

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

July 11, 2016

- MEMBERS PRESENT** Patrick L. Patterson, Vice President
Mark Carroll, Mayor
Anne C. Searl, Pro Tem
Philip Block, Ph.D.
Susan H. Clarke
Jordan E. Goldberg
Joseph McIntosh, Esq.
- OFFICIALS PRESENT** Gerald C. Montella, Esq., Solicitor
Michael Ciocco, Fire Marshal
Matt Houtmann, P.E., Borough Engineer
Richard Jensen, Bldg. Inspector/Zoning Officer
- CALL TO ORDER** Vice President Patterson 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 (Clarke/Searl) Council voted to approve the meeting minutes of the June 6, 2016 Regular Council Meeting.
- PUBLIC TO ADDRESS**
COUNCIL
- GREG CHESTNUT** Mr. Chestnut reported that residents on Willits Way have lost electric
WILLITS WAY on two occasions recently from the large trees that fell across Valleybrook Road.
- BUILDING INSPECTOR** Mr. Jensen explained that he had planned to do a presentation update for the Wawa Annex 5 project, but due to technical difficulties he is not able.
- FIRE MARSHAL** Mr. Ciocco reported that there were just routine matters for the month of June.
- SEO** No report.
- ZONING OFFICER** No report.
- SECRETARY/TREASURER** Mrs. Timmins provided council with four reports:
- Budget vs. Actual 2nd Quarter
 - Current Borough Land Development Escrows – Billing Statements and Current Bank Statements
 - The 2015 Financial and Annual Audit Report

- The Wawa Annex 5 Building Inspector Permit Fee Schedule

TREASURER'S REPORT Upon motion (Clarke/McIntosh) Council voted to approve the fund balances and receipts, as submitted by the Secretary/Treasurer for June 2016.

MOTION Upon motion (Searl/McIntosh) Council voted to approve payment of the bills as submitted by the Secretary/Treasurer for June 2016.

Description		Source
Receipts		
Real Estate Transfer Tax	\$ 6,207.32	Treasurer of Delaware County
May_2015	\$ 4,671.43	Maryann Furlong, Tax Col
Court Fines	\$ 26.48	District Court 32-2-38
Court Fines	\$ 27.84	District Court 32-2-38
LST Collections 2nd Qtr	\$ 761.86	Berkheimer
LST Collections 2nd Qtr	\$ 662.74	Berkheimer
LST Collections 2nd Qtr	\$ 911.03	Berkheimer
May Remit	\$ 69.23	Treasurer of Delaware County
Reimburse Emergency Tree Remov	\$ 5,072.50	PEMA
U&O Inspection	\$ 90.00	232 Windsor Ct
U&O Inspection	\$ 90.00	180 Kingswood Ct
U&O Inspection	\$ 140.00	72 Bishop Dr
U&O Inspection	\$ 90.00	262 Stanton Ct
Bldg Permit Lot 4-C, 5-A, 6-A, 7-B-Alt	\$ 8,158.40	Brookefield
Bldg Permit Lot 74-B-Alt, 75-A, 76-A, 77-C	\$ 8,158.40	Brookefield
Bldg/Deck Permit	\$ 125.00	230 Bishop Dr
HVAC Permit	\$ 155.00	26 Ashley Ct
Bldg/Roofing Permit	\$ 130.00	37 Bishop Dr
HVAC Permit	\$ 155.00	10 Bonnie Ln
State Police Fines	\$ 341.37	Treasurer of PA
Septic Permit	\$ 150.00	303 Baltimore Pk
Insurance Claim Damaged TL	\$ 32,918.05	Nationwide Insurance
Bldg/Roofing Permit	\$ 130.00	37 Bishop Dr
Monthly Easement Fee	\$ 579.64	T-Mobile
Eng/Solicitor Reimbursement	\$ 25.00	Rose Hill
Eng/Solicitor Reimbursement	\$ 75.00	Brookefield
Eng/Solicitor Reimbursement	\$ 1,320.00	446 LeNape Valley
Eng/Solicitor Reimbursement	\$ 247.63	Wawa Annex 5
Fire Hydrant Reimbursement		Highland Reserve
Fire Hydrant Reimbursement	\$ 181.50	Madison Apartments
Fire Hydrant Reimbursement	\$ 399.30	Darlington Woods
TOTAL	\$ 72,069.72	
Fund Balances,		
<i>Certificates of Deposit Balance</i>		
CD, 12 Month, @ 0.90% Matures 12/29/16	\$ 43,564.47	Iron Workers Bank
CD, 12 Month, @.0.50% Matures 12/03/16	\$ 214,384.07	Wawa Credit Union

