

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

222 Llewellyn Road
Chester Heights, PA. 19017

November 6, 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
- 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.
- APPROVAL OF MINUTES** Upon motion (Durst/Goldberg) council voted to approve the meeting minutes of the October 2, 2017 Regular Council Meeting and (Driscoll/Goldberg) council voted to approve the meeting minutes of the October 23, 2017 Work Session.
- PUBLIC TO ADDRESS**
COUNCIL
- MICHAEL GREEK** Mr. Greek asked for council's support for Chester Water Authority to prevent Aqua from purchasing Chester Water Authority.
3159 GARNET MINE RD
- SECRETARY REPORT** Mrs. Timmins requested approval of the 2018 Meeting Dates and the authorization to advertise the dates.
- MOTION** Upon motion (Block/Searl) council voted to approve the 2018 Meeting Dates and to authorize the Secretary to advertise the dates.
- BUDGET HEARING** Mrs. Timmins requested authorization to advertise the Budget Hearing and the hours open for public inspection of the 2018 Preliminary Budget.

MOTION Upon motion (Durst/Searl) council voted to authorize the Secretary to advertise the Budget Hearing and the hours open for public inspection of the 2018 Preliminary Budget.

TREASURER'S REPORT

MOTION Upon motion (Durst/Driscoll) council voted to accept the receipts as submitted by the Secretary/Treasurer for October 2017.

MOTION Upon motion (Driscoll/Searl) council voted to accept the expenses as submitted by the Secretary/Treasurer for October 2017.

Description		Source
Real Estate Transfer Tax	\$ 20,308.42	Treasurer of Delaware County
August Tax Remit	\$ 102.84	Treasurer of Delaware County
Sept Tax Remit	\$ 338.65	Treasurer of Delaware County
Sept Collections	\$ 372.98	Maryann Furlong Tax Collector
3rd Qtr Franchise Fee	\$ 9,737.14	Comcast
Annual Distribution	\$ 273.42	PURTA
U&O Inspection	\$ 90.00	134 Bishops Dr
U&O Inspection	\$ 90.00	14 Highland Dr
U&O Inspection	\$ 90.00	4110 Lydia Hollow Dr
U&O Inspection	\$ 90.00	4103 Lydia Hollow Dr
U&O Inspection	\$ 90.00	196 Bishops Dr
U&O Inspection	\$ 90.00	130 Bishops Dr
U&O Inspection	\$ 200.00	45 Baltimore Pk
Bldg Permit/Partial Payment	\$ 12,000.00	Arbour Square
HVAC Permit	\$ 155.00	363 Valleybrook Rd
HVAC Permit	\$ 155.00	63 Bayberry Ct
HVAC Permit	\$ 150.00	15 Bonnie Ln
Fire Suppression Permit	\$ 250.00	36 Baltimore Pk
Bldg/Sign Permit	\$ 125.00	Reserves at Stoney Bank
Bldg/Roofing Permit	\$ 130.00	117 Bishops Dr
Bldg Permit	\$ 375.00	11 Highland Dr
Reimburse	\$ 1,760.00	Reserves at Stoney Bank
Reimburse	\$ 710.00	Arbour Square
Fire Hydrant Reimbursement	\$ 181.50	Madison Apartments
Fire Hydrant Reimbursement	\$ 399.30	Darlington Woods
TOTAL	\$ 48,264.25	

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

Source

Checking Acc 10/30/17 @ 0.80%	\$ 441,546.71	PLGIT GENERAL FUND
Checking Acc 10/30/17 @ 0.94%	\$ 7.54	PLGIT GENERAL FUND
Money Manager 9/30/17 @ 0.15%	\$ 10,793.03	BMT Acct #2460
Borough Road Improvement Fund	\$ 108,046.77	BMT Acct #5260
Total Funds in General Fund	\$ 560,394.05	

PA Liquid Fuels Fund Balance

Checking Account 10/30/17 @ 0.80%	\$ 57,558.56	PLGIT Acct #5116038
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Fire Protection Fund

Fire Protection Fund Check 10/30/17	\$ 34,413.67	BMT Acct #9579
Fire Protection Fund Savings 10/30/17	\$ 10,002.18	BMT Acct #3005
	\$ 44,415.85	

