

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

March 2, 2020

Call to Order President Baum 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, 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
Matthew R. Houtmann, P.E., Engineer

Public Comment:

Marta Driscoll Announced:
458A Lenni Road Valleybrook Road cleanup, Chester Heights Park, March 28, 2020,
9:00 a.m. to 12 p.m.
The Chester Ridley Creek cleanup, Mattson Road Bridge, April 4th, 2020,
9:00 a.m. to 11 a.m.
Budget/Tax assessment questions

Approval of Minutes

February 3, 2020 Regular Council Meeting Minutes

MOTION Upon Motion, Council (Lim/Anderson) voted and approved the Meeting Minutes from February 3, 2020 Regular Council Meeting.

Secretary/Treasurer Report for February 2020

Receipts

Real Estate Transfer Tax	\$ 16,919.96	Treasurer of Del County
Jan Remit	\$ 49.30	Treasurer of Del County
Dec Taxes	\$ 1,766.86	Maryann D Furlong, TC
Interim Tax	\$ 119.26	Treasurer of Del County
4th Qtr Franchise Fee	\$ 8,546.49	Verizon
LST Tax	\$ 12,387.08	Berkheimer
U&O Inspection	\$ 90.00	296 Stanton Ct
U&O Inspection	\$ 90.00	153 Kingswood Ct
U&O Inspection	\$ 90.00	298 Stanton Ct
Bldg Permit	\$ 705.00	384 Lenni Rd
Municipal Refund	\$ 118.61	PA 1 Call

Reimburse/Eng/Sol Review	\$ 623.75	240 Wawa Rd
Reimburse/Eng/Sol Review	\$ 145.00	Arbour Square
Reimburse/Eng/Sol Review	\$ 1,299.40	Wawa Annex 5
Reimburse/Eng/Sol Review	\$ 1,682.00	Rose Hill
Fire Hydrant Reimburse	\$ 217.80	The Summit
Fire Hydrant Reimburse	\$ 181.50	Madison
Fire Hydrant Reimburse	\$ 399.30	Darlington Woods
TOTAL	\$ 45,431.31	

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

PLGIT GF 2/28/2020 @ 1.44%	\$ 884,102.84	Source PLGIT GENERAL FUND
PLGIT I-Class 2/28/2019 @ 1.58%	\$ 303,375.09	PLGIT GENERAL FUND
Money Manager 2/28/2019 @ 1.75%	\$ 9,534.14	Santander #4079
Road Improv Fund 2/28/2019 @ 1.75%	\$ 108,799.46	Santander #4060
Total Funds in General Fund	\$ 1,305,811.53	

PA Liquid Fuels Fund Balance

Checking Account 2/28/2019 @ 1.44%	\$ 57,565.10	PLGIT Acct #5116038
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Open Space Fund Balance

PLGIT/ I-Class 2/28/2019 @ 1.58%	\$ 19,727.17	PLGIT Acct #5116056
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Fire Protection Fund Balance

Fire Protect Fund Check 2/28/2019	\$ 1,643.68	BMT Acct #9579
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Expenditures

March Rent	\$ 1,500.00	Chester Heights Fire Co
Workers Comp	\$ 8,056.00	Arthur J Gallagher Ins
Borough Audit	\$ 7,600.00	Leitzell & Economidis, PC
Storage Rental	\$ 224.72	Chester Heights Storage
Park Lawn Maintenance #010	\$ 150.00	Scott's Lawn Servie
Office Clean	\$ 80.00	Brenda Martin Cleaning
General Matters	\$ 1,696.50	Gerald C Montella, Esq.
Reimburse/CH Self Storage	\$ 159.50	Gerald C Montella, Esq.
Reimburse/Wawa Annex 5	\$ 29.00	Gerald C Montella, Esq.
Reimburse/Arbour Square	\$ 145.00	Gerald C Montella, Esq.

