

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

222 Llewellyn Road  
Chester Heights, PA. 19017

**May 7, 2018**

MEMBERS PRESENT Drew Baum, President  
Steve Coccozza, Vice President  
Jordan Goldberg, Pro Tem  
Stacey Smith, Mayor  
Theresa Agostinelli  
Philip Block, Ph.D.  
Susan Clarke  
Ginamarie Ellis

OFFICIALS PRESENT Gerald C. Montella, Esq., Solicitor  
Lawrence Ward, Roadmaster/EMC  
Michael Ciocco, Fire Marshal  
Richard Jensen, Bldg Inspector/Zoning Officer

CALL TO ORDER President Baum called the public meeting to order at 7:00 p.m. and led those in attendance in the reciting of the Pledge of Allegiance.

PUBLIC TO ADDRESS  
COUNCIL

LAURA LIM

Ms. Lim provided council with information and photos of several car accidents close to her home. Ms. Lim had contacted the borough several years ago requesting the borough's assistance in contacting PennDOT in obtaining a guard rail in front of her property. PennDOT did come out to install a guard rail, due to a gas line, PennDOT cancelled the installation of the guard rail.

Ms. Lim asked if council could contact PennDOT again to ask if they would reconsider a guardrail and install more signage to make drivers aware of the road conditions on that section of Valleybrook Road. President Baum asked Mr. Ward to look into the possibility of installing a speed awareness sign there. Mr. Ward stated that one side of the road is Aston and the other side is Chester Heights.

APPROVAL OF MINUTES      Upon motion (Cocoza/Block) council voted to approve the meeting minutes of the April 2, 2018 Regular Council Meeting with revisions.

Upon motion (Cocoza/Agostinelli) council voted to approve the April 23, 2018 Work Session Minutes with revisions.

SECRETARY REPORT      No report.

TREASURER'S REPORT

Description		Source
Real Estate Transfer Tax	\$ 1,940.40	Treasurer of Delaware County
March Collections	\$ 79,216.30	Maryann D Furlong, TC
Interiem	\$ 39.37	Maryann D Furlong, TC
March Remit	\$ 3,169.63	Treasurer of Delaware County
BiAnnual Fire Safety Inspections	\$ 15,923.00	Madison
U&O Inspection	\$ 90.00	43 BishopsDr
U&O Inspection	\$ 90.00	340 Danbury Ct
U&O Inspection	\$ 90.00	64 Bayberry Ct
U&O Inspection	\$ 90.00	329 Danbury Ct
U&O Inspection	\$ 90.00	16 Stone Haven Cr
U&O Inspection	\$ 90.00	17 Stone Haven Cr
Electrical Permit	\$ 205.00	11 Rolling Heights
Bldg Permit	\$ 450.00	305 Llewellyn Rd
Temp Tent Fee	\$ 550.00	Wawa Corp
Bldg Permits	\$ 11,538.40	Brookefield
HVAC Permit	\$ 155.00	167 Bishops Dr
Electrical Permit	\$ 205.00	476 Valleybrk Rd
Retainer Fee Returned	\$ 1,375.00	Animal Control Board
Eng Reimburse	\$ 4,686.50	446 LeNape
Annual Fire Hydrt Reimb	\$ 435.60	Highland Reserve
Fire Hydrant Reimbursement	\$ 181.50	Madison Apartments
Fire Hydrant Reimbursement	\$ 399.30	Darlington Woods
TOTAL	<b>\$ 121,010.00</b>	

**Fund Balances,**

*Certificates of Deposit Balance*

CD, 12 Month, @ 0.90% 12/29/17	\$ 43,996.49	Iron Workers Bank
EBond	\$ 15,000.00	Bryn Mawr Trust
Total Certificates of Deposit	<b>\$ 58,996.49</b>	

**General Fund Balance**

		Source
Checking Acc 4/30/2018 @ 1.49%	773,259.57	PLGIT GENERAL FUND
Checking Acc 4/30/18 @1.49%	\$ 7.66	PLGIT GENERAL FUND
Money Manager 3/30/18 @ 0.15%	\$ 9,466.25	BMT Acct #2460
Borough Road Improvement Fund	<b>\$ 108,046.77</b>	BMT Acct #5260

Total Funds in General Fund                   **\$ 890,780.25**

***PA Liquid Fuels Fund Balance***

Checking Account 8/0/18@ 1.49%           **\$ 42,669.32**                   PLGIT Acct #5116038

***Fire Protection Fund***

Fire Protection Fund Check  
4/30/18   **\$ 72,527.08**                   BMT Acct #9579  
Fire Protection Fund Savings  
4/30/18   **\$ 10,005.06**                   BMT Acct #3005  

