

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

222 Llewellyn Road
Chester Heights, PA. 19017

June 4, 2018

MEMBERS PRESENT Drew Baum, President
Steve Coccozza, Vice President
Jordan Goldberg, Pro Tem
Stacey Smith, Mayor
Philip Block, Ph.D.
Susan Clarke
Ginamarie Ellis

OFFICIALS PRESENT Gerald C. Montella, Esq., Solicitor
Matt Houtman, P. E.

CALL TO ORDER President Baum called the public meeting to order at 7:00 p.m. and led those in attendance in the reciting of the Pledge of Allegiance.

PUBLIC TO ADDRESS
COUNCIL

Greg Chestnut Mr. Chestnut requested Council to reach out to PennDOT
317 Willits Way to clear the storm drain on Valleybrook Road near
Mattson Road.

Marta A. Driscoll Ms. Driscoll expressed concerns regarding the logo
458 A Lenni Road design.

Jeff Durst Mr. Durst expressed concerns regarding the logo and the
21 Ivy Lane rationale regarding changing the design after the borough
trademarked a new logo last year.

APPROVAL OF MINUTES Upon motion (Coccozza/Ellis) council voted to approve the
meeting minutes of the May 7, 2018 Regular Council
Meeting.

Upon motion (Coccozza/Ellis) council voted to approve the
May 21, 2018 Work Session Minutes.

STATE POLICE REPORT Trooper Hennigan gave a report on serious incidents that have
occurred since the first of the year. 2 burglaries (1 in January &
1 in March), 1 drug overdose in March, 4 thefts (3 in May and 1

in April), 5 reported Fraud and Forgery incidents between April and May 31st.

SECRETARY REPORT No report.
TREASURER'S REPORT

Description		Source
Concord Sewer EDU's	\$ 281,490.00	Arbour Square
Building Permit	\$ 112,630.00	Arbour Square
1st Qtr LST	\$ 15,682.92	Berkheimer
1st Qtr Franchise Fee	\$ 8,657.92	Verizon
Inspection Fees	\$ 6,000.00	Arbour Square
Real Estate Transfer Tax	\$ 9,173.83	Treasurer of Delaware County
April Collections	\$ 7,035.22	Maryann D Furlong, TC
Interiem	\$ 134.96	Maryann D Furlong, TC
April Remit	\$ 960.29	Treasurer of Delaware County
U&O Inspection	\$ 90.00	340 Danbury Ct
U&O Inspection	\$ 90.00	68 Bishops Dr
U&O Inspection	\$ 90.00	6101 Lydia Hollow Dr
U&O Inspection	\$ 90.00	297 Stanton Ct
U&O Inspection	\$ 90.00	2 Rolling Heights
U&O Inspection	\$ 90.00	210 Nottingham Ct
U&O Inspection	\$ 90.00	302 Stanton Ct
U&O Inspection	\$ 90.00	43 Bishops Dr
Land Disturbance Permit/App Fee	\$ 1,100.00	Darlington Square
HVAC Permit	\$ 155.00	327 Danbury Ct
HVAC Permit	\$ 155.00	266 Stanton Ct
Trailer Permit	\$ 500.00	Arbour Square
State Police Fines	\$ 523.92	Treasurer of Pennsylvania
Fire Hydrant Reimbursement	\$ 181.50	Madison Apartments
Fire Hydrant Reimbursement	\$ 399.30	Darlington Woods
TOTAL	\$ 445,499.86	

Fund Balances,

<i>Certificates of Deposit Balance</i>		
CD, 12 Month, @ 0.90% 12/29/17	\$ 43,996.49	Iron Workers Bank
EBond	\$ 15,000.00	Bryn Mawr Trust
Total Certificates of Deposit	\$ 58,996.49	

General Fund Balance

		Source
Checking Acc 5/30/2018 @ 1.52%	1,196,007.03	PLGIT GENERAL FUND
Checking Acc 5/30/18 @1.67%	\$ 7.66	PLGIT GENERAL FUND
Money Manager 5/30/18 @ 0.15%	\$ 9,466.64	BMT Acct #2460
Borough Road Improvement Fund	\$ 108,082.60	BMT Acct #5260
Total Funds in General Fund	\$1,313,563.93	

PA Liquid Fuels Fund Balance

Checking Account 5/0/18@ 1.52%	\$ 42,724.10	PLGIT Acct #5116038
--------------------------------	---------------------	---------------------

Fire Protection Fund

Fire Protection Fund Check		
5/30/18	\$ 72,527.08	BMT Acct #9579
Fire Protection Fund Savings		
5/30/18	\$ 10,005.06	BMT Acct #3005
	<u>\$ 82,532.14</u>	

