

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

Village of Valleybrook Clubhouse

265 Bishop Drive

Chester Heights, PA. 19017

**May 1, 2017**

- MEMBERS PRESENT** Susan H. Clarke, President  
Jordan Goldberg, Vice President  
Anne C. Searl, ProTem  
Mark Carroll, Mayor  
Philip Block, Ph.D.  
Jeffrey D. Durst
- OFFICIALS PRESENT** Frank Daly, Esq., Solicitor  
Michael Ciocco, Fire Marshal  
Matt Houtman, P.E., Engineer  
Michael Ciocco, P.E., S.E.O. Alt 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.
- APPROVAL OF MINUTES** Upon motion (Durst/Goldberg) council voted to approve the meeting minutes of the April 3, 2017 Regular Council Meeting and voted to approve the meeting minutes (Block/Goldberg) of the April 24, 2017 Work Session Meeting.
- PUBLIC TO ADDRESS**  
**COUNCIL** No response from the public.
- SEO OFFICER**  
**ON-LOT SEWER** Mr. Ciocco, the Borough's Alternate Engineer and Sewage Enforcement Officer, provided council with information concerning on-lot sewage management. PA DEP does not mandate municipalities to adopt on-lot sewage management ordinance. There are various levels of municipal involvement. A lower level of municipal involvement would require the owners to provide proof of pump out and periodic professional inspections of piping, mechanical and electrical components associated with the system. Higher level municipal involvement would require the municipality to perform the inspections and pump outs themselves with an established fee schedule. It should be noted that even the low-level program would likely require an administrator to

track all of the system inspections, pump outs, reminder notices, inventory, etc.

SEPTIC SYSTEM  
ABANDONMENT

Mr. Ciocco reported that under the current code – section 149-4 requires the septic system to be cleaned and filled under the direction of the Borough Building Inspector within 20 days of abandonment. No other requirements are listed.

Mr. Ciocco recommends that the borough consider updating Section 149 to include more details on the abandonment of systems. Mr. Ciocco will work with the solicitor to draft an ordinance.

BUILDING INSPECTOR

Mr. Jensen reported that he is working on normal inspections, has been reviewing Arbour Square plans and has received plans for the Hilltop Pub.

FIRE MARSHAL

Mr. Ciocco reported the there was a fire at the Village of Valleybrook, due to a lamp that caught fire. The Fire Marshal recommends that a resident with concerns about their electrical panels to contact an electrician to do an inspection. The Fire Marshal reported that residents should not have mulch up against their houses.

SEO

No report.

ZONING OFFICER

No report.

ROAD MASTER/ EMC

Mr. Ward reported on the following:

- Received NIMS Certification from council members.
- Met with the new director of the 911 center and toured the facility and reported there is equipment, such as generators and traffic signal devices that can be used by municipalities during emergencies.
- A street light was out at Smithbridge and Valleybrook
- Provided Senator Killion’s office with an update for the planned upgrades for the Valleybrook and Baltimore Pike Traffic Light.
- Met with the PennDOT manager for Delaware County and reported that they have been very responsive when called.

SECRETARY REPORT

No report.

TREASURER’S REPORT

No report.

<b>Description</b>		<b>Source</b>
Real Estate Transfer Tax	\$ 4,206.16	Treasurer of Delaware County
Tax Remittance	\$ 123.49	Treasurer of Delaware County
1st Qtr Franchis Fee	\$ 9,760.77	Comcast
LST Collections 2nd Qtr	\$ 1,051.98	Berkheimer
LST Collections 2nd Qtr	\$ 96.75	Berkheimer
Collections	\$ 73,834.13	Maryann Furlong, Tax Col
Intereims	\$ 16.80	Maryann Furlong, Tax Col
U&O Inspection	\$ 90.00	208 Nottingham Ct
U&O Inspection	\$ 90.00	17 Bishop Dr
U&O Inspection	\$ 90.00	224 Windsor
U&O Inspection	\$ 90.00	115 Briarcliff Ct
Liquor License	\$ 200.00	Treasurer of Pennsylvania
Bldg/Electrical Permit	\$ 360.00	40 Ivy Mills Rd
Electrical Permit	\$ 1,225.00	Verizon
Bldg/HVAC/Elec Permit	\$ 20,249.40	Brookefield
Eng/Sol Reimburse 4 Invcs	\$ 2,830.69	Arbour Square
Eng/Sol Reimburse	\$ 1,186.77	Wawa Annex 5
Eng/Sol Reimburse	\$ 708.63	Wawa Annex 5
Eng/Sol Reimburse	\$ 421.76	Wawa Annex 5
Electrical Permit	\$ 80.00	16 Mattson Road
Bldg/Roofing Permit	\$ 130.00	18 Highland Dr
218 Bishop Dr Fire Report	\$ 20.00	Metropolitian Reporting Bureau
Monthly Easement Fee	\$ 597.03	T-Mobile
Fire Hydrant Reimbursement	\$ 181.50	Madison Apartments
Fire Hydrant Reimbursement	\$ 399.30	Darlington Woods
TOTAL	\$ 118,040.16	