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**\$ 82,532.14**

***Land Dev Escrow Fund Balance***

Savings 4/30/18 @ 0.043%               **\$ 3,886.19**                   PLGIT Acct #5116041

***Expenditures***

May Rent	\$ 1,500.00	Chester Heights Fire Company
Wawa Permit Fee	\$ 110.00	Chester Heights Fire Company
Borough Web Site	\$ 439.00	PA Assoc of Boroughs
Storage Rental	\$ 180.20	Chester Heights Self Storage
General Matters	\$ 1,305.00	Gerald Montella, Esq.
301 Llewelyn	\$ 29.00	Gerald Montella, Esq.
Arbour Square reimbursable	\$ 72.50	Gerald Montella, Esq.
Phone/Fire Marshal	\$ 98.56	Windstream
Bldg Permits	\$ 4,040.90	Richard Jensen
Wawa Permits	\$ 3,000.00	Richard Jensen
1st Qtr U&O Payment	\$ 175.50	Richard Jensen
Reimburse Eng Invc #53515	\$ 599.37	Catania Engineering Assoc, Inc.
Membership Renewal	\$ 32.00	DCAB
Tire Removal	\$ 151.05	Ardmore Tire
Tax Duplicate	\$ 1,554.34	Core Logic
New Invc 6 month monitoring	\$ 359.00	Delco Alarm System
Stray Dog Fee	\$ 105.00	Brandywine Vet Hospital
Monthly Comp	\$ 1,196.17	Larry Ward
Property Maintenance	\$ 145.00	Scott's Lawn Service
Legal Adv	\$ 288.07	21st Century Media
PECO TL	\$ 19.02	PECO
PECO SL	\$ 534.21	PECO
Office Supplies	\$ 25.45	Walgreens
Web Hosting	\$ 29.99	justhost.com
Park Trash	\$ 67.90	Waste Management
Assistance	\$ 696.45	Valerie Hoxter
Monthly Comp	\$ 500.00	Michael Ciocco
Wawa Permit	\$ 440.00	Michael Ciocco
Dig Notifications	\$ 28.95	PA One Call
Office Supplies	\$ 52.99	Adobe

941 Payroll	\$ 1,269.32	EFTPS
Sec/Treas Compensation	\$ 3,863.85	Susan Timmins
Copier/Fax/Scanner	\$ 140.13	Ricoh USA
Meter Usage	\$ 20.38	Ricoh USA
3 Hydrants@ \$42.25 per Hydrant	\$ 127.49	Aqua Pennsylvania
35 Hydrants@ \$36.30 per Hydrant	\$ 1,306.80	Chester Water Authority
Total Expenditures	<u>\$ 24,503.59</u>	

***PA Liquid Fuels Fund Expenditures***

Total Expenditures	<u>\$ -</u>
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***Fire Protect Fund Expenditures***

Total Expenditures	<u>\$ -</u>	Chester Heights Fire Co
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**MOTION** Upon motion (Clarke/Goldberg) council voted to accept the receipts and the expenditures as submitted by the Secretary/Treasurer for April 2018.

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

- A thank you letter from CRC Watershed Association for the municipal sponsorship and for participating in the Annual Stream Clean-Up.
- A letter from Chester Heights Neighborhood Alliance informing council that they will be maintaining Valleybrook Road under the PennDOT Adopt a Highway Program.

**BUILDING INSPECTOR** Mr. Jensen reported on the following:

- The building permit for Arbor Square is moving forward.
- Wawa Corporate is near completion.

**FIRE MARSHAL** Mr. Ciocco reported there were 9 fire related incidents in April. There was a gas leak at the Hollow at Fox Valley. The fire company shut off the gas.

**ROADMASTER/EMC** Mr. Ward reported there have been numerous PA One Call dig notifications on Lenni Road and Llewellyn Road. Mr. Ward did a survey of speed limit signs and potential poles along Valleybrook Road near St. Thomas if council would decide to move the Speed Awareness Sign.

**SEO** No report.

**ZONING OFFICER** Mr. Jensen reported that he has been contacted concerning the placement of a swing set on Indian Springs Drive.

SOLICITOR REPORT                      Solicitor Montella reported that he and the engineer are working on the Developers Agreements for the Beard Land Development.

ENGINEER'S REPORT                      Mr. Houtman has the contract documentation for the park paving that will need council's signature. The funds for the park paving will be paid out of the General Fund.

MAYOR'S REPORT                        No report.

