

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

September 10, 2018

MEMBERS PRESENT Drew Baum, President
Steve Coccozza, Vice President
Theresa Agostinelli
Ginamarie Ellis
Stacey Smith, Mayor
Susan Clarke

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

CALL TO ORDER President Baum called the public meeting to order at 7:02 p.m. and led those in attendance in the reciting of the Pledge of Allegiance.

PUBLIC TO ADDRESS
COUNCIL

Greg Chestnut
317 Willits Way

Mr. Chestnut stated that a tree fell on Valleybrook Road last night causing 38 residents to be without power. Borough will follow up with PECO. Mr. Chestnut asked about the school bus stop sign on Valleybrook Road. Matt Houtman stated he will follow up with Penn Dot. Mr. Chestnut inquired about the guardrail on Valleybrook Road and the status of it. Matt Houtman stated it is in the works to be installed.

APPROVAL OF MINUTES Upon motion (Coccozza/Agostinelli) council voted to approve the meeting minutes of the August 6, 2018 Council Meeting.

SECRETARY REPORT
TREASURER'S REPORT

Description		Source
2nd Qtr Franchise Fee	\$ 8,785.14	Verizon
Real Estate Transfer Tax	\$ 8,609.77	Treasurer of Delaware County
Court Fines	\$ 55.46	Treasurer of Delaware County
2nd Qtr LST	\$ 18,159.59	Berkheimer
Bldg/Mech Permits	\$ 4,155.00	LeNape Valley
Bldg/Shed Permit	\$ 125.00	2 Rolling Heights Ln
Bldg Permit	\$ 395.00	300 Wawa Rd
Bldg Permit	\$ 2,700.00	LeNape Valley

Fire Hydrant Reimbursement	\$ 181.00	Madison Apartments
Fire Hydrant Reimbursement	\$ 399.30	Darlington Woods
TOTAL	\$ 43,565.26	
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 8/31/2018 @ 1.74%	\$ 882,791.82	PLGIT GENERAL FUND
Checking Acc 8/31/18 @1.88%	\$ 7.66	PLGIT GENERAL FUND
Money Manager 8/31/18 @ 0.15%	\$ 9,468.23	BMT Acct #2460
Road Improv Fund 7/31/18 @ 0.05%	\$ 108,100.81	BMT Acct #5260
Total Funds in General Fund	\$ 1,000,368.52	

PA Liquid Fuels Fund Balance		
Checking Account 8/31/2018 @ 1.74%	\$ 42,907.16	PLGIT Acct #5116038

Open Space Fund Balance		
PLGIT/ I -Class 8/31/2018 @ 1.92%	\$ 25,006.29	PLGIT Acct #5116056

Fire Protection Fund		
Fire Protect Fund Check 8/31/18	\$ 38,175.62	BMT Acct #9579
Fire Protect Fund Savings 8/31/18	\$ 10,006.73	BMT Acct #3005
	\$ 48,182.35	

Expenditures		
August Rent	\$ 1,500.00	Chester Heights Fire Company
Storage Rental	\$ 207.76	Chester Heights Self Storage
Reimburse One Smithbridge	\$ 841.00	Peter J. Rohana, Jr.
Recycling Day Postcards	\$ 230.00	The Country Press
Recycling Day Pre Sort	\$ 300.00	The Country Press
Recycling Day Postage	\$ 289.37	The Country Press
Office Cleaning	\$ 80.00	Brenda Martin Cleaning Services
General Matters	\$ 884.50	Gerald Montella, Esq.
Reimburs/Beard	\$ 43.50	Gerald Montella, Esq.
Annual eCode Maintenance	\$ 1,195.00	General Code
Phone/Fire Marshal	\$ 79.02	Windstream
Bldg Permits	\$ 3,360.80	Richard Jensen
Arbour Square	\$ 3,000.00	Richard Jensen
3rd Qtr Stipend	\$ 185.00	Richard Jensen
Stray Dog Fee		Brandywine Vet Hospital

