

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

222 Llewellyn Road
Chester Heights, PA. 19017

June 5, 2017

- MEMBERS PRESENT** Susan H. Clarke, President
Jordan Goldberg, Vice President
Anne C. Searl, Pro Tem
Mark Carroll, Mayor
Philip Block, Ph.D.
Marta Driscoll
Jeffrey D. Durst
Joseph McIntosh, Esq.
- OFFICIALS PRESENT** Frank Daly, Esq., Solicitor
Michael Ciocco, Fire Marshal
Matt Houtman, P.E., Engineer
Michael Ciocco, P.E., S.E.O. Alt Engineer
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 the reciting of the Pledge of Allegiance.
- APPROVAL OF MINUTES** Upon motion (Block/Searl) council voted to approve the meeting minutes of the May 1, 2017 Regular Council Meeting and voted to approve the meeting minutes (Block/Goldberg) of the May 22, 2017 Work Session Meeting.
- PUBLIC TO ADDRESS**
COUNCIL
JOHN TALLMAN Mr. Tallman thanked the borough council, solicitor and
ARBOUR SQUARE engineer for all their hard work in putting together the Agreements and Resolutions for the Arbour Square Land Development.
- SECRETARY REPORT** No report.
- TREASURER'S REPORT** Mrs. Timmins reported that the Beard Lot Line has been approved by Thornbury Township and was recorded with the County. The Beard's have two escrow accounts, the land development escrow account and the lot line escrow account. All expenses are taken out of the land development escrow, so the lot line escrow account can be closed out.

MOTION Upon motion (McIntosh/Driscoll) voted to approve to release the funds in the Beard Lot Line Escrow Account.

MOTION Upon motion (Block/Durst) Council voted to accept the receipts as submitted by the Secretary/Treasurer for May 2017.

MOTION Upon motion (Searl/Goldberg) Council voted to accept the expenses as submitted by the Secretary/Treasurer for May 2017.

Description		Source
Real Estate Transfer Tax	\$5,881.09	Treasurer of Delaware County
Tax Remittance	\$647.68	Treasurer of Delaware County
1st Qrt Franchis Fee	\$9,187.72	Verizon
LST Collections 2nd Qtr	\$4,385.43	Berkheimer
District Court 32-2-38	\$400.00	Treasurer of Delaware County
Collections	\$375.34	Maryann Furlong, Tax Col
Collections	\$13,975.84	Maryann Furlong, Tax Col
U&O Inspection	\$90.00	110 Briarcliff Ct
U&O Inspection	\$90.00	18 Bishop Dr
U&O Inspection	\$90.00	323 Danbury Ln
U&O Inspection	\$90.00	53 Baltimore Pk
U&O Inspection	\$90.00	250 Windsor Ct
U&O Inspection	\$90.00	235 Windsor Ct
U&O Inspection	\$90.00	167 Bishop Dr
U&O Inspection	\$90.00	130 Bishop Dr
U&O Inspection	\$90.00	154 Kingswood Ct
Bldg/Deck Permit	\$375.00	104 Feather Hill Ln
Shared TL Expense	\$1,331.01	Concord Township
Eng/Sol Reimburse 4 Invcs	\$3,663.01	Arbour Square
Eng/Sol Reimburse	\$2,515.00	446 Lenni Dev
Monthly Easement Fee	\$597.03	T-Mobile
Fire Hydrant Reimbursement	\$181.50	Madison Apartments
Fire Hydrant Reimbursement	\$399.30	Darlington Woods
TOTAL	\$44,724.95	
<i>Fund Balances,</i>		
<i>Certificates of Deposit Balance</i>		
CD, 12 Month, @ 0.90% 12/29/17	\$43,750.30	Iron Workers Bank
CD, 12 Month, @.050% 12/03/17	\$216,168.22	Wawa Credit Union
EBond	\$15,000.00	Bryn Mawr Trust
Total Certificates of Deposit	\$274,918.52	
<i>General Fund Balance</i>		Source
Checking Acc 5/30/17 @ 0.043%	\$443,007.97	PLGIT GENERAL FUND

Checking Acc 5/30/17 @ 0.56%	\$7.54	PLGIT GENERAL FUND
Money Manager 5/30/17 @ 0.15%	\$10,788.49	BMT Acct #2460
Borough Road Improvement Fund	\$108,029.25	BMT Acct #5260
Total Funds in General Fund	\$561,833.25	

PA Liquid Fuels Fund Balance

Checking Account 5/30/17@ 0.043%	\$57,391.27	PLGIT Acct #5116038
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Fire Protection Fund

