

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

October 1, 2018

MEMBERS PRESENT Drew Baum, President
Theresa Agostinelli
Ginamarie Ellis
Stacey Smith, Mayor
Susan Clarke
Jordan Goldberg, Pro Tem

OFFICIALS PRESENT Gerald C. Montella, Esq., Solicitor
Matt Houtman, P.E.

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
Gary Koerner
Chester Heights Camp Mtg Mr. Koerner stated he received a call from Larry Ward asking if
the Borough could use the Camp Meeting property for parking for
the Chester Heights Community Day. Mr. Koerner stated the
Borough can use the property to park vehicles. Mr. Koerner
presented to council 125 Smoke Detectors that are being donated
from Chester Heights Camp Meeting to be given out at Chester
Heights Community Day. Mr. Koerner also stated that the
Assistant Manager from Home Depot Gary Karn donated \$50.00
in coupons which allowed Chester Heights Camp Meeting to be
able to purchase 125 Smoke Detectors.

Marta A. Driscoll
458 A Lenni Road Mrs. Driscoll reported that Chester Heights Neighbors Alliance
held their first adopt a highway cleaning along Valleybrook Road.
11 volunteers showed up and 30 bags of trash were collected.
The next adopt a highway cleanup will be in March 2019.

APPROVAL OF MINUTES Upon motion (Clarke/Agostinelli) council voted to approve the
meeting minutes of the September 10, 2018 Council Meeting.

Upon motion (Cocozza/Agostinelli) council voted to approve the
Meeting minutes of the September 24, 2018 Work Session.

SECRETARY REPORT
TREASURER'S REPORT

Description Source

Receipts

Real Estate Transfer Tax	\$ 11,109.67	Treasurer of Delaware County
Court Fines	\$ 27.72	Treasurer of Delaware County
State Fire Relief Fund	\$ 17,932.46	Treasurer of Pennsylvania
July Collections	\$ 1,995.16	Maryann D Furlong, Tax Col
Collection for ewaste Non/Residents	\$ 100.00	Cash
U&O Inspections	\$ 90.00	113 Briarcliff Ct
U&O Inspections	\$ 90.00	1 Hunters Ln
Bldg/Mech Permits #23-26	\$ 11,538.40	Brookefield
Mech Permits	\$ 19,110.00	Arbour Square
Electrical Permit	\$ 85.00	167 Bishops Dr
Electrical Permit	\$ 150.00	8 Wilson Cr
Bldg/Roofing Permit	\$ 130.00	75 Bishops Dr
HVAC Permit	\$ 155.00	155 Bishops Dr
Road Opening Permit	\$ 125.00	Ivy Mills Road
Land Dev Application Fee	\$ 800.00	31 Smithbridge Road
Workers Comp Reimb	\$ 624.00	Arthur J Gallagher Risk Manage
Reimburse/Engineer Invc	\$ 1,758.00	Arbour Square
Reimburse/Solicitor Invc	\$ 145.00	Arbour Square
Reimburse/Engineer Invc	\$ 1,503.00	Brookefield
Fire Hydrant Reimbursement	\$ 181.00	Madison Apartments
Fire Hydrant Reimbursement	\$ 399.30	Darlington Woods
TOTAL	\$ 68,048.71	

Fund Balances,

Certificates of Deposit Balance		
CD, 12 Month, @ 1.25% 4/30/2019	\$ 43,996.49	Iron Workers Bank
EBond	\$ 15,000.00	Bryn Mawr Trust
Total Certificates of Deposit	\$ 58,996.49	

General Fund Balance

		Source
Checking Acc 9/29/2018 @ 1.83%	\$ 920,403.68	PLGIT GENERAL FUND
Checking Acc 9/29/18 @1.88%	\$ 7.66	PLGIT GENERAL FUND
Money Manager 9/29/18 @ 0.15%	\$ 9,468.62	BMT Acct #2460
Road Improv Fund 9/29/18 @ 0.05%	\$ 108,105.25	BMT Acct #5260
Total Funds in General Fund	\$ 1,037,985.21	

PA Liquid Fuels Fund Balance

Checking Account 9/29/2018 @ 1.83%	\$ 42,970.09	PLGIT Acct #5116038
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Open Space Fund Balance

PLGIT/ I -Class 9/29/2018 @ 2.01%	\$	25,126.48	PLGIT Acct #5116056
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Fire Protection Fund Balance

Fire Protect Fund Check 8/31/18	\$	32,051.57	BMT Acct #9579
Fire Protect Fund Savings 8/31/18	\$	10,007.14	BMT Acct #3005
	\$	42,058.71	