Land Dev Escrow Fund Balance

Expenditures

Concord Sewer EDU's	\$ 281,490.00	Arbour Square
June Rent	\$ 1,500.00	Chester Heights Fire Company
2nd Qtr LST	\$ 11,000.00	Chester Heights Fire Company
Storage Rental	\$ 180.20	Chester Heights Self Storage
General Matters	\$ 2,001.00	Gerald Montella, Esq.
301 Llewelyn	\$ 14.50	Gerald Montella, Esq.
Phone/Fire Marshal	\$ 98.16	Windstream
Bldg Permits	\$ 4,077.20	Richard Jensen
U&O Inspections	\$ 720.00	Richard Jensen
2nd Qtr Stipend	\$ 185.00	Richard Jensen
SEO/305 Valleybrook	\$ 599.64	Catania Engineering Assoc, Inc.
SEO/54 Ivy Lane	\$ 91.50	Catania Engineering Assoc, Inc.
Reimburse Eng Invc #53516	\$ 91.50	Catania Engineering Assoc, Inc.
Reimburse/Brookefield	\$ 3,099.50	G. D. Houtman & Sons, Inc.
Reimburse/One Smithbridge	\$ 1,730.50	G. D. Houtman & Sons, Inc.
Reimburse/LeNape	\$ 6,709.00	G. D. Houtman & Sons, Inc.
Engineer Compensatiion	\$ 697.50	G. D. Houtman & Sons, Inc.
Huddle Table	\$ 490.00	Office Basics
Office Supplies	\$ 43.27	Office Basics
Stray Dog Fee	\$ 105.00	Brandywine Vet Hospital
Monthly Comp	\$ 1,196.17	Larry Ward
Property Maintenance 5/12	\$ 595.00	Scott's Lawn Service
Property Maintenance 4/23	\$ 45.00	Scott's Lawn Service
Property Maintenance April	\$ 344.00	Scott's Lawn Service
Sec/Treas Bonding	\$ 443.75	Arthur J Gallagher & Co.
Reimburse/301 Llewellyn Road	\$ 112.50	Peter J Rohana, Jr.
General Matters	\$ 1,492.50	Peter J Rohana, Jr.
PECO TL	\$ 42.34	PECO
PECO SL	\$ 513.36	PECO
Tax Collector PO Box	\$ 70.00	Chester Heights Post Office
Office Supplies	\$ 16.96	Dollar Tree
Council Compensation	\$ 223.04	Stacey Smith
Council Compensation	\$ 223.04	Susan H. Clarke
Council Compensation	\$ 223.04	Theresa Agostinelli
Council Compensation	\$ 223.04	Jordan Goldberg
Council Compensation	\$ 223.04	Ginamarie Ellis
Council Compensation	\$ 223.04	Drew Baum
Council Compensation	\$ 223.04	Philip Block
Mayor Compensation	\$ 223.04	Steve Coccozza

Zoning Officer	\$ 223.04	Richard Jensen
Tax Collector Compensation	\$ 7,018.99	Maryann D Furlong
Admin Assist	\$ 535.32	Megan Killian
Web Hosting	\$ 29.99	justhost.com
Park Trash	\$ 68.56	Waste Management
Admin Assist	\$ 327.57	Valerie Hoxter
Monthly Comp	\$ 500.00	Michael Ciocco
2nd Qtr Stipend	\$ 185.00	Michael Ciocco
Dig Notifications	\$ 37.10	PA One Call
Office Supplies	\$ 52.99	Adobe
941 Payroll	\$ 1,470.96	EFTPS
Sec/Treas Compensation	\$ 3,863.85	Susan Timmins
Copier/Fax/Scanner	\$ 140.13	Ricoh USA
3 Hydrants@ \$42.25 per Hydrant	\$ 97.44	Aqua Pennsylvania
35 Hydrants@ \$36.30 per Hydrant	\$ 1,306.80	Chester Water Authority
Total Expenditures	\$ 337,437.11	

PA Liquid Fuels Fund Expenditures

Total Expenditures	\$ -
--------------------	------

Fire Protect Fund Expenditures

3rd Tax Disbursement	\$ 45,000.00	Chester Heights Fire Co
Total Expenditures	\$ 45,000.00	

MOTION Upon motion (Cocozza/Ellis) Council voted to accept the receipts and the expenditures as submitted by the Secretary/Treasurer for May 2018.

CORRESPONDENCE No report.