EBond	\$ 15,000.00	Bryn Mawr Trust
Total Certificates of Deposit	\$ 272,948.54	

		Source
General Fund Balance		
Checking Acc 6/30/16 @ 0.02%	\$ 425,248.52	PLGIT GENERAL FUND
Checking Acc 6/30/16 @ 0.02%	\$ 7.54	PLGIT GENERAL FUND
Money Manager 4/30/16 @ 0.15%	\$ 10,976.11	Bryn Mawr Trust
Borough Road Improvement Fund	\$ 72,000.00	Bryn Mawr Trust
Total Funds in General Fund	\$ 508,232.17	

PA Liquid Fuels Fund Balance		
Checking Account 6/30/16 @ 0.02%	\$ 53,752.42	PLGIT Acct # 5116038

Land Dev Escrow Fund Balance		
Savings 6/30/16 @ 0.02%	\$ 3,865.36	PLGIT Acct # 5116041

Expenditures		
Chester Heights Monthly	\$ 4,000.00	Chester Heights Fire Company
U&O Inspections	\$ 450.00	Chester Heights Fire Company
Storage Rental	\$ 168.54	Chester Heights Self Storage
Phone/Fax/Code Officials	\$ 143.80	Windstream
Wawa Annex 5/Invc #46147	\$ 551.65	Catania Engineering Assoc
SEO 24 Highland Dr	\$ 140.94	Catania Engineering Assoc
General Matters	\$ 281.89	Catania Engineering Assoc
Bldg Permits	\$ 1,186.20	Richard Jensen
U&O Inspections	\$ 450.00	Richard Jensen
Wawa Annex 5	\$ 3,000.00	Richard Jensen
301 Llewelyn Road Reimburs	\$ 304.00	Peter J. Rohana, Jr.
Beard Reimburs	\$ 25.00	Gerald C. Montella, Esq.
Brookefield Reimburs	\$ 250.00	Gerald C. Montella, Esq.
Highland Reserve Reimburs	\$ 100.00	Gerald C. Montella, Esq.
301 Llewelyn Road Reimburs	\$ 62.50	Gerald C. Montella, Esq.
General Matters	\$ 712.50	Gerald C. Montella, Esq.
2016 Tax Duplicate	\$ 156.31	Teresinha Angarita
2016 Tax Duplicate	\$ 159.26	Michael Scullard
2016 Tax Duplicate	\$ 66.84	Catherine Poulos
2016 Tax Duplicate	\$ 63.21	Catherine Weisinger
2016 Tax Duplicate	\$ 67.37	Dolores R Weathers
2016 Tax Duplicate	\$ 67.37	William K Ammerman
2016 Tax Duplicate	\$ 50.12	Benjamin Carr
2016 Tax Duplicate	\$ 48.46	Richard J Oliver, Jr
2016 Tax Duplicate	\$ 50.78	David M Latch
2016 Tax Duplicate	\$ 50.64	Stephen Burt
2016 Tax Duplicate	\$ 51.35	James Bonafino
2016 Tax Duplicate	\$ 58.59	Scott L Kramer
2016 Tax Duplicate	\$ 60.91	Frank Shannon
2016 Tax Duplicate	\$ 76.15	Stephen B Harkins
2016 Tax Duplicate	\$ 170.54	Mark R Lawson