Monthly Comp	\$	1,196.17	Larry Ward
Property Maintenance	\$	533.00	Scott's Lawn Service
Postage	\$	30.00	Chester Heights Post Office
P O Box 658 Annual Fee	\$	182.00	Chester Heights Post Office
Office Supplies	\$	61.79	Office Basics
Office Supplies	\$	49.53	Office Basics
TL/Baltimore Pk/Valleybrk	\$	182.00	Charles A Higgins & Sons
TL/Baltimore Pk/Valleybrk	\$	1,023.50	Charles A Higgins & Sons
Website	\$	135.00	PA Assoc of Boroughs
PECO TL	\$	47.94	PECO
PECO SL	\$	553.18	PECO
Legal Adv	\$	64.01	21st Century Media
Admin Assist	\$	562.08	Megan Killian
Office Supplies	\$	129.98	Best Buy
Monthly Fee	\$	45.00	Constant Contact
Park Trash	\$	77.86	Waste Management
Monthly Comp	\$	500.00	Michael Ciocco
3rd Qtr Stipend	\$	185.00	Michael Ciocco
Reimburse Arbour Square	\$	210.00	Michael Ciocco
Reimburse Computer Equip	\$	69.99	Sam Iannucci
Office Supplies	\$	52.99	Adobe
941 Payroll	\$	1,411.12	EFTPS
Sec/Treas Compensation	\$	3,863.84	Susan Timmins
Meter Usage	\$	18.44	Ricoh USA
Notifications	\$	38.63	PA 1 Call
3 Hydrants@ \$42.25 per Hydrant	\$	156.43	Aqua Pennsylvania
35 Hydrants@ \$36.30 per Hydrant	\$	1,306.80	Chester Water Authority
Total Expenditures	\$	24,882.23	

PA Liquid Fuels Fund Expenditures

Total Expenditures	\$	-
--------------------	----	---

Fire Protect Fund Expenditures

Borough Contribution	\$	7,500.00	Chester Heights Fire Co
----------------------	----	----------	-------------------------

MOTION

Upon motion (Cocozza/Ellis) council voted to accept the receipts and the expenditures as submitted by the Secretary/Treasurer for August 2018.

CORRESPONDENCE

Councilwoman Ellis reported that she received Chester Water Authority 2017 Annual Report and Chester Water Authority Water Quality Report for 2017. The reports are at

the Borough if anyone would like to review them. Aqua has also issued the same reports as well.

INSPECTORS REPORT Mr. Jensen reported on the following:

- Lenape Valley- Starting construction on their 6th house.
- Arbour Square- Building construction has been started.
- Madison- 130 fire inspections were completed.
- Brookfield Townhomes- Construction is moving along slowly.

FIRE MARSHALL Mr. Ciocco reported there were 7 fire related incidents in the month of August.

Add New Roads:

Mr. Ciocco stated that the fire company, EMS and the State Police are having issues finding houses on Ivy Mills Lane in case of an emergency. Matt Houtman stated that assigning a new road would help.

ROADMASTER/EMC **Ivy Mills and Valleybrook Road:**

Mr. Ward reported on the issue with line of sight at the intersection of Ivy Mills Road and Valleybrook Road. Penn Dot is in the process of getting the hedge removed.

SOLICITOR'S REPORT Solicitor Montella presented council adopt a resolution #09-18-A Recycling Day.

Upon motion (Clarke/Ellis) council voted to approve resolution #09-18-A Recycling Day.

Solicitor Montella presented council adopt a resolution #09-18-B Support for Sustainable Water Management.

Upon motion (Agostinelli/Cocozza) council voted to approve resolution #09-18-B Support for Sustainable Water Management.

Solicitor Montella presented council to approve Resolution #09-18-C Transfer Unallocated Funds for 2018 Budget.

Upon motion (Cocozza/Agostinelli) council voted to approve Resolution #09-18-C Transfer Unallocated Funds for 2018. The motion passed with 4 votes in favor and 1 against (Councilwoman Clarke).

ENGINEER'S REPORT

Matt Houtman reported on the following:

Award Traffic Signal Equipment Contract-

Matt Houtman stated bids were sent out for the traffic signal equipment at the intersection of Stoneybank Road and the signal at Baltimore Pike and Valleybrook Road and Baltimore Pike.