Expenditures

August Rent	\$	1,500.00	Chester Heights Fire Company
Fire Safety Inspections	\$	1,200.00	Chester Heights Fire Company
State Fire Relief Fund	\$	17,932.46	Treasurer of Pennsylvania
Storage Rental	\$	207.76	Chester Heights Self Storage
Reimburse/Arbour Square	\$	1,758.00	G D Houtman & Sons, Inc
Reimburse/Brookefield	\$	1,503.00	G D Houtman & Sons, Inc
Reimburse/Logtown	\$	1,180.50	G D Houtman & Sons, Inc
Reimburse/LeNape Valley	\$	4,622.00	G D Houtman & Sons, Inc
MS-4	\$	1,097.00	G D Houtman & Sons, Inc
General Matters	\$	87.00	Peter J. Rohana, Jr.
Reimburse/Brookefield	\$	162.50	Peter J. Rohana, Jr.
Reimburse/One Smithbridge	\$	475.00	Peter J. Rohana, Jr.
Recycling Day Magnets	\$	180.00	T/A Sandrose Trophies
Recycling Day electronics	\$	4,360.00	eforce Compliance
Recycling Day Shredding	\$	370.00	J&K Secure Shredding, LLC
Darlington Passageway	\$	122.00	Catania Engineering Assoc, Inc
On-Lot Septic	\$	30.50	Catania Engineering Assoc, Inc
Memorial Contribution/McClaskey	\$	68.85	Wise Originals Florist
Office Cleaning	\$	80.00	Brenda Martin Cleaning
General Matters	\$	797.50	Gerald Montella, Esq.
Reimburs/Arbour Square	\$	145.00	Gerald Montella, Esq.
Phone/Fire Marshal			Windstream
Fire Safety Inspections	\$	4,800.00	Richard Jensen
Arbour Square	\$	3,000.00	Richard Jensen
3rd Qtr UCC Fee	\$	99.00	DCED
Stray Dog Fee	\$	910.00	Brandywine Vet Hospital
Monthly Comp	\$	1,196.17	Larry Ward
Property Maintenance	\$	843.00	Scott's Lawn Service
Community Day Pamphlets	\$	120.00	Channing Bete Co
Postage	\$	30.00	Chester Heights Post Office
St Thomas Flashers Time Adjusted	\$	70.00	Charles A Higgins & Sons
TL/Baltimore Pk/Valleybrk	\$	182.00	Charles A Higgins & Sons
PECO TL	\$	21.28	PECO
PECO SL	\$	547.60	PECO
Recycling Day T Shirts	\$	272.16	Delightful Detail

Recycling Day Yard Signs	\$	170.00	The Country Press
Admin Assist	\$	987.72	Megan Killian
Office Supplies	\$	47.52	Staples
Monthly Fee	\$	45.00	Constant Contact
Facebook Extra	\$	28.00	Facebook
Park Trash	\$	78.10	Waste Management
Monthly Comp	\$	500.00	Michael Ciocco
Community Day Magnets	\$	122.50	CustomMagnetsDirect.com
Newsletter Mailing	\$	430.19	Hot Frog
301 Llewellyn Road/Tree Placement	\$	500.00	Springfield Tree & Land
Office Supplies	\$	52.99	Adobe
3rd Qtr Payroll	\$	632.26	PA Dept of Rev
3rd Qtr Payroll	\$	12.35	PA UC
941 Payroll	\$	1,385.84	EFTPS
Sec/Treas Compensation	\$	3,863.84	Susan Timmins
Meter Usage	\$	20.02	Ricoh USA
Notifications	\$	50.70	PA 1 Call
3 Hydrants@ \$42.25 per Hydrant	\$	157.55	Aqua Pennsylvania
35 Hydrants@ \$36.30 per Hydrant	\$	1,306.80	Chester Water Authority
Total Expenditures	\$	60,361.66	

PA Liquid Fuels Fund Expenditures

Total Expenditures	\$	-
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Fire Protect Fund Expenditures

Borough Contribution		Chester Heights Fire Co
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Upon motion (Ellis/Agostinelli) council voted to accept the receipts and the expenditures as submitted by the Secretary/Treasurer for September 2018.

CORRESPONDENCE Councilwoman Ellis reported that the 2018 Fall/Winter Bulletin has hit mailboxes.

INSPECTOR'S REPORT Councilwoman Ellis reported on Rich Jensen's behalf:

- Inspection continue on a daily basis for Brookfield, Lenape Developers & Arbour Square. Also, fire safety inspection for Madison each week. These are regular inspection that are required.

- Arbour Square has started the underground plumbing for the front section and today was the 8 inspection. The Parking garage is about 99% complete on foundation and some steel are being installed.
- The Borough will be moving to the 2015 International Codes as required by the state as of October the first. We will need to plan for new code books going forward, because it is required that the AHJ has copies on file. I will prepare a cost for the budget over the next several days. Keep in mind that any projects under way or under contract will still be governed by the code in place. We most likely will not see any 2015 reviews for several months. Council does not have to amend or change anything because we are an opt in community. If you have questions, please feel free to contact me.

FIRE MARSHALL

Mr. Ciocco reported that there were 5 fire related incidents for the month of September.

Ivy Mills New Street Signs:

Mr. Ciocco spoke to Don Centofani from Penn Dot and he stated they can't put a sign in the right of way. Mr. Ciocco is working with Penn Dot to see where the sign can go.

ROADMASTER/EMC

Mr. Ward reported that he has been handling routine matters and PA One calls.