Fire Protection Fund Check 5/3017	\$74,330.59	BMT Acct #9579
Fire Protection Fund Savings 5/3017	\$10,000.10	BMT Acct #3005
	\$84,330.69	

Land Dev Escrow Fund Balance

Savings 4/30/17@ 0.043%	\$3,875.60	PLGIT Acct #5116041
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Expenditures

May Rent	\$1,500.00	Chester Heights Fire Company
2nd Qtr LST	\$11,000.00	Chester Heights Fire Company
Storage Rental	\$168.54	Chester Heights Self Storage
Phone/Fax/Fire Marshal	\$137.10	Windstream
Postage/Newsletter	\$522.17	Hot Frog Print Media
Wawa Annex 5	\$3,000.00	Richard Jensen
Bldg Permits	\$2,462.10	Richard Jensen
2nd Qtr Stipend	\$185.00	Richard Jensen
82 Baltimore Pk	\$200.00	United Inspections
Tax Collector Bonding	\$51.59	Arthur J. Gallagher
General Matters	\$1,250.00	Daly Law Firm
Arbour Square	\$2,360.00	Daly Law Firm
Beard Land Dev	\$120.00	Daly Law Firm
Reimb Wawa Annex 5 #49825	\$802.00	Catania Eng Assoc., Inc.
Reimb Arbour Square #49827	\$542.25	Catania Eng Assoc., Inc.
Reimb CH Self Storage #49826	\$60.25	Catania Eng Assoc., Inc.
General Matters	\$180.75	Catania Eng Assoc., Inc.
Council Compensation	\$223.01	Anne C. Searl
Council Compensation	\$223.01	Susan H. Clarke
Council Compensation	\$223.01	Marta Driscoll
Council Compensation	\$223.01	Jordan Goldberg
Council Compensation	\$223.02	Jeff D. Durst
Council Compensation	\$223.01	Joseph McIntosh, Esq.
Council Compensation	\$223.01	Philip Block
Mayor Compensation	\$223.01	Mark Carroll

Zoning Officer	\$223.01	Richard Jensen
Tax Collector Compensation	\$6,796.78	Maryann D. Furlong
Reimbursement	\$419.58	Marta Driscoll
Reimbursement	\$629.37	Jeff Durst
Reimbursement	\$629.37	Susan H. Clarke
Stray Dog Fee	\$105.00	Brandywine Vet Hospital
Monthly Comp	\$833.33	Larry Ward
Scotts Lawn Service	\$595.00	Scott's Lawn Service
Office Supplies	\$294.61	Office Basics
Office Supplies	\$32.98	Office Basics
Vallybrk/Smithbrg TL Repair	\$783.35	Charles A. Higgins & Sons, Inc.
Vallybrk/Smithbrg TL Repair	\$576.50	Charles A. Higgins & Sons, Inc.
Vallybrk/Smithbrg TL Repair	\$70.00	Charles A. Higgins & Sons, Inc.
PA 1 Call Mark Out/Red Roof	\$78.20	Charles A. Higgins & Sons, Inc.
PECO TL	\$47.70	PECO
PECO SL	\$523.72	PECO
Tax Duplicate	\$63.21	Catherine Weisinger
Tax Duplicate	\$76.15	Stephen B Harkins
Tax Duplicate	\$78.46	Yazan I Dahu
Tax Duplicate	\$70.82	Donna R Tompkins
Tax Duplicate	\$68.44	James H Stenger
Tax Duplicate	\$122.80	Charles Tierney
Tax Duplicate	\$52.19	Scott L. Kramer
Tax Duplicate	\$50.64	Stephen Burt & Christina Cook
Tax Duplicate	\$107.02	Elizabeth Gaul
Tax Duplicate	\$66.88	Denise Kozin
Tax Duplicate	\$54.26	Frank Shannon
Tax Duplicate	\$167.87	Janamma R Hanmanth
Postage	\$39.20	Chester Heights Post Office
Tax Collector PO Rental	\$64.00	Chester Heights Post Office
Park Flag	\$18.20	Meehan House Gov
Park Trash	\$56.28	Waste Management
Assistance	\$594.34	Valerie Hoxter
Fire Marshal Monthly Compensation	\$500.00	Michael Ciocco
2nd Qtr Stipen	\$185.00	Michael Ciocco
Office Supplies	\$52.99	Adobe
Office Supplies	\$6.63	Walgreens
941 Payroll	\$1,119.68	EFTPS
Dig Notification	\$38.81	PA 1 Call
Sec/Treas Compensation	\$3,399.94	Susan Timmins
Copier/Fax/Scanner	\$140.13	Ricoh USA
Meter Usage	\$16.81	Ricoh USA
Employee Insurance	\$500.00	Keystone Health Plan
3 Hydrants @ \$42.25 per Hydrant	\$98.05	Aqua Pennsylvania
Radar Speed Sign	\$2,979.00	Traffic Safety Corp