Stoneybank and Baltimore Pike- Price for the traffic cameras, wide view vehicle presence detector & 4 cameras. The total cost is \$8,376. In terms of advance vehicle detection as coordinated with Concord Township they will be paying half of the upgrades for the traffic signal. The traffic light is a Wavetronics Advance Detection Camera 2 Way. The total cost is \$12,800.

Valleybrook Road and Baltimore Pike- Thermal Detection Cameras which are required due to sun glare at the intersection is a 4-way camera. The bid from Signal Services was \$21,268.

MOTION

Upon motion (Ellis/Cocozza) council voted to approve expenditures in the amount of \$21,176 to purchase traffic light equipment at Stoneybank Road and Baltimore Pike.

MOTION

Upon motion (Cocozza/Ellis) council voted to approve expenditures in the amount of \$21,268 to purchase traffic signal equipment for the corner of Valleybrook Road and Baltimore Pike.

Transportation Project Inventory-

Matt Houtman stated the county put out correspondence asking municipalities for any transportation related projects to put on the Transportation Improvement's Inventory List. Matt Houtman stated he spoke to Cory Brown and the county is trying to get a comprehensive list of the various projects related to traffic in the county, so they could possibly

assist the municipalities with grants to help fund the projects. Matt Houtman stated he would like to see if the county could assist in helping with Valleybrook Road turning left onto Mattson Road there is a sight distance issue. There has been discussion about installing sidewalks on Valleybrook Road up to Baltimore Pike. Larry Ward requested an Emergency Traffic Light put onto the list for in front of the fire house. Councilwoman Clarke requested Lenni Road and Llewellyn Road regarding the 90-degree angle which is a hazard, the curb at New Road and Lenni Road, dangerous left turn on Bodley Road and Valleybrook Road. Matt Houtman stated he will put the requested items on the list.

MAYOR'S REPORT No Report.

SCHOOL DIST/EDU/
TRAIN/LIBRARY No Report.

FINANCE/INSURANCE Vice President Cocozza stated the Finance Committee will discuss the upcoming budget for 2018-2019 at the next work session.

NOMINATING/VACANCY No Report

COMMUNICATIONS/
PUBLIC RELATIONS Community Day Update:

Sam Ianucci reported Community Day with Chester Heights Fire Company is Sunday, October 14, 2018 12PM-3PM

- Smoke House
- Fire Truck (Touch and Learn Equipment Displayed)
- Down and Dirty CPR (Ages 8 and up)
- Live Fire Demo
- Live Accident Demo

Newsletter- Councilwoman Ellis reported that the first draft of the newsletter is almost completed. The newsletters will be mailed out October 1st.

Web Design Training- Councilwoman Ellis reported that she and Sue Timmins will be given a webinar on how to take over updating the new website.

HIGHWAYS/
TRANSPORTATION No report.

PLANNING/ZONING	No report.
HISTORICAL	No report.
PUBLIC SAFETY/ ENVIRONMENT	No report.
PUBLIC UTILITIES/ TRASH/RECYCLE	No report.
BOROUGH PROPERTY/ PARKS/OPEN SPACE	No report.
ENGINEERING/ CONSTRUCTION/ INSPECTIONS	No report.
ORDINANCE/ CODE REVIEW	No report.
OLD BUSINESS	No report.
NEW BUSINESS	Escrow Release #1 Lenape Valley: Escrow Release #1 Lenape Valley in the amount of \$375,905.05.
MOTION	Upon motion (Cocozza/Agostinelli) council approved the release Escrow Release #1 in the amount of \$375,905.05 for Lenape Valley Development.
<u>PUBLIC COMMENT</u>	
MATT ELLIS	Matt Ellis from the Glen Mills/Thornbury Rotary Club. The Rotary Club will have volunteers at the Community Day and will also have a table set up.
MARTA DRISCOLL 458A LENNI ROAD	Mrs. Driscoll asked council if Concord Township approved 50% of the funds for the lights at Stoneybank Road and Baltimore Pike.
ADJOURNMENT	Upon motion (Agostinelli/Cocozza) council unanimously voted to adjourn the meeting at 8:06 p.m.

Respectfully Submitted,
Megan Killian
Recording Secretary