Reimburse/Rose Hill	\$	14.50	Gerald C Montella, Esq.
Reimburse/LeNape Valley	\$	145.00	Gerald C Montella, Esq.
Bldg Permit/Arbour Square	\$	3,140.81	Richard Jensen
Bldg Permit/240 Wawa Rd	\$	1,683.40	Richard Jensen
Fire Marshal Compensation	\$	713.76	Michael Ciocco
Reimburse/240 Wawa Rd	\$	623.75	Catania Eng Assoc
ReimburseCH Storage	\$	780.64	Catania Eng Assoc
Office Supplies	\$	42.11	NameTagCountry
Software	\$	23.20	Envira
			Arthur J Gallagher
Workers Comp/Short Term	\$	706.00	Insurance
Office Supplies	\$	100.65	Office Basics
Office Supplies	\$	60.28	Office Basics
Monthly Comp	\$	788.25	Larry Ward
Annual Membership	\$	32.00	Del Co Assoc Boroughs
Recording Sec	\$	1,501.19	Darlene Kurten
PECO TL	\$	36.11	PECO
PECO SL	\$	554.55	PECO
Phone/Office/Fire Marshal	\$	116.32	Windstream
Open Records Officer	\$	428.25	Megan Killian
Annual Stream Clean Up	\$	300.00	CRC Watershed
Book Camp	\$	135.00	PSAB
Business Cards	\$	225.00	The Country Press
Monthly Fee	\$	45.00	Constant Contact
Code Books	\$	132.00	Commonwealth Book
Office Expense	\$	56.17	Adobe
941 Payroll	\$	3,480.36	EFTPS
Sec/Treas Compensation	\$	3,995.03	Susan Timmins
Dig Notifications	\$	18.50	PA One Call
Meter Usage	\$	66.76	Graffen
Copier/Scanner	\$	161.42	De Lage Landen
3 Hydrants@ \$42.25 per Hydrant	\$	77.00	Aqua Pennsylvania
47 Hydrants@ \$36.30 per Hydrant	\$	1,706.10	Chester Water Authority
Total Expenditures	\$	41,529.83	

PA Liquid Fuels Fund Expenditures

Total Expenditures

Fire Protect Fund Expenditures

Borough Contribution

MOTION

Upon Motion, Council (Firkser/Ellis) voted and approved the Secretary/Treasurer Report for February 2020.

Correspondence

Councilwoman Ellis reported on correspondence in the community and distributed articles of mail to committees.
Complaint about odor at SEPTA, the odor dissipated before it became an issue.
Paving of Llewelyn Road is scheduled to be completed this year.

Inspector’s Reports

Building Inspector- No Report

Fire Marshal- No Report

Sewage Enforcement- No Report

EMC/Roadmaster- Councilman Firkser reported:

PA 1 Calls were all cleared

PECO and Aqua will begin an underground project in Village of Valleybrook on March 11, 2020. Bodley Road will be closed during project.

Roadmaster Ward is updating the Emergency Operations Plan for the Borough and hopes to have a rough draft for Council at the Work Session Meeting April 27, 2020.

Councilman Firkser requested PENNDOT’S 2020 repaving schedule of Llewelyn Road from Engineer Houtmann.
Councilwoman Clarke reported repaving may start late May 2020.

Zoning- No Report

Solicitor’s Report- No Report

Engineer’s Report- Engineer Houtmann presented- Heather Lane Storm Sewer Proposal:

There is a failing storm sewer system at the end of Heather Lane which requires attention. There are several large trees that must be removed in order to remedy the storm sewer. Engineer Houtmann obtained three quotes and presented to Council:

Knight Brothers	\$4,200.00
Kinginer	\$4,220.00
Tree Guys	\$3,400.00

Engineer Houtmann asked Council to award the contract to Tree Guys, to remove 5 trees in the amount of \$3,400.00, conditioned upon the Borough Solicitor’s review of the contract and insurance issues.

MOTION

Upon Motion, Council (Lim/Anderson) voted and approved to award the

contract to Tree Guys in the amount of \$3,400.00 conditioned upon Solicitor Montella reviewing the contract and insurance issues.

Engineer Houtman also requested Council to consider repaving Ivy Road because of the potholes in the road. President Baum requested the Engineer to prepare a priority list for the Work Session Meeting.

Mayor's Report- Councilwoman Ellis reported:

Mayor Wood has been spending time in February with helping to plan committee events such as the Easter Egg Hunt, April 5th, Arbor Day April 24th. More events will be planned such as Movie Night, Recycling Day, and the Borough's 75th Anniversary. Dates and times to be determined.

Committee Reports

School District/Education/Training/Library

Councilwoman Clarke reported:

She was notified by Mary Kay Bierre the school district received a Safety & Security Grant for \$459,450.00. Mr. Chestnut advised the school will use the grant for safety related issues, such as communication devices, lobby areas, security doors etc. Dr. Bertrando, Superintendent, has a detailed list of what the grant can be used for, Councilwoman Ellis posted his email on the Borough's social media page.

Mr. Chestnut reported on a utility work project for Spring of 2021 that will affect the Garnet Valley School District in 3 parts:

First, the entrance to the high school at Smithbridge Road will be reconfigured.

Second, there will be a trail installed from the Garnet Valley High School, past the Library, to the Garnet Valley Middle School.

Third, a round-about at Smithbridge Road and Kirk Road intersection will be installed.

This project(s) may close Smithbridge Road for 4 to 6 weeks.