BUILDING INSPECTOR Susan Clarke reported on behalf of Mr. Jensen's absence on the following:

- Brookfield townhomes- 77 townhomes to be developed, 25 have closed and settled, 11 more that have sale agreements, 9 buildings are under roof.
- Lenape Valley- 6 lots are under contract, 1 deposit, 4 permits and 2 foundations have been started.
- Wawa Red Roof Corporate Center is nearly completed.
- The Reserves at Stoneybank- Issues tying into the sewer treatment plant.
- Chester Heights Market- Resolving engineering items, Penn DOT continues to revise signal plans.
- 166 Logtown Road- Foundation has been set.
- Arbour Square- 3 more weeks of the earth moving phase, Excess dirt is being moved off site.
- Rose Hill- No Activity.

FIRE MARSHAL	Mr. Ciocco reported there were 5 fire related incidents in May. Fireworks Law in the state of Pennsylvania has changed to allow the public to purchase fireworks.
ROADMASTER/EMC	<p>Mr. Ward reported on the following:</p> <ul style="list-style-type: none"> ▪ There have been numerous PA One Call dig notifications. ▪ Lenni Rd and Llewellyn Rd- Issue with high grass, signs on property from Penn DOT.
SEO	No report.
SOLICITOR REPORT	Solicitor Montella requested council to ratify a motion to approve a 91-day extension for One Smithbridge, LLC to August 19, 2018.
MOTION	<p>Upon motion (Cocozza/Ellis) council voted to ratify the 91-day extension for One Smithbridge, LLC to August 19, 2018.</p> <p>Solicitor Montella reported that he and the engineer are working on the Developers Agreements for the Beard Land Development.</p>
ENGINEER'S REPORT	<p>Mr. Houtman reported the following:</p> <ul style="list-style-type: none"> ▪ Received the signal maintenance report from Higgins. Compared the 2017 & 2018 report. Issues with light at Stoney Bank Road and Baltimore Pike & Valleybrook Road and Baltimore Pike. ▪ Estimate to upgrade the light at Stoney Bank Road with video detection signal at \$26,000. Chester Heights and Concord Township will split the cost in turn costing the borough \$13,000. ▪ Estimate to upgrade the light at Valleybrook Road and Baltimore Pike will cost \$26,000. ▪ Requesting council to approve to advertise bids for equipment purchase for the 2 intersections. ▪ Guardrail at 101 Valleybrook Road- Sent letter with recommendations, map and pictures to Ron Notar at PennDOT. ▪ Traffic signs on Valleybrook Road- Mrs. Lim had requested Mr. Houtman to check if the signs around the area of 101 Valleybrook Road are missing. Mr. Houtman received a straight-line diagram from PennDOT. All signs that are officially listed on state records are in place except

one that is heading west on Valleybrook Road towards Bodley Road.

- Heather Lane Update- Issues with storm drain causing a sink hole behind the end wall and pulling the concrete off the driveway. Met with resident Harry Amey over the last month and Mr. Houtman requested the borough fix the drainage issue and repair the driveway. Mr. Houtman will prepare a sketch and estimate for repair. Larry Ward will look into putting a temporary fence up for safety.

MOTION Upon motion (Cocozza/Goldberg) council voted to allow Mr. Houtman to purchase traffic signal equipment for Stoney Bank Road and Baltimore Pike, Valleybrook Road and Baltimore Pike.

MOTION Upon motion (Cocozza/Goldberg) council voted to allow Mr. Houtman to create a sketch plan on the inlet on Heather Lane and provide costs for repairs.

ENGINEER'S REPORT Mr. Houtman has the contract documentation for the park paving that will need council's signature. The funds for the park paving will be paid out of the General Fund.

MAYOR'S REPORT Mayor Stacey Smith on the following:

Memorial Day-

- Thank you to everyone who attended the Memorial Day Wreath Laying Ceremony.
- Thank you to Scott's Lawn Service for donating their work on making DiSalvo Park look nice with flowers.
- Thank you to Greg Chestnut and Cub Scout Pack 154 from St. Thomas for planting the flowers.
- Thank you to the previous Mayor for his guidance and assistance at the event.
- Thank you to Chester Heights Fire Company for bringing up the fire trucks.
- Thank you to Wawa Corporation for their refreshment donations.
- Thank you to the VFW Post 6613 for their participation with the Wreath Laying Ceremony.

Eagle Scout-

- Sent a congratulatory letter to Chester Heights resident Justin Zachar. He attained the Eagle Scout position in the Boy Scouts. Mayor Stacey Smith would like to invite

Justin to the next council meeting and honor his achievements.

Mayor Stacey Smith requested that Chester Heights Neighbor's Alliance who adopted Valleybrook Road could clean up the Democratic signs left up from last election in the area of the church that are falling onto the roadway.

