

**Minutes of the Regular Council Meeting
Of the Borough of Chester Heights
222 Llewellyn Road
Chester Heights, PA. 19017
December 4, 2017**

MEMBERS PRESENT Susan H. Clarke, President
Jordan Goldberg, Vice President
Mark Carroll, Mayor
Anne Searl, Pro Tem
Philip Block, Ph.D.
Marta Driscoll
Jeffrey D. Durst
Joe McIntosh, Esq.

OFFICIALS PRESENT Frank Daly, Esq., Solicitor
Matt Houtmann, P.E., Engineer
Lawrence Ward, Road-master/EMC
Michael Ciocco, Fire Marshal
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 a moment of silence and in the reciting of the Pledge of Allegiance.

PUBLIC HEARING President Clarke stated that the purpose of this public hearing is for council's consideration of adoption of the 2018 General Fund Budget, The 2018 Liquid Fuels Budget, the 2018 Fire Protection Fund Budget and the 2018 Tax Levy Ordinance.
A tax for general purposes, on all property within the Borough, subject to taxation for the fiscal year 2018, in the sum of .58 mills for each dollar of assessed valuation and a Fire Service Appropriations Tax in the sum of .40 mills on each dollar of the assessed valuation and on all transfers of real estate within the Borough in the sum of one-half of one percent (.005) of the gross consideration for the sale of said real estate being transferred.
Council discussed various budget items and made no major changes to the Budgets.

PUBLIC COMMENT President Clarke asked if any resident or property owner would like to make a comment, ask questions or discuss the proposed Tax Levy Ordinance or the 2018 Budgets.

GINA ELLIS
55 BISHOPS DR Ms. Ellis asked if council was decided on the funds for the Website Redesign and asked if council could hold off on signing a three-year contract.

CLOSE PUBLIC HEARING

President Clarke closed the public hearing at 7:09 p.m.

OPPORTUNITY TO ADDRESS COUNCIL

No response.

APPROVAL OF MINUTES

Mayor Carroll requested council to amend the August 7, 2017 Regular Council Meeting Minutes to include the Mayor’s written comments.

Upon motion (Block/McIntosh) council voted to amend the August 7, 2017 Regular Council Meeting Minutes to include the Mayor’s written comments.

Upon motion (McIntosh/Goldberg) council voted to approve the Meeting Minutes of the November 6, 2017 Regular Council Meeting and (Durst/Block) council voted to approve the Meeting Minutes of the November 27, 2017 Work Session.

PUBLIC TO ADDRESS COUNCIL

SECRETARY REPORT

No report.

TREASURER’S REPORT

Council directed Mrs. Timmins to hold the check for Top Notch until the engineer has reviewed the invoice.

MOTION

Upon motion (McIntosh/Durst council voted to accept the receipts as submitted by the Secretary/Treasurer for November 2017.

MOTION

Upon motion (Goldberg/McIntosh) council voted to accept the expenses as submitted by the Secretary/Treasurer for November 2017.

Description		Source
Real Estate Transfer Tax	\$ 17,511.84	Treasurer of Delaware County
Sept Tax Remit	\$ 338.65	Treasurer of Delaware County
Local Service Tax	\$ 16,748.37	Berkheimer
Oct Collections	\$ 707.99	Maryann Furlong Tax Collector
Interim	\$ 179.45	Maryann Furlong Tax Collector
3rd Qtr Franchis Fee	\$ 8,832.96	Verizon
Reimburse Traffic Accident	\$ 887.80	Allstate
Court Fines	\$ 51.27	District Court