**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	\$ 216,168.22	Wawa Credit Union
EBond	\$ 15,000.00	Bryn Mawr Trust
Total Certificates of Deposit	\$ 274,918.52	

**General Fund Balance**

		Source
Checking Acc 4/30/17 @ 0.043%	\$ 411,825.41	PLGIT GENERAL FUND
Checking Acc 4/30/17 @ 0.56%	\$ 7.54	PLGIT GENERAL FUND
Money Manager 3/30/17 @ 0.15%	\$ 10,784.48	Bryn Mawr Trust
Borough Road Improvement Fund	\$ 72,014.36	Bryn Mawr Trust
Total Funds in General Fund	\$ 494,631.79	

**PA Liquid Fuels Fund Balance**

Checking Account 4/30/17 @ 0.043%	\$ 66,537.29	PLGIT Acct # 5116038
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**Fire Protection Fund**

Transfer from GF	\$ 28,000.00	BMT Acct #9579
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Fire Fund Tax Collections	\$ 10,797.91	BMT Acct #9579
Total Fire Protection Fund	\$ 38,797.91	

**Land Dev Escrow Fund Balance**

Savings 4/30/17 @ 0.043%	\$ 3,875.60	PLGIT Acct # 5116041
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**Expenditures**

Feb Rent	\$ 1,500.00	Chester Heights Fire Company
Fire Safety Inspections	\$ 540.00	Chester Heights Fire Company
Storage Rental	\$ 168.54	Chester Heights Self Storage
Annual Membership Renewal	\$ 450.00	Brandywine Conservancy
Phone/Fax/Fire Marshal	\$ 146.82	Windstream
Wawa Annex 5	\$ 3,000.00	Richard Jensen
Bldg Permits	\$ 2,605.10	Richard Jensen
Fire Safety Inspections	\$ 540.00	Richard Jensen
1st Qrt UCC Fees	\$ 144.00	DCED
General Matters	\$ 1,412.50	Daly Law Firm
Arbour Square	\$ 1,340.00	Daly Law Firm
446 Lenni Dev	\$ 680.00	Daly Law Firm
Reimb Wawa Annex 5 #48338	\$ 1,186.77	Catania Eng Assoc., Inc.
Reimb Arbour Square #48340	\$ 169.13	Catania Eng Assoc., Inc.
SEO_222 Llewellyn Road	\$ 140.94	Catania Eng Assoc., Inc.
SEO_415 Valleybrook Road	\$ 253.69	Catania Eng Assoc., Inc.
PASB Conference	\$ 260.00	PA Assoc. of Boroughs
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Stray Dog Fee	\$ 210.00	Brandywine Vet Hospital
Monthly Comp	\$ 833.33	Larry Ward
Scotts Lawn Service	\$ 175.00	Scott's Lawn Service
Scotts Lawn Service	\$ 145.00	Scott's Lawn Service
Office Supplies	\$ 68.96	Office Basics
Office Supplies	\$ 30.97	Office Basics
Eng Invc #9666/Traffic Signal	\$ 997.50	G.D. Houtman & Son, Inc.
Eng Invc #9665/Street Map	\$ 963.50	G.D. Houtman & Son, Inc.
Eng Invc #9667/Arbour Sq	\$ 1,275.00	G.D. Houtman & Son, Inc.
Valleybrook Road Signage	\$ 195.00	Charles A. Higgins & Sons, Inc.
Park Trash	\$ 56.40	Waste Management
Assistance	\$ 594.33	Valerie Hoxter
Fire Marshal Monthly Comp	\$ 520.00	Michael Ciocco
Office Supplies	\$ 52.99	Adobe
Annual Membership Renewal	\$ 100.00	CRC Watershed Assoc
941 Payroll	\$ 1,117.64	EFTPS
Legal Adv	\$ 64.01	21st Century Media
Legal Adv	\$ 83.54	21st Century Media
Dig Notification	\$ 39.63	PA 1 Call
Sec/Treas Compensation	\$ 3,399.94	Susan Timmins
Copier/Fax/Scanner	\$ 140.13	Ricoh USA
Meter Usage	\$ 20.64	Ricoh USA