35 Hydrants@ \$36.30 per Hydrant	<u>\$1,306.80</u>	Chester Water Authority
Total Expenditures	\$51,058.94	

PA Liquid Fuels Fund Expenditures

Total Expenditures

Fire Protect Fund Expenditures

Borough Contribution		Chester Heights Fire Co
Tax Duplicate	\$43.59	Catherine Weisinger
Tax Duplicate	\$52.52	Stephen B Harkins
Tax Duplicate	\$54.12	Yazan I Dahu
Tax Duplicate	\$48.84	Donna R Tompkins
Tax Duplicate	\$47.21	James H Stenger
Tax Duplicate	\$84.69	Charles Tierney
Tax Duplicate	\$36.00	Scott L. Kramer
Tax Duplicate	\$34.93	Stephen Burt & Christina Cook
Tax Duplicate	\$73.80	Elizabeth Gaul
Tax Duplicate	\$46.12	Denise Kozin
Tax Duplicate	\$37.43	Frank Shannon
Tax Duplicate	\$115.78	Janamma R Hanmanth
Fire Service Tax Disturment	<u>\$10,000.00</u>	Chester Heights Fire Co
	\$10,675.03	

TROOPER GREENE

Trooper Greene reported that there were 42 incidents in the month of May. Trooper Greene alerted borough residents to a state-wide scam where residents are receiving calls from people claiming to be the IRS and they are cloning the state police phone numbers. Report any activity to the state police.

CORRESPONDENCE –

- A letter from the Delaware County Planning Department that is accepting nominations for the 2017 William H. Bates Memorial Awards Program for Outstanding Land Development.
- A letter from the Office of Housing and Community Development advising that the county has started the Federal Urban County Qualification Process for Community Development Block Gran Program for 2018-2020.
- A letter from Chester Ridley Crum Watershed Association thanking the borough for the \$100.00 annual contribution.
- A brochure from the National Business Institute offering classes in Subdivision and Zoning Issues.
- A letter from Senator Killion’s office stating that there is a new office in Brookhaven and a new district office in West Goshen.

BUILDING INSPECTOR	<p>Mr. Jensen reported on the following:</p> <ul style="list-style-type: none"> ▪ Brookefield has requested building permits for an additional eight townhouses. ▪ The tenants for the Hilltop Pub have submitted plans and next they need to submit building permits. ▪ Mr. Jensen is reviewing the Arbour Square Plans
FIRE MARSHAL	<p>Mr. Ciocco reported that there were seven fire related incidents in May. Some of the incidents were from smoke detectors going off from contractor's work.</p>
SEO	<p>No report</p>
ZONING OFFICER	<p>Mr. Jensen received a noise complaint for a tenant at the North American Building and will send a letter to the owners of the building.</p>
ROAD MASTER/ EMC	<p>Mr. Ward reported on the following:</p> <ul style="list-style-type: none"> ▪ Mr. Ward reported that he received the NIMS Certification from Mr. Durst. ▪ Mr Ward had a conversation with a resident from Ivy Lane concerning a fallen tree that pulled wires apart from the poles and that this is a matter for the utility companies. ▪ Mr. Ward will be ordering the radar speed sign.
RADAR SPEED SIGN	<p>President Clarke requested council to ratify the approval to authorize Mr. Ward to purchase a Solar Based Radar Speed Sign that was approved at the May 22, 2017 Work Session.</p>
MOTION	<p>Upon motion (Searl/Durst) council voted to ratify the authorization to purchase the Radar Speed Sign.</p>
TAX DUPLICATES	<p>President Clarke requested council to ratify the approval to reimburse twelve duplicate tax and fire protection tax payments that was approved at the Work Session.</p>
MOTION	<p>Upon motion (Goldberg/Driscoll) council voted to ratify the twelve duplicate borough tax and fire protection tax payments.</p>
SOLICITOR REPORT	<p>Solicitor Daly reported on the following:</p>
ARBOUR SQUARE	<p>Solicitor Daly provided a review of various Agreements and Resolutions between Arbour Square Land Development and the Borough.</p> <ul style="list-style-type: none"> ▪ Inter-Municipal Agreement ▪ Prime Agricultural Value Letter to DCPD ▪ Developers Agreement

- Improvement Security Agreement
- Storm-water Management Agreement
- Inter-municipal Agreement
- Sanitary Sewage Capacity Agreement

Council, the Solicitor and the Engineer discussed issues related to these Resolutions and Agreements. President Clarke stated that since council has not had enough time to review the revisions to the Agreements and Resolutions she suggested to hold a special public meeting to discuss, and possibly vote on the Agreements, Resolutions and the proposed Intermunicipal Agreement with Concord Township involving the Arbour Square Land Development Project on Monday, June 12th.

