

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

222 Llewelyn Road
Chester Heights, PA

September 12, 2016

- MEMBERS PRESENT** Susan H. Clarke, President
Jordan Goldberg, Vice President
Anne C. Searl, Pro Tem
Mark Carroll, Mayor
Philip Block, Ph.D.
Marta K. Driscoll
Joseph McIntosh, Esq.
Patrick L. Patterson
- OFFICIALS PRESENT** Gerald C. Montella, Esq., Solicitor
Michael Ciocco, Fire Marshal
Matt Houtman, P.E., Borough Engineer
- 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 (Block/Searl) Council voted to approve the meeting minutes of the August 1, 2016 Regular Council Meeting and the August 22, 2016 Work Session.
- PUBLIC TO ADDRESS**
COUNCIL No response.
- BUILDING INSPECTOR** Mrs. Timmins reported that permit applications were submitted for renovations to the Wawa store due to start in late October.
- FIRE MARSHAL** Mr. Ciocco reported that there were ten incidents in August.
Mr. Ciocco reported that he is suspending all burning in Chester Heights until this draught is over.
- SEO** Mrs. Timmins reported that Mr. Ciocco picked up plans for sewer treatment plans for Arbor Square at Chester Heights.
- ZONING OFFICER** No report.
- SECRETARY/TREASURER** Mrs. Timmins reported

Description
Receipts

Source

Real Estate Transfer Tax	\$ 15,087.61	Treasurer of Delaware County
2nd Qrt Franchise Fee	\$ 8,863.85	Verizon
July_2016	\$ 517.10	Maryann Furlong, Tax Col
Court Fines	\$ 14.54	District Court 32-2-38
LST Collections 2nd Qtr	\$ 4,704.70	Berkheimer
LST Collections 2nd Qtr	\$ 1,495.29	Berkheimer
June Tax Remit	\$ 92.04	Treasurer of Delaware County
July Tax Remit	\$ 39.80	Treasurer of Delaware County
U&O Inspection	\$ 90.00	112 Wawa Road
U&O Re-Inspection	\$ 90.00	114 Heather Ln
U&O Inspection	\$ 90.00	25 Ashley Ct
U&O Inspection	\$ 90.00	74 Bayberry Ct
U&O Inspection	\$ 90.00	2 Ashley Ct
U&O Inspection	\$ 90.00	159 Bishop Dr
HVAC Permit	\$ 154.00	16 Wilson Cr
HVAC Permit	\$ 155.00	128 Heather Ln
Bldg/Roof Permit	\$ 125.00	247 Wawa Rd
Demo Barn	\$ 125.00	247 Wawa Rd
Bldg/Plmg/Elec Permit	\$ 8,955.00	Wawa Store
Bldg/Sign Permit	\$ 100.00	104 W Baltimore Pk
Bldg/Sign Permit	\$ 200.00	Wawa Store
Bldg/Deck Permit	\$ 245.00	7 Rolling Heights
Bldg Permit	\$ 2,120.00	9 Wilson Cr
Bldg Permit	\$ 450.00	1724 Walnut Hill Blvd
Fire Marshal Fine	\$ 300.00	PathWays
Plmg Permit	\$ 110.00	219 Windsor Ct
Land Disturbance Permit	\$ 1,000.00	Septa Wawa
Land Disturbance App	\$ 100.00	Septa Wawa
Septic Permit	\$ 550.00	112 Wawa Road
Monthly Easement Fee	\$ 579.64	T-Mobile
Eng/Solicitor Reimbursement	\$ 6,159.00	Brookefield
Eng/Solicitor Reimbursement	\$ 762.50	Arbour Square
Eng/Solicitor Reimbursement	\$ 551.65	Wawa Annex 5
Fire Hydrant Reimbursement	\$ 100.00	Highland Reserve
Fire Hydrant Reimbursement	\$ 181.50	Madison Apartments
Fire Hydrant Reimbursement	\$ 399.30	Darlington Woods
TOTAL	\$ 54,777.52	

Fund Balances,

Certificates of Deposit Balance

CD, 12 Month, @ 0.90% 12/29/16	\$ 43,564.47	Iron Workers Bank
CD, 12 Month, @.0.50% 12/03/16	\$ 214,384.07	Wawa Credit Union
EBond	\$ 15,000.00	Bryn Mawr Trust
Total Certificates of Deposit	\$ 272,948.54	