Employee Insurance	\$ 500.00	Keystone Health Plan
3 Hydrants@ \$42.25 per Hydrant	\$ 107.37	Aqua Pennsylvania
35 Hydrants@ \$36.30 per Hydrant	\$ 1,306.80	Chester Water Authority
Total Expenditures	\$ 27,795.17	

**PA Liquid Fuels Fund Expenditures**

PECO TL	\$ 23.27	PECO
PECO SL	\$ 547.35	PECO
TL_Smithbridge/Valleybrk	\$ 140.00	Charles A. Higgins & Sons, Inc.
TL_Valleybrook/Baltimore Pk	\$ 897.40	Charles A. Higgins & Sons, Inc.
Total Expenditures	\$ 1,608.02	

**Fire Protect Fund Expenditures**

Borough Contribution	\$ 2,500.00	Chester Heights Fire Co
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**MOTION** Upon motion (Searl/Goldberg) Council voted to accept the receipts as submitted by the Secretary/Treasurer for April 2017.

**MOTION** Upon motion (Durst/Block) Council voted to accept the expenses as submitted by the Secretary/Treasurer for April 2017.

**CORRESPONDENCE** Councilwoman Searl reported on the following correspondence:

- A thank you note to the Public Relations Committee from Sal Urbano with Virtual Towns for meeting with him for a new borough website.
- A letter from PEMA acknowledging the recommendation to appoint Lawrence B. Ward to serve as the Emergency Management Coordinator for Chester Heights.

**SOLICITOR REPORT** Solicitor Daly reported on the following:

**446 LENNI DEVELOPERS AGREEMENTS** Solicitor Daly presented council with an Improvement Security Agreement between Chester Heights Borough and the 446 Lenni Developers L. P. with a letter of credit in the amount of \$678,382.91 for public improvement, as set forth in the Developer's Agreement. Solicitor Daly presented council with a Development Agreement between Chester Heights Borough and the 446 Lenni Developers L. P. whereby the developer will be legally bound to complete all improvements as shown on the Development Plan, as conditionally approved by the Borough, to reimburse the Borough for the Borough's costs for preparing the Agreement and for inspecting the construction and implementation of the Development Plan, and to comply with the Borough's Code, Chapter 162 - Subdivision and Land Development, relating to storm water runoff, erosion and sedimentation, including the filing of plans and securing of permits.

MOTION

Upon motion (Block/Searl) council voted to approve the Improvement Security Agreement, the Development Agreement for 446 Lenni Developers L.P. for the LeNape Valley Land Development and to authorize the President of Council to sign the two agreements.

ENGINEER REPORT

Mr. Houtmann reported on the following:

- Over the last three months Mr. Houtmann attended several presentations by PaDEP concerning the requirements for the new 5 year MS-4 Plan. The MS-4 requirements have involved efforts such as public education and participation, procedures for municipal road crews ordinance up-dates, and monitoring storm water outflows. The new reporting period starting in March 2018, municipalities are required to provide measures that will reduce sediment load in streams by 10%. This effort will require physical work – maybe stream bank stabilization projects, storm water basin retro-fits, installation of new storm water management BMP's. The borough will have to submit a plan to PADEP in September that describes how the Borough will realize the 10% reduction over the next five years.
- Mr. Houtmann provided a plan that indicates the location of public water lines and a list that summarizes the availability of public water for residents.
- Mr. Houtman reported that Southwest Sewer Authority is discouraging tie-ins unless it is an emergency. Council asked the solicitor to contact Southwest Sewer Authority to discuss the borough sewer service area.