MOTION

Upon motion (Durst/Driscoll) council voted to hold a Special Public Meeting on Monday, June 12th to discuss and possibly vote on the Arbour Square Agreements and Resolution and the Proposed Intermunicipal Agreement with Concord Township. The meeting will be advertised.

PROPERTY MAINTENANCE

Councilman McIntosh provided a brief overview of various issues with a property maintenance ordinance.

ENGINEER REPORT

Mr. Houtmann reported on the following:
 Mr. Houtman prepared a review of the Final Subdivision Application for the Mark and Nancy Beard Land Development.

- The method of sewage disposal has been changed to the Walnut Hill Utility Company Sanitary Sewer System.
- A second storm water management seepage bed has been added to the plans near the common property with Chester Heights Storage.

MAYOR'S REPORT

Mayor Carroll thanked everyone for attending the Memorial Day Veterans Ceremony. Mayor Carroll acknowledged the Wawa Store donation for refreshments, Scott's Lawn Service for flowers and Greg Chestnut and the Scout Troop #154 for planting flowers.

COMMITTEE REPORTS
SCHOOL DISTRICT/

Ms. Bernie reported on the following:

- LIBRARY Graduation is Monday, June 12th at 4 p.m. at the Bob Carpenter Center at the University of Delaware
- There was a nice turn out from Chester Heights for the Liaison Dinner
- The Garnet Valley School Board will vote on the Final Budget at the June meeting. The proposed budget for 2017-18 for the general fund will total \$103,295,307. The district is looking at an overall increase of 2.4 percent. The proposed final budget

increases are under the District's Act 1 index of 2.5 percent. The increase is due to mandated costs including Special Education, adjustment to curriculum to meet state standards and the hike in pension and benefits and contractual obligations.

- The Library is now selling museum passes.

BOROUGH PROPERTY Councilman Block, Mayor Carroll and Councilman Durst reported that they met with the engineer concerning repaving the Community Park. The engineer will prepare bid specs. Councilwoman Driscoll will review the budget for park spending. Mayor Carroll suggested having all the dead trees removed at the borough property along Valleybrook Road. The engineer will meet with an arborist to look at the trees and obtain a cost estimate.

ENGINEER/CONSTRUCT INSPECTIONS Mr. Houtman reported that survey work for the Corner Park has started. The demolition of the house at 301 Llewellyn Road is underway.

FINANCE/INSURANCE No report.

HIGHWAYS/ TRANSPORTATION Councilman Goldberg reported that he is compiling a list of issues related to state roads that he can present to PennDOT.

NOMINATING/VACANCY No report.

COMMUNICATIONS/ Councilwoman Searl put together a visitor's policy for council's review.

PUBLIC UTILITIES/ TRASH/RECYCLING No report

PUBLIC SAFETY/ ENVIRONMENT Councilwoman Driscoll suggested council contact PECO regarding the date for the pole replacement along Lenni Road to inform residents.
Councilman Block provided the Fire Chief's Report for the month of May.
9 – Medical assist,
3 – Building Fires
2 – Accidents
Training for month of June will have PennStar Helicopter landing in the rear parking lot, a PA State Police drill and Engine Company Operations.
Councilman Block provided the 20th Annual CRC Streams Cleanup report for Chester Heights. There were 7 volunteers and 200 lbs. of trash was collected.

Mr. Ianucci reported that Tim Searl, the newest member of the fire company, assisted in CPR Chest Compression for a man that was unresponsive until the ambulance arrived.

PLANNING/ZONING

Mayor Carroll reported that the Planning Commission is reviewing the final plan for the Beard Townhouse Land Development.

HISTORICAL

No report.

PUBLIC COMMENT

No response.

OLD BUSINESS

President Clarke reported the Property Maintenance Ordinance will be reviewed at the Work Session.

NEW BUSINESS

President Clarke reported that she will provide council with the 2017 Initiatives to review for the Work Session.

ADJOURNMENT

Upon motion (Durst/Searl) council unanimously voted to adjourn the meeting at 9:00 p.m.

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 7/19/2017**

Respectfully submitted,
Susan M. Timmins
Secretary/Treasurer