SOLICITOR'S REPORT

Solicitor Montella reported on the following:

Westrum- Solicitor Montella inquired if Westrum submitted the amendment that was sent out regarding the incorporation of Westrum paying for 2 fire hydrants on an annual cost.

Proposed Borough Ordinance Nuisance- Borough discussed height of the fields related to meadows. The height is 10 feet and there is discussion on having it lowered to 8 feet.

ENGINEER'S REPORT

Street Sign 101 Valleybrook Road-

Matt Houtman reported to council that Penn Dot stated they need a letter from the Borough as to where the sign will be placed and what type of sign it will be. The school bus ahead sign is discussed to be placed across the street from 101 Valleybrook Road which is Aston Township. Matt Houtman will send a letter to Aston Township regarding placement of the sign and maintenance of the sign.

MOTION Upon motion (Goldberg/Ellis) council voted to approve a school bus stop sign on the Aston side of 101 Valleybrook Road and the expenditure not to exceed \$350.00.

Traffic Control Devices-

Matt Houtman presented to council the total cost of installation fees to install traffic control devices at the intersections of Baltimore Pike & Valleybrook Road and Baltimore Pike & Stoneybank Road.

- Installation cost for Baltimore Pike & Valleybrook Road is \$7,590.
- Installation cost for Baltimore Pike & Stoneybank Road is \$6,360.

MOTION Upon motion (Goldberg/Agostinelli) council voted to approve the expenditures of \$7,590 to install traffic equipment at the corner of Baltimore Pike & Valleybrook Road.

MOTION Upon motion (Goldberg/Ellis) council voted to approve the expenditures of \$6,360 to install traffic equipment at the corner of Baltimore Pike & Stoneybank Road.

MAYOR REPORT No report.

SCHOOL DIS/EDU
TRAIN/LIBRARY Councilwoman Clarke reported that Garnet Valley football team is undefeated and homecoming is October 19th. Greg Chestnut informed council that the Rachel Kohl Library received the Keystone Grant for the HVAC System.

FINANCE/INSURANCE No report.

FINANCE No report.

SUB COMMITTEE/
FIRE CO. FINANCES No report.

NOMINATING/VACANCY No report.

COMMUNICATIONS Councilwoman Ellis reported to council on the following:

- Name badges for council members are in and can be worn at the Community Day event.
- State Police sent out information from a Ring Doorbell that a resident who lives off Stoneybank Road of an attempted burglary/criminal trespass. Councilwoman Ellis was able to share the information on the Borough's Facebook page.

14,200 people saw the post and received a tip through messenger identifying the subject and later the subject was arrested.

- The Borough's Facebook page has received 40 more likes.
- The 2019 Fall/Winter newsletter has been sent out. April 1st, 2019 the next newsletter will be sent out. Councilwoman Ellis will need any topics from council that they would like featured in the next newsletter by February 15, 2019.
- Stray Dog Update- Diamond is now at a foster and is looking for her forever home.

HIGHWAYS/
TRANSPORTATION

Jordan Goldberg reported that from Sunday, September 30th to Saturday, October 6th Lenni Road to Llewellyn Road and Lenni Road to Route 452 will be closed for road work from 6pm-6am.

PLANNING/ZONING

Matt Houtman reported to council that the Planning Commission will have their first look at 31 Smithbridge Road. Next Planning Commission Meeting is October 25th.

HISTORICAL

No report.

PUBLIC SAFETY/
ENVIRONMENT

No report.

PUBLIC UTILITIES/
TRASH/RECYCLE

Jordan Goldberg stated that he is working on prices for a spring cleanup day.

BOROUGH PROPERTY/
PARKS/OPEN SPACE

Community Day Update- Councilwoman Agostinelli gave an update to council regarding Community Day. Chester Heights Community Day is Sunday, October 14th rain or shine from 12:00-3PM.

Open Space- Councilwoman Agostinelli stated that Mr. Comitta is requesting a one-page proposal regarding the Open Space for Chester Heights Borough. Councilwoman Clarke will draft up a letter and present it to the members of the Open Space Committee.

ENGINEERING/
CONSTRUCTION/
INSPECTIONS

Councilwoman Clarke reported on the following:

- No new sales for Brookfield
- Lenape Valley sold 8 homes

- Stoneybank Road/Beard Property- No report
- Rosehill- No report
- Chester Heights Market- No report

ORDINANCE/
CODE REVIEW

No report.

OLD BUSINESS

No report.

NEW BUSINESS

No report.

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 pending real estate acquisition by the Borough of Chester Heights. Council met in Executive Session at 7:52 p.m. until 8:06 p.m. No actions were taken.

ADJOURNMENT

Upon motion (Ellis/Block) council unanimously voted to adjourn the meeting at 8:06p.m.

Land Development Dates

- 1) **S.B. Conrad/31 Smithbridge Road** - Submitted Plans 9/18/18, Reviewed Planning Commission 10/25/18 Extension – 01/16/2019

Respectfully Submitted,
Megan Killian
Recording Secretary