Finance/Insurance- Councilwoman Lim presented:

2020 Workers Comp Insurance Policy Proposal
Premium of \$8,056.00 – Short Term of \$706.00 = Total \$8,762.00

MOTION

Upon Motion, Council (Firkser/Clarke) voted and approved the 2020 Workers Comp Liability Insurance Policy Proposal for the total amount of \$8,762.00.

2020 Property/Casualty Insurance Policy Proposal
Premium of \$6,264.00 – Cyber security \$834.00 = Total \$7,098.00

MOTION

Upon Motion, Council (Baum/Anderson) voted and approved the 2020 Property Casualty Insurance Policy Proposal Premium of \$7,098.00.

Secretary/Treasurer presented:

Leitzell & Economidis, PC 2019 Audit & Financial Report is approved with the Governor’s Center for Local Government Services.

2019 Audit & Financial Report Totals:

Total Revenues \$978,786.00

Total Expenditures \$635,397.00

Revenue Over Expenditures \$343,389.00

Also noted was revenue to the Borough for Real Estate Transfer Tax of \$300,000.00 from Madison Apartments, with a reimbursement of \$26,945.00 for the demolition of 301 Llewelyn Road.

- **Sub-Committee-Fire Co. Finances-** No Report

Nominating/Vacancy- No Report

Communications/Public Relations

Councilwoman Ellis reported that information collected for the Newsletter was submitted on time and thanked Council for their help.

For the Arbor Day, celebration there will be a White Flowering Dogwood Tree planted in the Community Park in memory of Mayor Stacey Smith. Scott from Scott’s Landscaping will be donating the tree, transportation, and labor in her memory and for the loss a very dear friend.

Mayor’s Event Committee - Councilwoman Ellis reported:

Easter Egg Hunt is April 5th, 2020 at 12 noon to 2 p.m., rain or shine.

Highways/Transportation - Councilman Firkser reported:

“No U-Turn” signs were in stock for Route 1 traffic light. Date for installation soon to be established.

Planning/Zoning- No Report

Historical Committee - Secretary/Treasurer Timmins reported:

Paula Bell would like to help the historical committee.

Public Safety/Environment- No Report

Public Utilities/Trash/Recycle- Councilwoman Lim reported:

She is working on completing the agreement for recycling project for the Chester Heights Post Office.

Borough Property/Parks/Open Space- Councilwoman Lim reported:

Concord Township will host an Open House for The Garnet Valley

Greenway (trail) Feasibility Study on Tuesday March 10th, 2020
Between 7:15 p.m. and 8:30 p.m. at the Concord Township Bldg.
www.townshipofconcord.com.

The State of Pennsylvania requires lead testing of soil in our Community Park. We would need to perform 3 soil tests in different areas of the park. Each soil test is \$27.00 plus shipping/handling. Upon discussion Council wanted to further investigate additional types of soil testing could be completed at the same time as the lead testing. Councilwoman Lim will contact Scott's Lawn Service for more information on testing and will present Council with more information at the Work Session Meeting on March 23rd, 2020.

Councilwoman Lim requested a Motion be adopted to refund her for the purchase of 3 soil testing kits in the amount of \$27.00.

MOTION

Upon Motion, Council (Baum/Ellis) voted and approved to refund Councilwoman Lim for the 3 soil testing kits she purchased in the amount of \$27.00.

Engineering/Construction/Inspections- No Report.

Ordinance/Code Review- No Report

Old Business - Councilman Firkser inquired about the trash removal a resident brought to Council's attention in February and wanted to know the status. Secretary Timmins will contact the building inspector for a status report.

New Business - No Report.

Additional period for Public Comment: No Report.

Executive Session: President Baum announced in accordance with Act 84, the Sunshine Law that Council will meet in Executive Session to discuss matters regarding real estate.
Council met in Executive Session at 7:40 p.m. and ended at 8:01 p.m.

Regular Council Meeting Continued:

Solicitor Montella asked Council to consider a Motion approving Martin A. Anderson, College Realty Group, to prepare a technical appraisal report to review the appraisal published by Mr. O'Donnell for the Strine property purchase required by the State because the Borough is using State Grant funds for the purchase, at a cost not to exceed \$2,000.00.

MOTION

Upon Motion, Council (Baum/Clarke) voted and approved Solicitor Montella to contact Martin A. Anderson of College Realty Group to review the Borough's appraisal of the Strine property and prepare a technical report of the appraisal of the Strine property to submit to the State, at a cost not to exceed \$2,000.00

ADJOURNMENT: Upon Motion, Council (Clarke/Ellis) unanimously voted to adjourn

meeting at 8:04 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