U&O Inspection	\$ 90.00	305 Valleybrook Rd
U&O Inspection	\$ 90.00	119 Bishops Dr
U&O Inspection	\$ 90.00	65 Ivy Mills Rd
U&O Inspection	\$ 90.00	352 Danbury Ln
U&O Re-Inspection	\$ 90.00	196 Bishops Dr
U&O Re-Inspection	\$ 90.00	130 Bisops Dr
U&O Inspection	\$ 90.00	170 Bishops Dr
U&O Inspection	\$ 90.00	352 Willits Way
U&O Inspection	\$ 90.00	54 Ivy Ln
U&O Inspection	\$ 110.00	45 Baltimore Pk
U&O Inspection	\$ 200.00	104-106 Baltimore Pk
U&O Inspection	\$ 90.00	107 Indian Springs Dr
SEO Permit	\$ 400.00	163 Summit Lane
SEO Permit	\$ 400.00	65 Ivy Mills Rd
HVAC Permit	\$ 154.00	300 Wawa Rd
HVAC Permit	\$ 155.00	15 Bonnie Ln
Bldg Permit	\$ 175.00	133 Heather Ln
Electrical Permit	\$ 55.00	65 Ivy Mills Rd
Electrical Permit	\$ 80.00	363 Valleybrook Rd
Blasting Permit	\$ 125.00	LeNape Valley
Mechanical Permits	\$ 21,015.00	Wawa Annex 5
Road Opening Permit	\$ 125.00	156 Logtown Rd
Earth Disturbance Permit	\$ 1,000.00	156 Logtown Rd
Bldg/Zoning Permit	\$ 347.75	160 Heather Ln
Fire Hydrant Reimbursement	\$ 181.50	Madison Apartments
Fire Hydrant Reimbursement	\$ 399.30	Darlington Woods
TOTAL	\$ 71,080.88	

Fund Balances,

Certificates of Deposit Balance

CD, 12 Month, @ 1.25% 4/30/19	\$ 43,996.49	Iron Workers Bank
CD, 12 Month, @.0.50% 12/03/17	\$ 216,518.41	Wawa Credit Union
EBond	\$ 15,000.00	Bryn Mawr Trust
Total Certificates of Deposit	\$ 275,514.90	

General Fund Balance

Checking Acc 11/30/17 @ 0.80%	\$ 481,787.83	Source PLGIT GENERAL FUND
Checking Acc 11/30/17 @ 0.94%	\$ 7.54	PLGIT GENERAL FUND
Money Manager 11/30/17 @ 0.15%	\$ 10,794.84	BMT Acct #2460
Borough Road Improvement Fund	\$ 108,046.77	BMT Acct #5260
Total Funds in General Fund	\$ 600,636.98	

PA Liquid Fuels Fund Balance

Checking Account 11/30/17@ 0.80%	\$ 57,597.87	PLGIT Acct #5116038
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Fire Protection Fund

Fire Protection Fund Check 11/30/17	\$ 34,413.67	BMT Acct #9579
Fire Protection Fund Savings 11/30/17	\$ 10,003.01	BMT Acct #3005
	\$ 44,416.68	