Land Dev Escrow Fund Balance

Savings 10/30/17 @ 0.80%	\$ 3,888.65	PLGIT Acct #5116041
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Expenditures

September Rent	\$ 1,500.00	Chester Heights Fire Company
Storage Rental	\$ 180.20	Chester Heights Self Storage
Recycling Day Paper Shred	\$ 250.00	J&K Trash Removal, Inc.
Phone/Fax/Fire Marshal	\$ 139.22	Windstream
Wawa Annex 5	\$ 3,000.00	Richard Jensen
Bldg Permits	\$ 2,738.40	Richard Jensen
General Matters	\$ 1,250.00	Daly Law Firm
Annual Membership Dues	\$ 378.00	PA Assoc of Boroughs
Annual Membership Dues	\$ 50.00	PA State Tax Collectors
Annual Membership Dues	\$ 60.00	PA State Mayors Assoc
WC Audit	\$ 100.00	Arthur J. Gallagher & Co
Wawa Annex 5 #52104	\$ 1,585.75	Catania Engineering Assoc, Inc.
Wawa Annex 5 #51713	\$ 441.50	Catania Engineering Assoc, Inc.
SEO 156 Logtown #51714	\$ 180.75	Catania Engineering Assoc, Inc.
SEO 156 Logtown #52105	\$ 120.50	Catania Engineering Assoc, Inc.
SEO St. Thomas #51715	\$ 271.13	Catania Engineering Assoc, Inc.
Stray Dog Fee	\$ 315.00	Brandywine Vet Hospital
Monthly Comp	\$ 833.33	Larry Ward
Monitoring System	\$ 179.70	Delco Alarm System, LLC
Legal Adv	\$ 258.40	21st Century Media
Legal Adv	\$ 481.90	21st Century Media
PECO TL	\$ 22.02	PECO
Office Supplies	\$ 126.68	Office Basics
Office Supplies	\$ 77.41	Office Basics
PECO SL	\$ 540.71	PECO
Web Hosting	\$ 29.99	justhost.com
Postage	\$ 39.20	Chester Heights Post Office

Annual Fee	\$ 1.00	PECO
Park Trash	\$ 65.92	Waste Management
Assistant	\$ 696.74	Valerie Hoxter
Office Supplies	\$ 2.69	Wawa
Office Supplies	\$ 6.92	Wawa
Monthly Comp	\$ 500.00	Michael Ciocco
Office Supplies	\$ 52.99	Adobe
941 Payroll	\$ 1,137.78	EFTPS
Sec/Treas Compensation	\$ 3,428.93	Susan Timmins
Copier/Fax/Scanner	\$ 140.13	Ricoh USA
Meter Usage	\$ 27.50	Ricoh USA
Employee Insurance	\$ 500.00	Keystone Health Plan
3 Hydrants@ \$42.25 per Hydrant	\$ 127.12	Aqua Pennsylvania
35 Hydrants@ \$36.30 per Hydrant	\$ 1,306.80	Chester Water Authority
Total Expenditures	\$ 23,144.31	

Fire Protect Fund Expenditures

Total Expenditures

\$ -

Chester Heights Fire Co

CORRESPONDENCE Councilwoman Searl reported on the following correspondence:

- A letter from the County of Delaware Office of Housing and Community Development informing council that the county anticipates receiving approximately \$3 million dollars in the upcoming program year.
- Mayor Carroll reported that the Delaware County Veterans Memorial Association will be hosting the 4th Annual Freedom Dinner.

BUILDING INSPECTOR Mr. Jensen reported that he is working on normal inspections.

FIRE MARSHAL

Mr. Ciocco reported on the following:

- There were five fire related incidents in October.
- Mr. Ciocco has been working with St. Thomas the Apostle School with regards to a School Lock Down Plan. This would provide details of the rooms where children would be located.
- Mr. Ciocco recommends changing batteries in smoke detectors and for residents to have their heater serviced.

SEO

Mrs. Timmins reported that two septic permit applications were submitted.

ZONING OFFICER

Mr. Jensen reported that he has had a conversation with the owner of the North American Building concerning a noise complaint about a tenant at the North American Building.