SCHOOL DIST/EDU/
TRAIN/LIBRARY

Councilwoman Clarke reported on the following:

- Graduation is June 11th at 4pm at the University of Delaware.
- Last day of school is June 14th and it is a half day.
- Greg Chestnut- Library update to apply for a new HVAC unit for Rachel Kohl Library. Mr. Chestnut is seeking support from local municipalities to replace HVAC unit. Two quotes came in at \$170,000. The grant from the state would be \$85,000. Splitting the cost between Chadds Ford, Concord and Thornbury Townships, Chester Heights would pay \$5,400 towards the HVAC unit. Mr. Chestnut is requesting a good faith deposit from Chester Heights Borough in the amount of \$2,019 to secure the HVAC unit by June 15th, 2018.

MOTION

Upon motion (Clarke/Goldberg) council agreed that the borough will provide written assurance to Rachel Kohl Library that should the grant be awarded, the borough will contribute its portion of their local share of \$5,400 and this amount will be expended in the 2019 budget.

FINANCE/INSURANCE

Vice President Coccozza reported on the following:

Open Space Fund-

- Council approved opening an Open Space Fund at the council meeting in May 2018 for the amount of \$25,000 from the General Fund. The account will be opened by PLGIT at 1.67%.

FINANCE
SUB COMMITTEE-FIRE
CO. FINANCES

Councilman Block stated that on May 29th he met with President Baum, Vice President Coccozza, Sam Iannucci, Larry Ward and Ms. Driscoll to discuss the 3rd quarter distribution of monies to support the fire department. The fire department had targeted and budgeted \$45,000 from the fire fund over to the fire department for the 3rd quarter. The monies will pay off the loan for the fire truck and purchase the air packs.

MOTION Upon motion (Cocozza/Goldberg) council approved the disbursement of \$45,000 from the fire protection fund for the next pay period for the month of June.

NOMINATING/VACANCY No report.

COMMUNICATIONS/
PUBLIC RELATIONS Councilwoman Ginamarie Ellis reported on the following:

Website Update-

- A few months ago council agreed to provide Mrs. Timmins, as the email administrator, the passwords to send off the website designer. Councilwoman Ellis is requesting all councilmembers to provide the information by the middle of June to Mrs. Timmins.

Logo Design Vote-

- Upon motion (Cocozza/Ellis) council voted to adopt the logo of the Chester Creek with the 2 Canadian Geese and a sun. Baum, Cocozza, Ellis & Smith (Mayor) voted for the new logo. Clarke, Goldberg & Block voted against it.

HIGHWAY/
TRANSPORTATION No report.

PLANNING/ZONING No report.

HISTORICAL No report.

PUBLIC UTILITIES/
TRASH/RECYCL No report.

BOROUGH PROPERTY/
PARKS/OPEN SPACE Mayor Stacey Smith reported on the following:

DiSalvo Park Update-

- Mayor Stacey Smith presented a drawing of DiSalvo Park showing a simple raised bed, new sign facing Valleybrook Road, new plaque, flag pole moved & landscaping plants. Plan is to meet with more sign companies to discuss options and designs.

ENGINEERING/
CONSTRUCTION/
INSPECTIONS No report.

ORDINANCE/CODE
REVIEW

No report.

OLD BUSINESS

Sam Iannucci reported on the following:

Two new office computers-

- Plan to purchase 2 new office computers. 1 desktop & 1 laptop. Follow up at the Work Session.

Additional desk-

- Mayor Stacey Smith stated that the additional desk and 2 desk lamps totaled \$700.00

MOTION

Upon motion (Ellis/Cocozza) council approved purchase of a new desk and 2 desk lamps.

NEW BUSINESS

Councilman Steve Cocozza reported on the following:

Proposal for One Family Movie Night in the Park-

- To be held on June 21st, 2018. Movie that will be played is Moana
- Contract for the movie \$1,026.34
- Movie License \$395-Good for 1 showing (rain date 6/22/18)
- Donated items- snacks, drinks, ice cream truck, water ice & popcorn
- Porta Potty Handicap accessible \$310
- Total for no more than \$2,000 to be approved to come out of the General Fund

The proposal was deferred to the work session.

PUBLIC COMMENT

No comment.

ADJOURNMENT

Upon motion (Ellis/Agostinelli) council unanimously voted to adjourn the meeting at 8:24 p.m.

Land Development Dates

1. **S. B. Conrad/CH Market** - Submitted Plans 2/18/10, Reviewed Planning Commission 3/25/10 - Extension 8/19/2018

Respectfully submitted,
Megan Killian
Administrative Assistant