Land Dev Escrow Fund Balance

Savings 11/30/17@ 0.80% \$ 3,891.31 PLGIT Acct #5116041

Expenditures

2016 Tax Collector Audit	\$ 2,800.00	Leitzell & Economidis, PC
Tree Removal Park	\$ 15,650.00	Top Notch Tree
4th Qtr Local Service Tax	\$ 11,000.00	Chester Heights Fire Company
November Rent	\$ 1,500.00	Chester Heights Fire Company
Fire Safety Inspections	\$ 450.00	Chester Heights Fire Company
Storage Rental	\$ 180.20	Chester Heights Self Storage
Phone/Fax/Fire Marshal	\$ 139.28	Windstream
Wawa Annex 5	\$ 3,000.00	Richard Jensen
Bldg Permits	\$ 2,549.50	Richard Jensen
Fire Safety Inspections	\$ 450.00	Richard Jensen
General Matters	\$ 1,250.00	Daly Law Firm
Reimb 156 Logtown	\$ 787.50	G. D. Houtman & Sons
Reimb LeNape Valley	\$ 1,124.00	G. D. Houtman & Sons
Reimb Brookefield	\$ 198.00	G. D. Houtman & Sons
Reimb Beard	\$ 2,783.50	G. D. Houtman & Sons
301 Llewellyn	\$ 367.50	G. D. Houtman & Sons
Misc Services	\$ 1,439.50	G. D. Houtman & Sons
PennDOT	\$ 1,207.50	G. D. Houtman & Sons
MS-4 PRP Plan	\$ 2,107.50	G. D. Houtman & Sons
Council Compensation	\$ 223.03	Anne C. Searl
Council Compensation	\$ 223.03	Susan H. Clarke
Council Compensation	\$ 223.03	Marta Driscoll
Council Compensation	\$ 223.03	Jordan Goldberg
Council Compensation	\$ 223.02	Jeff D. Durst
Council Compensation	\$ 223.03	Joseph McIntosh, Esq.
Council Compensation	\$ 223.03	Philip Block
Mayor Compensation	\$ 223.03	Mark Carroll
Zoning Officer	\$ 223.03	Richard Jensen
Installation Fee	\$ 125.00	Delco Alarm
Stray Dog Fee	\$ 210.00	Brandywine Vet Hospital
Monthly Comp	\$ 833.33	Larry Ward
Lawn Maintenance	\$ 2,813.00	Scott's Lawn Service
Safe Deposit Annual Fee	\$ 54.00	Bryn Mawr Trust
Legal Adv	\$ 315.84	21st Century Media
PECO TL	\$ 45.51	PECO
PECO SL	\$ 517.28	PECO
Web Hosting	\$ 29.99	justhost.com
Park Trash	\$ 66.42	Waste Management
Assistant	\$ 790.81	Valerie Hoxter
4th Qtr Stipend	\$ 185.00	Michael Ciocco
Monthly Comp	\$ 500.00	Michael Ciocco

Office Supplies	\$ 52.99	Adobe
941 Payroll	\$ 1,156.26	EFTPS
Sec/Treas Compensation	\$ 3,569.89	Susan Timmins
Dig Notifications	\$ 8.02	PA 1 Call
Copier/Fax/Scanner	\$ 140.13	Ricoh USA
Meter Usage	\$ 20.53	Ricoh USA
Employee Insurance	\$ 500.00	Susan Timmins
3 Hydrants@ \$42.25 per Hydrant	\$ 97.44	Aqua Pennsylvania
35 Hydrants@ \$36.30 per Hydrant	\$ 1,306.80	Chester Water Authority
Total Expenditures	<u>\$ 64,329.48</u>	

ONE SMITHBRIDGE LLC Mr. Smith informed council that the One Smithbridge, LLC Land Development Plan will be presented at the next Planning Commission Meeting. Mr. Houtman has provided a plan review.

MOTION Upon motion (Block/McIntosh) council voted to extend the extension letter for March 5, 2018.

CORRESPONDENCE Councilwoman Searl reported on the following correspondence:

- The Chester Water Authority’s 2016 Annual Report
- Delaware County Intercommunity Health will be conducting a meeting concerning the Spotted Lantern Fly
- A letter from Aqua concerning the possible purchase of Chester Water Authority

BUILDING INSPECTOR Mr. Jensen reported that he is working on normal inspections. Mr. Jensen reported that there was a incident at the Apple Pie Preschool where the administration smelled smoke from the heater. The Fire Company responded to the report and evacuated the students. The students were relocated to the Fire Company.

FIRE MARSHAL Mr. Ciocco reported on the following:

- There were five fire incidents in the month of November.
- Mr. Ciocco received a letter thanking the Fire Marshal and the Fire Company for all they did with the recent incident at Apple Pie Preschool.
- Mr. Ciocco and Mr. Ward will be working with the Apple Pie Preschool for an updated Incident Plan and a Lock Down Plan.

SEO No report.

ZONING OFFICER Mr. Jensen reported that he had sent a letter to the owners of Madison Apartments concerning the purchase of 104-106 Baltimore Pike stating that the plans that were presented were zoning compliant.