MAYOR'S REPORT

Mayor Carroll stated that the Veteran's Memorial Ceremony will be held at the Community Park on May 29<sup>th</sup> at 9:00 a.m., and refreshments, provided by Wawa, will follow.

COMMITTEE REPORTS

SCHOOL DISTRICT/  
LIBRARY

Susan Sternberg, the director of the Rachel Kohl Library, reported that the library is fully staffed, and that the library will be providing a monthly statistical report and newsletter. Councilman Block reported that the high school will be having a musical, and that the Annual Liaison Dinner will be held May 25<sup>th</sup>.

BOROUGH PROPERTY

Councilman Block reported that the committee met to discuss potential ideas for the park, having the engineer provide a concept plan and possibly working with the fire company to upgrade the parking lot behind the fire company. Mayor Carroll suggested council look into replacing some of the dead trees at the Community Park. The Mayor will contact Greg Shisler to look into replacing the dead trees and will report back to council.

MOTION Upon motion (Block/Durst) council authorized the engineer to provide a borough park plan at a cost not to exceed \$3,000.00.

ENGINEER/CONSTRUCT No report.  
INSPECTIONS

FINANCE/INSURANCE President Clarke presented a memorandum from Councilwoman Driscoll on the following items:

BOROUGH LOGO The cost of the Trademark is \$ 1,000.00, \$400.00 for a filing fee and \$600.00 for attorney fees.

MOTION Upon motion (Searl/Goldberg) council voted to approve the expenditure of \$1,000.00 from the General Fund to obtain a trademark.

FIRE COMPANY President Clarke requested approval to transfer \$12,500.00 back FUNDING into the General Fund from the Fire Protection Fund, that was taken out of the General Fund due to not having the checks available from the Fire Protection Fund.

MOTION Upon motion (Durst/Block) council voted to approve transferring \$12,500.00 to the General Fund from the Fire Protection Fund.

MOTION Upon motion (Durst/Block) council voted to process the \$2,500.00 payment to the Fire Company for the May monthly contribution.

ROAD IMPROVEMENT President Clarke requested approval to transfer \$36,000.00 from the FUND General Fund to the Borough Road Improvement Account, as established by Resolution #11-14-A.

HIGHWAYS/ No report.  
TRANSPORTATION

NOMINATING/VACANCY No report.

COMMUNICATIONS/ Councilwoman Searl emailed the revised Social Media Policy to council for review.

MOTION Upon motion (Searl/Block) council voted to approve the Social Media Policy.

ORDINANCE AND Solicitor Daly reported that he and Councilman McIntosh have CODE REVIEW reviewed the property maintenance ordinance and feel it is ready for council's review.

**PUBLIC UTILITIES/  
TRASH/RECYCLING**

President Clarke will speak with Wawa Corporate to see if the borough can be included in their recycling day.

**PUBLIC SAFETY/  
ENVIRONMENT**

Councilman Block provided a report for the fire company for the month of April. There were 14 Medical Assists, 9 Building Fires, 4 Accidents and six members taking various certificate level training courses on vehicle rescue and structural firefighting.

**PLANNING/ZONING**

Mayor Carroll reported that the Beard Townhouse Land Development Final Plan is under review. The Planning Commission would like to do something to acknowledge Jim Miller for his years of service to the borough and his dedication of twenty-five acres to Natural Lands Trust.

**HISTORICAL**

Councilwoman Searl has obtained several historical preservation ordinances and will review the ordinances at the next committee meeting.

**PUBLIC COMMENT**

No response.

**OLD BUSINESS**

No report.

**NEW BUSINESS  
VOTING DELEGATE**

President Clarke reported that the borough can appoint a delegate and an alternate delegate to the PSAB Conference to participate in the delegate session.

**MOTION**

Upon motion (Block/Goldberg) council voted to approve Susan H. Clarke as a PSAB delegate and Marta Driscoll as alternate delegate.

**ADJOURNMENT**

Upon motion (Durst/Searl) council unanimously voted to adjourn the meeting at 8:55 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 7/19/2017**

Respectfully submitted,  
Susan M. Timmins  
Secretary/Treasurer