General Fund Balance

Checking Acc 8/30/16 @ 0.028%	\$ 455,409.92	Source
Checking Acc 8/30/16 @ 0.02%	\$ 7.54	PLGIT GENERAL FUND
Money Manager 8/30/16 @ 0.15%	\$ 10,977.57	PLGIT GENERAL FUND
		Bryn Mawr Trust

Borough Road Improvement Fund	\$ 72,000.00	Bryn Mawr Trust
Total Funds in General Fund	\$ 538,395.03	

PA Liquid Fuels Fund Balance

Checking Account 8/30/16 @ 0.028%	\$ 53,780.55	PLGIT Acct # 5116038
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Land Dev Escrow Fund Balance

Savings 8/30/16 @ 0.028%	\$ 3,867.38	PLGIT Acct # 5116041
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Expenditures

Chester Heights Monthly	\$ 4,000.00	Chester Heights Fire Company
U&O Inspections	\$ 360.00	Chester Heights Fire Company
3rd Qrt LST	\$ 11,000.00	Chester Heights Fire Company
Storage Rental	\$ 168.54	Chester Heights Self Storage
Phone/Fax/Fire Marshal	\$ 144.53	Windstream
Wawa Annex 5	\$ 3,000.00	Richard Jensen
U&O Inspections	\$ 360.00	Richard Jensen
Bldg Permits	\$ 4,337.10	Richard Jensen
301 Llewelyn Road Reimburs	\$ 210.00	Richard Jensen
301 Llewelyn Road Reimburs	\$ 304.00	Peter J. Rohana, Jr.
General Matters	\$ 1,362.50	Gerald C. Montella, Esq.
Beard Reimburs	\$ 25.00	Gerald C. Montella, Esq.
Stray Dog Fee	\$ 105.00	Brandywine Vet Hospital
Property Maintenance	\$ 493.00	Scott's Lawn Service
Property Maintenance	\$ 90.00	Scott's Lawn Service
Postage Recycle Postcard	\$ 248.05	Country Press
Recycle Postcard	\$ 540.00	Country Press
Assistance	\$ 280.39	Anne Marie Mazzella
Park Trash	\$ 55.00	Waste Management
Vacancy Ad	\$ 295.00	21st Century
Assistance	\$ 494.26	Valerie Hocker
Office Supplies	\$ 144.23	Office Basics
Fire Marshal Monthly Compensation	\$ 500.00	Michael Ciocco
3rd Qrt Stipend	\$ 185.00	Michael Ciocco
NFPA Membership Renewal	\$ 175.00	National Fire Protec
PECO SL	\$ 39.30	PECO
PECO TL	\$ 550.93	PECO
Office Supplies	\$ 52.99	Adobe
941 Payroll	\$ 1,066.04	EFTPS
Sec/Treas Compensation	\$ 3,231.76	Susan Timmins
Copier/Fax/Scanner	\$ 140.13	Ricoh USA
Meter Usage	\$ 23.03	Ricoh USA
Employee Insurance	\$ 450.00	Keystone Health Plan
3 Hydrants @ \$42.25 per Hydrant	\$ 154.08	Aqua Pennsylvania
35 Hydrants @ \$36.30 per Hydrant	<u>\$ 1,306.80</u>	Chester Water Authority
Total Expenditures	\$ 35,891.66	

PA Liquid Fuels Fund Expenditures

Road Program	<u>\$ 28,387.72</u>	Charlestown Paving
Total Expenditures	\$ 28,387.72	

- TREASURER’S REPORT** Upon motion (Clarke/Driscoll) Council voted to approve the fund balances and receipts, as submitted by the Secretary/Treasurer for August 2016.
- MOTION** Upon motion (McIntosh/Block) Council voted to approve payment of the bills as submitted by the Secretary/Treasurer for August 2016.
- CORRESPONDENCE** President Clarke reported on the following correspondence:
- Chester Water Authority has obtained approval from the Pennsylvania Utility Commission for the installation of a water main at the above-grade crossing of Vallybrook Road and Southeastern Pennsylvania Transportation Authority.
 - Chester Water Authority provided a 2015 Annual Report.
 - A packet from Senator Tom Killion’s office with regards to a Kids Expo on Saturday, September 17th.
 - Information from Morris Arboretum School of Arboriculture concerning fall classes.
- SOLICITOR REPORT** Solicitor Montella reported on the following:
- Solicitor Montella reported that he will be attending a meeting with regards to amending the inter-municipal agreement for Concord Township Sewer Authority and Chester Heights Borough for the new sewer flow at the Arbour Square Land Development.
- Solicitor Montella provided council with a draft ordinance for a Fire Service Appropriations Tax for their review.
- Solicitor Montella prepared a draft property maintenance ordinance and emailed the draft to Councilman Goldberg and McIntosh, the engineer and the zoning officer for their review and comments.
- AGREEMENT FOR PECO – BROOKFIELD PROPERTY** Solicitor Montella presented Council with a Right of Way (or Easement) Agreement from PECO Energy for the Brookfield property with a plan attached. The agreement has been reviewed and revised after review of the engineer and solicitor.
- Solicitor Montella asked council to consider the approval of this agreement.
- MOTION** Upon motion (Clarke/Driscoll) Council voted to approve the PECO – Brookefield Property Agreement.