2016 Tax Duplicate	\$ 64.43	Juanita K Ammerman
2016 Tax Duplicate	\$ 108.66	David A DeNight
2016 Tax Duplicate	\$ 105.15	Jill A Hopkins
2016 Tax Duplicate	\$ 68.44	James H Stenger Jr
2016 Tax Duplicate	\$ 86.03	Jimmie Patselas
2016 Tax Duplicate	\$ 94.83	Kathleen Deely
2016 Tax Duplicate	\$ 107.02	Elizabeth Gaul
2016 Tax Duplicate	\$ 79.92	Alan J Chen
2016 Tax Duplicate	\$ 83.49	Peter J Cappelli
2016 Tax Duplicate	\$ 79.92	John C Chen
2016 Tax Duplicate	\$ 73.50	Michael DeFronzo
2016 Tax Duplicate	\$ 74.09	Catherine A Magione
2016 Tax Duplicate	\$ 74.82	William C Heist, III
2016 Tax Duplicate	\$ 80.29	Roberta Lutton
2016 Tax Duplicate	\$ 64.68	Lydia T Leavitt
2016 Tax Duplicate	\$ 141.89	William B Allen
2016 Tax Duplicate	\$ 63.21	Thomas E Connell
Quickbooks Payroll	\$ 519.00	Intuit
Stray Dog Fee	\$ 292.50	Brandywine Vet Hospital
Wawa Recycling	\$ 248.16	Country Press
Wawa Recycling	\$ 410.00	Country Press
Office Supplies	\$ 20.47	Leon's Garden World
Email/Web Host	\$ 171.60	justhost.com
Office Supplies	\$ 33.46	Office Basics
Office Supplies	\$ 60.78	Office Basics
Property Maintenance	\$ 90.00	Scott's Lawn Service
Property Maintenance	\$ 423.00	Scott's Lawn Service
Property Maintenance	\$ 500.00	Scott's Lawn Service
Property Maintenance	\$ 145.00	Scott's Lawn Service
Property Maintenance	\$ 125.00	Scott's Lawn Service
Property Maintenance	\$ 135.00	Scott's Lawn Service
Property Maintenance	\$ 443.00	Scott's Lawn Service
Property Maintenance	\$ 477.00	Scott's Lawn Service
Property Maintenance	\$ 90.00	Scott's Lawn Service
Bank Fee	\$ 84.75	PLGIT
U&O Duplicate Pay	\$ 90.00	Long & Foster
Park Trash	\$ 48.96	Waste Management
Assistance	\$ 93.67	Anne Marie Mazzalla
Assistance	\$ 470.50	Valerie Hocker
St. Thomas Flashers	\$ 70.00	Charles A. Higgins & Sons, Inc.
PA1Call	\$ 169.30	Charles A. Higgins & Sons, Inc.
TL Stoney Bank	\$ 146.80	Charles A. Higgins & Sons, Inc.
Insurance Claim Damaged TL	\$ 32,918.05	Charles A. Higgins & Sons, Inc.
Fire Marshal Monthly Compensation	\$ 500.00	Michael Ciocco
PECO SL	\$ 534.01	PECO
PECO TL	\$ 71.76	PECO
Office Supplies	\$ 52.99	Adobe
2nd Qrt Payroll	\$ 15.49	PA UC
2nd Qrt Payroll	\$ 678.82	PA Dept of Revenue
941 Payroll	\$ 2,861.30	EFTPS
Sec/Treas Compensation	\$ 3,231.76	Susan Timmins
Dig Notifications	\$ 27.06	PA 1 Call

Copier/Fax/Scanner	\$ 140.13	Ricoh USA
Meter Usage	\$ 14.07	Ricoh USA
Employee Insurance	\$ 450.00	Keystone Health Plan
3 Hydrants@ \$42.25 per Hydrant	\$ 119.11	Aqua Pennsylvania
35 Hydrants@ \$36.30 per Hydrant	\$ 1,306.80	Chester Water Authority
Total Expenditures	\$ 62,754.59	

PA Liquid Fuels Fund Expenditures
Total Expenditures

CORRESPONDENCE

Vice President Patterson reported on the following correspondence:

- Delaware County Household Hazardous Waste Collection Event will be held Saturday, July 16th at the Marple Transfer Station.
- Senator Tom Killion’s office sent a letter that there are a variety of resources available for the borough office.
- A letter from the Pennsylvania Public Utility Commission concerning an application of Chester Water Authority for approval of alterations of the crossing (DOT 532 092 J) by the installation of a 12 inch diameter water main where Valleybrook Road crosses above grade of Southeastern Pennsylvania Transportation Authority.
- Delaware County Heroin Task Force mission is to reduce the demand for heroin, education citizens about resources available to prevent and treat addiction and reduce drug-related crime in the community through public education and law enforcement.

SOLICITOR REPORT

Solicitor Montella reported on the following:

**ONE SMITHBRIDGE
EXTENSION**

Solicitor Montella presented council with an extension letter for One Smithbridge LLC/Chester Heights Market for October 22, 2016.

MOTION

Upon motion (McIntosh/Clarke) council voted to approve the extension for One Smithbridge LLC.

WALNUT HILL BLVD

Solicitor Montella reported that he drafted a letter to the Highland Reserve HOA concerning maintenance of certain portions of the islands on Walnut Hill Boulevard. Ron Coppella, the president of the Highland Reserve HOA, had a discussion with the engineer that he would like to explore the possibility of sharing the cost in a more advantageous way. Councilman Goldberg and the engineer will schedule another meeting.

301 LLEWELYN ROAD

Solicitor Montella reported that he has received notice from the County Tax Claim Bureau that this property is exposed for a sale on Thursday September 15th and if the borough has any outstanding liens to notify the Tax Claim Bureau prior to August 26th and will share this information with Mr. Rohana. The engineer recommended getting an asbestos certification inspection done on the house prior to any demolition and requested council to authorize him to obtain one.

MOTION

Upon motion (Block/Goldberg) council authorized the engineer to have an asbestos certification inspection performed for 301 Llewelyn Road.

