esq.
301 Llewelyn Rd	\$ 300.00	Peter J. Rohana, Esq.
General Matters	\$ 731.00	Peter J. Rohana, Esq.
Stray Dog Fee	\$ 105.00	Brandywine Vet Hospital

General Services Invc#9429	\$ 1,753.75	G.D. Houtman & Son, Inc.
General Services Invc#9430	\$ 315.00	G.D. Houtman & Son, Inc.
General Services Invc#9431	\$ 1,175.00	G.D. Houtman & Son, Inc.
General Services Invc#9433	\$ 525.00	G.D. Houtman & Son, Inc.
Arbour Reimburs Invc#9436	\$ 977.50	G.D. Houtman & Son, Inc.
General Services Invc#9437	\$ 1,017.50	G.D. Houtman & Son, Inc.
General Services Invc#9438	\$ 805.00	G.D. Houtman & Son, Inc.
301 Llewelyn Rd	\$ 577.50	G.D. Houtman & Son, Inc.
Tax Collector Comp	\$ 275.13	Maryann D. Furlong
Tax Collector Software	\$ 750.00	The Tax Collector Software
Tax Collector Envlps	\$ 195.00	Brendan G. Stover
Tax Collector Postage	\$ 564.00	Chester Heights Post Office
Audit Delinquent Accnts	\$ 35.19	County of Delaware
Legal Ad	\$ 72.59	21st Century
Annual Contract Renewal	\$ 680.00	Charles H. Higgins & Sons, Inc.
Smithbrg TL Repair/Accident	\$ 887.80	Charles H. Higgins & Sons, Inc.
Annual Inspection Report	\$ 520.00	Charles H. Higgins & Sons, Inc.
Office Supplies	\$ 11.01	Walgreens
Park Trash	\$ 56.46	Waste Management
Assistance	\$ 598.36	Valerie Hoxter
Fire Marshal Monthly Compens	\$ 500.00	Michael Ciocco
Postage	\$ 56.40	Chester Heights Post Office
P O Box Renewal	\$ 60.00	Chester Heights Post Office
Office Supplies	\$ 52.99	Adobe
941 Payroll	\$ 1,120.90	EFTPS
Dig Notification	\$ 13.30	PA 1 Call
Sec/Treas Compensation	\$ 3,399.93	Susan Timmins
Copier/Fax/Scanner	\$ 140.13	Ricoh USA
Meter Usage	\$ 10.01	Ricoh USA
Employee Insurance	\$ 500.00	Keystone Health Plan
3 Hydrants@ \$42.25 per Hydrant	\$ 146.24	Aqua Pennsylvania
35 Hydrants@ \$36.30 per Hydrant	\$ 1,306.80	Chester Water Authority
Total Expenditures	\$ 36,602.97	

PA Liquid Fuels Fund  
Expenditures

PECO TL	\$ 61.47	PECO
PECO SL	\$ 537.45	PECO
Snow Removal Invc#21575	\$ 3,296.00	Dan Kelly's Landscaping, Inc.
Snow Removal Invc#21574	\$ 2,632.00	Dan Kelly's Landscaping, Inc.
Total Expenditures	\$ 6,526.92	

MOTION Upon motion (McIntosh/Searl) Council voted to accept the receipts as submitted by the Secretary/Treasurer for January 2017.

MOTION Upon motion (Block/Goldberg) Council voted to accept the expenses as submitted by the Secretary/Treasurer for January 2017. President Clarke thanked Solicitor Daly for not billing for his learning curve.

CORRESPONDENCE Councilwoman Searl reported on correspondence:

- The Delaware County Transportation Department is having a conference and trade show on Thursday, March 30th and has provided four tickets for council.
- Delaware County Planning Department recently completed an Economic Development Plan.
- Wawa Station Trails Publication.

SOLICITOR REPORT      Solicitor Daly reported on the following:

RESOLUTION #2-17-A      Mr. Houtman presented council with a resolution designating February 19<sup>th</sup> through the 25<sup>th</sup>, 2017 to be observed as National Engineer’s Week with the theme, Engineers Dream Big.

MOTION                      Upon motion (Driscoll/Goldberg) voted to approve Resolution #2-17-A.

SEWER AGREEMENTS      Solicitor Daly reported on issues with the various agreements between the borough and the Concord Sewer Department concerning Arbour Square, the Wawa Store and certain parts of the Hollow at Fox Valley. Solicitor Daly recommends council consider some revisions to the agreements due to various concerns with maintenance, repairs, water quality, inspections and billing issues. Councilman Block presented council and the solicitor with a list of questions and concerns. President Clarke suggested that she, Councilman Block and the solicitor meet to discuss some of these concerns and stated she will schedule a time to meet. Solicitor Daly suggested council might want to consider establishing an escrow for billing reimbursement for Arbour Square, the Hollow at Fox Valley and the Wawa Store.