SCHOOL DIST/EDU/ TRAIN/LIBRARY

Councilwoman Clarke reported that the motion to approve the tentative agreement between the Garnet Valley Board of School Directors and Garnet Valley Education Association memorializing the terms of a new collective bargaining agreement between the parties from July 1, 2019 thru June 30, 2024 5 years 3% income. Motion did pass. School Board liaison dinner will be held on 5/23/18 at 5:45pm in the new high school library. Rachel Kohl Library- Renovating HVAC systems (quote to replace is \$165,000) original system from 1989. Keystone library grant application deadline 6/15/18.

FINANCE/INSURANCE                      Vice President Cocozza- No report.

NOMINATING/  
VACANCY                                      No report.

COMMUNICATIONS/  
PUBLIC RELATION                        Councilwoman Ellis on the following:

- The Spring/Summer Newsletter was signed off on Friday.
- Delivery will be in the next couple of weeks.
- Working on borough website with website developer. Web designers suggested a new logo design.
- The Communications Committee presented council with two logos for review. President Baum recommended placing this agenda item at the next work session for further discussion.

PUBLIC SAFETY/  
ENVIRONMENTAL                        No report.

HIGHWAY/  
TRANSPORTATION                        Councilman Jordan Goldberg reported on the following:

- The Chester Heights Neighborhood Alliance will be participating in Adopt a Highway Program for Valleybrook Road
- The purchase of additional digital speed awareness

- Purchase of any digital speed signs would be a committee decision/recommendation. Mr. Ward informed council that these signs can be moved around at various locations in the borough.

PLANNING/ZONING President Baum reported that the One Smithbridge LLC Land Development was approved at the last Planning Commission Meeting.

HISTORICAL Mayor Smith- No report.

PUBLIC UTILITIES/  
TRASH/RECYCL Councilman Goldberg reported the Annual Recycling Day is scheduled for 9/15/18, contingent on securing vendors. Council discussed the cost for collecting electronic devices from non-residents.

BOROUGH PROPERTY/ Councilwoman Agostinelli and Mayor Smith continue planning for the DeSalvo Park and hope to have it completed by the fall. The Committee is currently looking at signage for the park at the corner.

ENGINEER/CONSTRUCT/Councilwoman Clarke reported on the following:

- The Developers Agreements for the Beard Land Development are under review
- Lenape Valley has 6 homes sold
- Brookfield has 33 townhouses sold
- One Smithbridge, LLC./Chester Heights Market is still under review, with an extension for 91 days

ORDINANCE/CODE  
REVIEW No report.

OLD BUSINESS Solicitor Montella reported that he has reviewed the Graffen Proposal for the Copier/Scanner that was presented at the last meeting. The proposal would include a 48-month lease with a monthly fee of \$153.73 with an additional fee of .0073 for black copies and .0035 for color copies. This fee includes the OCR software and the helpdesk support feature.

MOTION Upon motion (Agostinelli/Ellis) council voted to approve the Graffen Proposal for the Copier/Scanner.

OPEN SPACE FUND Councilwoman Clarke reported that at the December 3, 2017 Regular Council Meeting a Resolution was adopted to establish an Open Space Fund in the amount of \$ 25,000.00.

MOTION Upon motion (Clarke/Block) council voted to transfer \$25,000.00 out of the General Fund into a Borough Open Space Fund.

MOTION Upon motion (Clarke/Cocozza) council voted to establish an Open Space Fund Account in the amount of \$25,000.00.

NEW BUSINESS President Baum requested approval to ratify the following items that were approved at the April 23, 2018 Work Session:

COMPENSATION To increase the Roadmaster/EMC compensation to \$15,000.00

MOTION Upon motion (Cocozza/Block) council voted to ratify the approval of compensation to \$15,000.00 for the Roadmaster/EMC.

EMPLOYEE STATUS To establish Mr. Ward as a W2 employee of the borough.

MOTION Upon motion (Cocozza/Block) council voted to ratify establishing Mr. Ward as a W2 employee of the borough.

ADMINISTRATIVE ASSISTANT To hire Megan Killian as the new part time Administrative Assistant.

MOTION Upon motion (Cocozza/Block) council voted to ratify the hiring of Megan Killian as the new part time Administrative Assistant for the borough.

PUBLIC COMMENT No comment.

ADJOURNMENT Upon motion (Ellis/Agostinelli) council unanimously voted to adjourn the meeting at 8:24 p.m.

**Land Development Dates**

1. **S. B. Conrad/CH Market** - Submitted Plans 2/18/10, Reviewed Planning Commission 3/25/10 - Extension 6/03/2018

Respectfully submitted,  
Megan Killian  
Administrative Assistant