ENGINEER REPORT

Mr. Houtman reported on the following:

Mr. Houtman reported that there was a meeting on June 30th with Paul Lutz, a PennDOT traffic engineer concerning the following items:

- At the intersections of Baltimore Pike/Red Roof Drive, Baltimore Pike/Valleybrook Road; and Baltimore Pike/Stoney Bank Road, the Borough requests that the Traffic Signal Plans be revised such that the signs located at the center median be moved to a mast arm wherever possible.
- Look at traffic and accident data to determine if there shall be a No U-Turn Sign for southbound Route 1 at the intersection of Route 1 and Valleybrook Road.
- Investigate extending the left turn signal timing at Route 1 southbound turning left onto Valley Brook Road.
- Investigate timing adjustments at the signal at Valleybrook Road and Smithbridge Road at the completion of the Brookefield Development.
- Remove the 'No Turn on Red' restriction of southbound Valleybrook Road at the intersection with Smithbridge Road.
- There have been occurrences of vehicles running red lights on northbound Baltimore Pike through the intersection with Valleybrook Road. The road geometry and other physical parameters must influence these occurrences. The Borough requests that you analyze the intersection, and advise the Borough if a signal ahead beacon, or some other action is advised.
- In other matters, the Borough is proceeding with the installation School Zone (with times) signs on Heather Lane and Ivy Mills Road at their approaches to Valleybrook Road near St Thomas School.

BEARD PROPERTY
FILL

Mr. Houtman reported that he sent a letter to the contractor for the Beard Land Development. The letter states that the Land Disturbance Permit will be issued for fill operations with eleven conditions that all fill operations shall be performed in strict compliance with PCSMP & Erosion and Sediment Control Plans that were prepared by Catania Engineering and have been approved by the Delaware County Conservation District.

ROAD PROGRAM UPDATE	Mr. Houtman informed council that things are in order and the work for the Road Program will be scheduled for the end of the month.
MAYOR'S REPORT	Mayor Carroll would like to thank the scouts for planting the flowers at the memorial site, thank Scott's Lawn Service for dedicating the flowers, thank Wawa for their donations for the Memorial Day Ceremony and the fire company for inviting everyone back and their participation.
<u>COMMITTEE REPORTS</u>	
<u>BOROUGH PROPERTY</u>	Mayor Carroll reported that the mulching at the park will be put off this year.
ENGINEER/CONSTRUCT INSPECTIONS	No report.
FINANCE/INSURANCE	No report.
HIGHWAYS/ TRANSPORTATION	Vice President Patterson wanted to thank the engineer for all his work associated with the PennDOT meeting.
NOMINATING/VACANCY	Vice President Patterson reported that council has thirty days to fill the vacancy created by President Wood's retirement and the vacancy has been posted on the website and will be advertised in both the Daily Times and the Garnet Valley Press. Vice President Patterson and Councilman Goldberg will be in contact concerning any applicants interested in the council vacancy.
PUBLIC RELATIONS/ COMMUNICATIONS	Councilwoman Searl reported that there at the last meeting the committee discussed a logo and gateway signage.
ORDINANCE AND CODE REVIEW	Solicitor Montella and the engineer will look into other municipalities ordinances concerning public safety and trees.
PUBLIC UTILITIES/ TRASH/RECYCLING	Councilwoman Clarke reported that she attended the PECO municipal forum and there was discussion concerning making residents aware of the need to contact PA 1 Call when digging. Councilwoman Clarke suggested the borough look into having a survey monkey link for residents to comment on the borough mail service. Councilwoman Clarke reported that the Wawa Corporate Recycling Event was a success, but did notice there was a need to have a portable bathroom facility available. Vice President Patterson reported that he had met with the developer for Brookefield to go over some of the sewer items for Phase I of the pump station.

PUBLIC SAFETY/
ENVIRONMENT

Councilman Block reported that he will have a fire company update for the August 1st Regular Council Meeting.

SCHOOL DISTRICT/
TRAINING/LIBRARY

Councilman Block reported that Garnet Valley School District passed the 2016-2017 Budget on June 21st. The budget calls for a slight increase of 2.3%. The tot Budget will be 100 million.

PLANNING/ZONING

No report.

HISTORICAL

No report.

PUBLIC COMMENT

MARTA DRISCOLL
458A LENNI ROAD

Ms. Driscoll asked council and the fire marshal to look into the street address numbers for her portion of Lenni Road, that current numbering has caused confusion for deliveries.

NEW BUSINESS

No report.

OLD BUSINESS

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 7/25/2016**

ADJOURNMENT

Upon motion (Block) Council voted to adjourn the meeting at 8:51 p.m.

Respectfully submitted,
Susan M. Timmins
Secretary/Treasurer