JOHN TALLMAN  
ARBOUR SQUARE              Mr. Tallman suggested council request Westrum Developers to establish an escrow account for the sewer connections that run through the borough. Mr. Tallman informed council that the Arbour Square at Chester Heights is going to be a forty-million dollar project and all costs associated with Arbour Square sewer will be passed to the developer.

ENGINEER REPORT              Mr. Houtman reported on the following:

RESOLUTION 2-17-B  
COUNTY AID                      Mr. Houtman presented council with the 2017 County Aid Application for a set amount of \$743.00 to be used for borough road maintenance projects.

MOTION                      Upon motion (Driscoll/Block) to approve Resolution #2-17-B.

301 LLEWELYN ROAD              Mr. Houtman presented council with a proposal for \$ 17,500.00 for the demolition of the house, garage, pool and removal of the car. Solicitor Daly will communicate with Mr. Rohana to determine if the heir has the authority to approve the agreement.

HIGHLAND RESERVE	Mr. Houtman reported that he did an inspection at the Highland Reserve and listed three outstanding items: curb repairs that had cracks, two tree replacements and a repair to a retaining wall. Mr. Houtman has been in communication with the builder to complete these items and will report back once they are completed.
SUNOCO PIPELINE RELOCATION	Mr. Houtman had sent an email to council with plans for the Sunoco Pipeline Relocation indicating the existing location and the proposed relocation. Approximately 1600 feet of relocated pipeline will be installed, of which 400 feet is in Chester Heights Borough. The vast majority of the relocated pipeline will be installed by directional drilling (not open trench cut). There will be a bore pit excavated in Chester Heights.
MAYOR'S REPORT	Mayor Carroll reported that all the poster boards have arrived and he will meet with Sam Iannucci for installation.
<u>COMMITTEE REPORTS</u> BOROUGH PROPERTY	Mayor Carroll reported that he, Councilman Block and Councilman Durst will meet in early March and walk all the properties.
ENGINEER/CONSTRUCT INSPECTIONS	No report.
FINANCE/INSURANCE	Councilwoman Driscoll reported that she received the 2017 Workers Comp Proposal from Arthur Gallagher Company and requested approval There will be a savings of \$3,000.00 from last year.
MOTION	Upon motion (Driscoll/Goldberg) council voted to approve the Workers Comp Proposal.
HIGHWAYS/TRANSPORTATION	Councilman McIntosh suggested council look into a flashing device on the stop signs at Llewellyn Road and Valleybrook Road. Mr. Houtman provided council with an inspection report for road work.
NOMINATING/VACANCY	No report.
PUBLIC RELATIONS/COMMUNICATIONS	Councilwoman Searl reported that she will be looking at sending out a postcard to borough residents to inform them of Constant Contact and the new borough Facebook page.
BOROUGH LOGO	Councilwoman Searl presented council with a few different versions of the logo and the tag line and asked council to vote on which logo color they like best.
MOTION	Upon motion (Block/McIntosh) council voted to approve the design and colors for the logo.
ORDINANCE AND	Councilman McIntosh reported that he will discuss the nuisance

CODE REVIEW	ordinance concerning bamboo issues with the solicitor.
PUBLIC UTILITIES/ TRASH/RECYCLING	President Clarke recommended that Councilman Durst join the Public Utilities/Trash/Recycling Committee.
PUBLIC SAFETY/ ENVIRONMENT	Councilman Block reported that there will be a meeting with the fire company in late February to discuss this years funding. Councilman Block reported that for the month of January the fire company had 33 calls, 2 working fires and 10 medical assists. The fire company received \$ 15,000.00 for mortgage debt reduction for the renovated building. There will be CPR Recertification and Rope Rescue Training in February.
EMC/ROADMASTER	Councilman Block reported that Mr. Ward has accepted the position as Emergency Management Coordinator/Road Master and council needs to make a motion to officially appoint Mr. Ward as the Active Emergency Management Coordinator and file the paper work with the state.
MOTION	Upon motion (Block/Searl) council voted to appoint Larry Ward as the Emergency Management Coordinator and Roadmaster.
SCHOOL DISTRICT/ LIBRARY	Councilman Block reported the Garnet Valley School Board has approved a Preliminary Budget.
TRAINING/LIBRARY	Mr. Chestnut reported that the library will be closed for renovations in February and will reopen March 1 <sup>st</sup> . Susan Silver has been appointed as the new library director.
PLANNING/ZONING	No report.
HISTORICAL	No report.
<u>PUBLIC COMMENT</u>	No response from the public.
<u>OLD BUSINESS</u>	
2016 PLANNED ACCOMPLISHMENTS	
<u>NEW BUSINESS</u> 2017 INITIATIVES	Councilwoman Driscoll reported that the she is working on a borough Facebook page and council will be working on articles for the spring/summer newsletter. Council thanked Councilwoman Searl for her work in obtaining a borough logo.
ADJOURNMENT	Upon motion (Driscoll/Durst) council unanimously voted to adjourn the meeting at 9:08 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 4/20/2017**

Respectfully submitted,  
Susan M. Timmins  
Secretary/Treasurer