ROAD MASTER/ EMC	<p>Mr. Ward reported that there were 23 calls to the Fire Company in November, 9 Medical Assist, 4 Building Fires, 1 Dumpster Fire, 1 Fuel Spill and various cover calls. All members of the Fire Company will have physicals in December.</p> <p>Santa will ride through the borough on Saturday, December 19th starting at 3:00 p.m.</p> <p>The Fire Company will be replacing the older laptops on the Fire Trucks with Ipads.</p> <p>The Fire Company marked out all the fire hydrants in the borough for protection from snow removal.</p>
SOLICITOR REPORT RATIFY CD	<p>Solicitor Daly reported on the following:</p> <p>Solicitor Daly requested a motion to ratify the motion that was made at the November 27, 2017 Work Session to redeem the Wawa Credit Union CD (approximately \$216,000.00) and open a CD Account at the Franklin Mint Credit Union at 1.10%.</p>
MOTION	<p>Upon motion (McIntosh/Goldberg) to ratify the motion to redeem the Wawa Credit Union CD and open a CD Account with Franklin Mint Credit Union.</p>
SATELLITE CASINO	<p>Solicitor Daly presented council with a Resolution concerning Satellite Casino possible expansion regarding the placement of 10 Category 4 Casinos in Pennsylvania. This was discussed at November 27, 2017 Work Session.</p>
MOTION	<p>Upon motion (Searl/McIntosh) council voted to approve Resolution #12-17-B.</p>
ANNUAL STRAY DOG CONTRACT	<p>Upon motion (Goldberg/Block) council voted to approve the Annual Stray Dog Contract with Brandywine Vet Hospital.</p>
OPEN SPACE FUND	<p>Solicitor Daly presented council with Resolution #12-17-A that would place the projected surplus from the 2017 as audited to create an Open Space Fund, not to exceed \$25,000.00.</p>
MOTION	<p>Upon motion (Driscoll/Searl) council voted to create an Open Space Fund.</p>
MOTION	<p>Upon motion (Driscoll/Durst) council voted to approve Resolution #12-17-A.</p>
ENGINEER REPORT	<p>Mr. Houtmann provided a written memorandum concerning the traffic issues with PennDOT.</p>

There have been several meetings with Borough Officials and PennDOT concerning safety related issues at intersections involving State Highways as well as general road issues. There has also been correspondence issue by Borough Officials to PennDOT and replies from PennDOT concerning the same. This Memorandum is prepared in the attempt to summarize actions and recommendations concerning the various road related issues.

SUNOCO PIPELINE
RELOCATION

Councilman Block expressed concerns that the borough did not issue a permit for the relocation of the Sunoco Pipeline. Solicitor Daly suggested that he could send a letter to Sunoco concerning this matter.

THE RESERVES
AT STONEY BANK

The applicant for The Reserves at Stoney Bank has asked for council to reapprove the Land Development Approval and sign the plans to be sent to the County for recording. DEP is reviewing their Planning Module.

MAYOR'S REPORT

Mayor Carroll presented a proclamation recognizing Jim Miller to his contributions to Open Space in the borough and the following comments:

“In 1975, as one of the leaders of the Chester Heights Community Association, Jim Miller assisted Chester Heights Borough Council in fighting the then proposed 522 town home Village of Valleybrook development. Because of that fight the number of homes was cut to 264 and 46 of the 66 acres were set aside for open space. As a member of Chester Heights Borough Council and as Chairman of Chester Heights Planning Commission, Jim continued to find ways for developers to set aside open space. The majority of dedicated open space in the borough today is in large part due to Jim Miller and others like him. Jim was also generous enough to set aside 25 acres of his own land. In his 40 years of service to the borough, Jim was always dedicated to the preservation of open space for future generations. For that vision and forethought, we are forever grateful.”

President Clarke provided the following comments with regards to the Council Members and Mayor.

“Mark Carroll -

- Mayor of Chester Heights for 17 years
- Conducts ceremonies required by his office including swearing people into office, managing the Memorial Day ceremony, and even marriages!

- Member of the Planning Commission for 23 years. Mark brings a wealth of knowledge and historical perspective to the Planning Commission.
- Member of the parks committee which included responsibility for the Chester Heights Park
- Because of his many years of service, Mark is very knowledgeable about the inner workings of the Borough. Please join me in recognizing Mark for his years of service to the Borough.