ROAD MASTER/ EMC	Mr. Ward reported that he has been working on PA 1 Call Dig Notifications.
SOLICITOR REPORT	Solicitor Daly reported on the following:
RESOLUTION #11-17-A	Solicitor Daly presented council with Resolution #11-17-A, a Resolution for the Beard Land Development Planning Module. Mr. Houtmann reported that he had completed a review of the Planning Module Resolution and stated it appears to be in order and recommended council consider approval of the resolution to send to DEP and to authorize the secretary to sign documents.
MOTION	Upon motion (Driscoll/Durst) council voted four to approve, one (Goldberg) Resolution #11-17-A.
CONGRESSIONAL REDISTRICTING	Councilman Block requested a motion to ratify Resolution #10-17-C, a resolution in support of improved legislative and congressional redistricting in Chester Heights Borough, which was approved at the October 23, 2017 Work Session.
MOTION	Upon motion (Block/Searl) council voted to ratify Resolution #10-17-C.
IRON WORKERS CD RENEWAL	Upon motion (Durst/Driscoll) council voted to ratify the renewal of the Iron Workers CD #0048000809 that was approved at the October Work Session.
TAX LEVY ORDINANCE	Solicitor Daly requested council authorize him to advertise the 2018 Tax Levy Ordinance. The Tax Levy will remain the same millage as the previous year.
MOTION	Upon motion (Block/Goldberg) voted to authorize the solicitor to advertise the 2018 Tax Levy Ordinance.
ENGINEER REPORT	<p>Mr. Houtmann reported on the following:</p> <ul style="list-style-type: none"> ▪ Mr. Houtmann attended a meeting with PennDOT officials and two council members concerning various traffic issues in the borough. ▪ Mr. Houtmann attended a meeting with Septa concerning the Elwyn to Wawa Service Restoration Project at Middletown Township. ▪ Mr. Houtmann arranged a meeting with Don Higgins and asked for an updated inspection report on the traffic light at Valleybrook and Baltimore Pike and the traffic light at Stoney Bank and Baltimore Pike to identify any issues prior to putting the work out to bid for the traffic light upgrades.

- Mr. Houtmann will be reviewing the revised plans for One Smithbridge, LLC Land Development.

MAYOR'S REPORT

Mayor Carroll requested that this exact transcription of his August statement be included in the November 6, 2017 Regular Council Meeting Minutes.

August 2017

"I took Council's advice and checked with the surrounding municipalities. The majority do not have a log in book or sign in book. Some have enhanced security issues. The one's I thought would be best here would be a higher counter inside the doorway so that somebody would have to stand there and couldn't get through to Sue's desk. The most secure was Edgemont Township. There's an intercom system and two locked doors. You get cross examined before you get in the door. The secretary there said that they get a lot of residents who complain because they feel like they are getting cross examined just to get into the building.

The two points that we had last month were security was one and the other was the claim that the building is like a business and you can't go to any business without checking in, getting a pass or something like that to get into the building. This building, these guys are the bosses. We're the employees! We work for them. I never saw any building where you had to make the president sign in just to get into the building.

I think it's unnecessary, uncalled for and intrusive.

I do have a couple of questions. One of the things said was we need to know who's coming in and out of here. If somebody comes in and has a question for the Mayor, I don't know why that's anybody else's business? If somebody else has a question for the Building Inspector, I don't know that that's anybody else's business? Or the Fire Marshall or Council President?

Also, some resident may not want to put in the book if they come in with a neighbor complaint. They may not want that in public view. Or if they have a financial issue that they want to discuss. Or a complaint about a Council Person or me or a borough employee. I just think it's unnecessary and I really don't know. I'm trying to figure out who it is that we don't trust.

I'm only one person, that's my opinion. I appreciate your time."

COMMITTEE REPORTS SCHOOL DISTRICT/ LIBRARY

Councilman Block reported that the Garnet Valley High School football team is in the playoffs and going for the division title. The Garnet Valley High School will be having a school play, Legally Blonde, November 16th -18th.

Mr. Chestnut updated council on the library funding.

BOROUGH PROPERTY No report.

ENGINEER/CONSTRUCT No report.
INSPECTIONS

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

MOTION Upon motion (Block/Durst) council voted to approve the 2018 Preliminary General Fund Budget, the 2018 Preliminary Fire Protection Fund Budget and the 2018 Preliminary Liquid Fuels Budget.