ENGINEER REPORT 2016 ROAD PROGRAM	Mr. Houtman reported on the following: Mr. Houtman reported that the 2016 Road Program was completed and inspected and he recommends approval to pay the invoice. This program included road improvements for Mildred Lane, Ivy Lane and Summit Lane.
BEARD PROPERTY FILL	Mr.Houtman reported that the Land Disturbance Permit has been issued for fill operations at the Beard property. The fill operations are compliant with the submitted PCSMP & Erosion & Sediment Control Plans.
MAYOR'S REPORT	Mayor Carroll reported that he is scheduled to meet with Representative Chris Quinn to inform him of the traffic problems at the Lenni and Llewelyn Roads intersection.
<u>COMMITTEE REPORTS</u>	
<u>BOROUGH PROPERTY</u>	Mayor Carroll reported that he will get preliminary numbers for the 2017 Budget concerning work for Community Park and that he will ask Scott Caprez to look at Walnut Hill Boulevard and what would involve the borough with the overall landscape plan.
ENGINEER/CONSTRUCT INSPECTIONS	Councilman McIntosh reported that most of the issues were previously reported.
FINANCE/INSURANCE	President Clarke reported that she and Councilwoman Driscoll have been working on the 2017 Budget and asked council members to submit any budget requests. They will present a draft budget at the October Work Session.
HIGHWAYS/ TRANSPORTATION	Councilman Goldberg reported that he has gotten complaints that timing of the Stoney Bank Traffic Light is off. Mr. Houtman will contact Higgins to look into this matter. Mr. Ward suggested council look into upgrading signage in the borough for the 2017 Budget.
NOMINATING/VACANCY	Councilman Patterson reported there is still a vacancy on the Zoning Hearing Board.
PUBLIC RELATIONS/ COMMUNICATIONS	Councilwoman Searl reported that at the next meeting Thom Holden will present a proposal for various items and the committee will obtain a proposal for signage for the 2017 Budget.
ORDINANCE AND CODE REVIEW	Councilman Goldberg reported that he has received complaints from Darlington Woods residents that the trash trucks are picking up the Walgreens trash early morning and is there a noise ordinance that would prohibit this.
PUBLIC UTILITIES/	President Clarke reported that the Annual Recycling Day is scheduled

TRASH/RECYCLING	for Saturday, September 17 th . Councilman McIntosh has been in touch with Wilson's Auction concerning the use of their parking lot and the Fire Company will be there to direct the traffic.
PUBLIC SAFETY/ ENVIRONMENT	Councilman Block presented council reported that the postcards notifying the borough residents of the public meetings to discuss fire company funding have been mailed out.
SCHOOL DISTRICT/ TRAINING/LIBRARY	Ms. Bernie reported that the renovations to the school cafeteria will be completed in October. The Garnet Valley School District and Concord Township received grant money to do road work on Smithbridge Road.
PLANNING/ZONING	No report.
HISTORICAL	No report.
<u>PUBLIC COMMENT</u> GREG CHESTNUT WILLITS WAY	Mr. Chestnut suggested council contact him concerning any communications for the Rochford Estates.
<u>OLD BUSINESS</u> PLANNED ACCOMPLISHMENTS	No report. President Clarke stated she is in the process of reassigning council committee positions.
<u>NEW BUSINESS</u>	No report.

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 10/22/2016**

ADJOURNMENT	Upon motion (Block) Council voted to adjourn the meeting at 8:47 p.m.
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Respectfully submitted,
Susan M. Timmins
Secretary/Treasurer