Joe McIntosh has been a loyal member of Council for 13 years. Joe's background as an attorney makes him well suited for his position on Council. Joe's main contribution was developing ordinances that would help the Borough deal with problems in the community. Joe recently presented the property maintenance ordinance which was not without its challenges to develop. Please join me in recognizing Joe for his service to the Borough.

Anne Searl –

- On Council since July 2015
- Pretty much a life-long resident
- Passionate about the Borough
- Served on the Communication committee
- Accomplishments include logo, tagline, policy development

Marta Driscoll

- On Council since August 2016
- Enthusiastic
- Participated on the Communications Committee
- Accomplishments include –
 - o Saved the Borough ~\$8K for insurance renewal
 - o Brought rigor and detail to the budget process
 - o Set up social media for the Borough

Jeff Durst

- On Council since November 2016
- Great interpersonal skills
- Particularly interested in historical preservation, badly needed by the Borough
- Contributed excellent historical articles to the newsletters this year
- His wife, Christine, assisted with proofreading the newsletters and recycling day

Please join me in recognizing all of these individuals for their service to the Borough of Chester Heights!"

COMMITTEE REPORTS

SCHOOL DISTRICT/
LIBRARY

Councilman Block reported that the Garnet Valley Music Department announced the music concert dates.
The school board are adding additional courses at the High School.

BOROUGH PROPERTY No report.

ENGINEER/CONSTRUCT No report.
INSPECTIONS

FINANCE/INSURANCE Councilwoman Driscoll presented council with a 2018 Preliminary General Fund Budget, a 2018 Fire Protection Fund Budget and a 2018 Liquid Fuels Budget. President Clarke thanked Councilwoman Driscoll for all her work on the three budgets.

2018 BUDGETS Upon motion (Driscoll/Searl) council voted to approve the 2018 Preliminary General Fund Budget, the 2018 Preliminary Fire Protection Fund Budget and the 2018 Preliminary Liquid Fuels Budget.

TAX LEVY ORDINANCE Solicitor Daly presented council with the 2018 Tax Levy Ordinance.

MOTION Upon motion (Driscoll/Searl) council voted to approve the 2018 Tax Levy Ordinance.

HIGHWAYS/
TRANSPORTATION Mayor Carroll will contact Scott's Lawn Service to do a second cleaning of the borough storm drains.

OLD BUSINESS No report.

NOMINATING/VACANCY No report.

COMMUNICATIONS/
PUBLIC RELATIONS

Constant Contact has been suspended. President Clarke suggested reactivating Constant Contact. Councilwoman Searl will provide President Clarke with the passwords for Constant Contact.

WEBSITE REDESIGN

Council discussed the proposal from Virtual Towns, that would provide hosting, support, design and maintenance. The cost is \$3,500 for Year 1, \$4,242.00 for Year 2, and \$4,242.00 for Year 3. Mayor Carroll informed council that the Pennsylvania Association of Boroughs and the Pennsylvania State Association of Townships provide website design and hosting at a more affordable price. Vice President Goldberg commented that the other web design/hosting options that Mayor Carroll suggested, even though are less expensive does not provide the equivalent design options,

functionality, back-end Content Management System capabilities, and support compared to the one being proposed from VTS."

MOTION	Upon motion(Driscoll/Searl) council voted to approve, McIntosh, Clarke, Goldberg, Block, Durst voted not to approve to move forward with the VTS Website Proposal.
ORDINANCE/CODE REVIEW	No report.
PUBLIC UTILITIES/ TRASH/RECYCLING	No report.
PUBLIC SAFETY/ ENVIRONMENT	No report.
PLANNING/ZONING	No report.
HISTORICAL	No report.
<u>PUBLIC COMMENT</u>	No comment.
<u>OLD BUSINESS</u>	No report.
<u>NEW BUSINESS</u>	President Clarke reported that council has received the 2017 Tax Collector's Audit.
WORK SESSION	Upon motion council voted (McIntosh/Durst) to cancel the December Work Session.
ADJOURNMENT	Upon motion (Durst/McIntosh) council unanimously voted to adjourn the meeting at 9:33.

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 12/4/2017**

Respectfully submitted,
Susan M. Timmins
Secretary/Treasurer