HIGHWAYS/
TRANSPORTATION Councilwoman Driscoll and Councilman Durst reported on a meeting with PennDOT on November 2nd at the Borough Office. The following were in attendance:

Marta Driscoll	Council Member	Paul Lutz	PennDOT
Jeff Durst	Council Member	Eugene Blaum	PennDOT
Matt Houtmann	Borough Engineer	Ashwin Patel	PennDOT
Connie Windsor	Sen. Killion's office	Don Centofante	PennDOT
Linda Filippone	Rep. Quinn's office	Jim Brown	PennDOT

Councilwoman Driscoll will work on a procedure for managing vegetation. Mr. Houtmann will coordinate with Don Higgins on budgeted signal upgrades for the loops/infrared cameras. Don Higgins has moved up the schedule for the 2017 traffic signal inspection report so that the Borough can more completely assess the extent of up-grades required. Mr. Houtmann will work with PennDOT to upgrade signage and striping.

SEPTA MEETING President Clarke reported that she, Mr. Houtmann, P.E. and Mr. Daly, Esq. attended a meeting regarding the Elwyn to Wawa Service Restoration Project at Middletown Township. Representatives for the project will provide a presentation at the next borough Work Session.

OLD BUSINESS No report.

NOMINATING/VACANCY No report.

COMMUNICATIONS/
PUBLIC RELATIONS

Vice President Goldberg reported back to council regarding various questions concerning the VTS website proposal. There would be three options if the fire company were included in this proposal, and there would be an additional \$2,000.00 upfront cost plus an additional \$500.00 annually for the fire company.

Expected Cost

Phase	Timeframe	Deliverables
1. Strategy Sessions & Discovery	1 Week	<ul style="list-style-type: none"> Define Core Objectives Needs Assessment
2. Design & Architecture	4-5 Weeks	<ul style="list-style-type: none"> Design meeting with Client Website Committee Homepage options and layout schema Subpage design and layout Modify designs until final client approval
3. Site Implementation	2-3 Weeks	<ul style="list-style-type: none"> Identify global & cascading navigation & related links Implement design within VTS CMS Create Dept/Board homepages Share VTS Best Practices
4. Content Development	6-8 Weeks	<ul style="list-style-type: none"> Department meetings & Online surveys Implement department specific modules Create department & board landing pages Migrate web pages and files
5. User Training	1 Week	<ul style="list-style-type: none"> Training sessions: content editors & site administrators; group & individual sessions
6. Website Deployment & Go Live	2 Weeks	<ul style="list-style-type: none"> Final site Q&A and link checking Install and activate related modules DNS & SEO activities

Project range: 16 – 20 weeks

- Non-Recurring
 - Total design cost is \$6,000. Design costs will be spread over 3 years.
- Recurring
 - Hosting, Support & Maintenance cost is \$1,995 annually.

	Design	Hosting, Support & Maintenance	
	Non-Recurring	Recurring	TOTAL
Year 1	\$1,505	\$1,995	\$3,500
Year 2	\$2,247	\$1,995	\$4,242
Year 3	\$2,247	\$1,995	\$4,242
**Year(s) 4+	\$0	\$1,995	\$1,995

NOTE:
- There is a potential fee increase in maintenance cost.
- This cost does not include new email solution. This will be addressed as a separate project.

MOTION Upon motion(Block/Searl) council voted 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.

SNOW REMOVAL BIDS Mr. Houtmann reported that snow removal bids were opened and reported on the bids. Mr. Houtmann recommended Dan Kelly's Landscaping as the lowest responsible bidder.

MOR Construction Services, Inc.

\$175.00/Ton of Salt
Truck #1 \$195.00/hr.
Truck #2 \$165.00/hr.
Backhoe \$225.00/hr.

Dan Kelly's Landscaping, Inc.

\$120.00/Ton of Salt
Truck \$125.00/hr.
8 Trucks

Scott Caprez

\$150.00/Ton of Salt
Truck \$125.00/hr.

MOTION Upon motion (Driscoll/Durst) council voted to award Dan Kelly's Landscaping the Snow and Ice Removal Contract.

PUBLIC COMMENT No comment.

OLD BUSINESS No report.

NEW BUSINESS No report.

ADJOURNMENT Upon motion (Durst/Driscoll) council unanimously voted to adjourn the meeting at 8:58 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 12/4/2017**

Respectfully submitted,
Susan M. Timmins
Secretary/Treasurer