

Minutes of the Regular Council Meeting
 Of the Borough of Chester Heights
 222 Llewelyn Road
 Chester Heights, PA 19017

July 2, 2018

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

OFFICIALS PRESENT Gerald C. Montella, Esq., Solicitor
 Matt Houtman, P.E.
 Larry Ward, Roadmaster/EMC
 Richard Jensen, Bldg Inspector/Zoning Officer
 Mike Ciocco, Fire Marshal

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 None to report.

APPROVAL OF MINUTES Upon motion (Block/Coccozza) council voted to approve the meeting minutes of the June 4, 2018 Regular Council Meeting.

Upon motion (Block/Coccozza) council voted to approve the June 25, 2018 Work Session Minutes.

SECRETARY REPORT Mrs. Timmins stated the monthly fee for the storage unit at Chester Heights Self Storage has gone up \$16.00.

TREASURER'S REPORT

Description		Source
2nd Qtr Franchise Fee	\$ 9,022.19	Comcast
Real Estate Transfer Tax	\$ 9,990.08	Treasurer of Delaware County
May Collections	\$ 1,393.00	Maryann D Furlong, TC
Court Fines	\$ 27.73	Treasurer of Delaware County
2nd Qtr LST	\$ 3,930.39	Berkheimer
Land Disturb Fine	\$ 3,500.00	Sunoco Logistics
U&O Inspection	\$ 90.00	135 Bishops Dr
U&O Inspection	\$ 90.00	72 Bishops Dr
U&O Inspection	\$ 90.00	174 Kingswood Ct

U&O Inspection	\$	90.00	61 Bayberry Ct
U&O Inspection	\$	90.00	9 Ashley Ct
Electrical Permit	\$	205.00	11 Rolling Heights
On Lot Septic Permit	\$	550.00	152 Summit Ln
On Lot Septic Permit	\$	650.00	26 Ivy Mills Rd
Bldg/Roofing Permit	\$	130.00	327 Baltimore Pk
Bldg Permit	\$	2,956.00	LeNape Valley
Bldg Permit	\$	610.00	305 Valleybrook Rd
Bldg Permit	\$	11,540.40	Brookefield
Bldg/HVAC/Zon Permit	\$	12,535.00	LeNape Valley
HVAC Permit	\$	155.00	350 Danbury Ln
HVAC Permit	\$	155.00	240 Windsor Ct
Bldg/Sign Permit	\$	125.00	Arbour Square
Fire Hydrant Reimbursement	\$	181.50	Madison Apartments
Fire Hydrant Reimbursement	\$	399.30	Darlington Woods
TOTAL	\$	58,505.59	

Fund Balances,

Certificates of Deposit Balance

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

Checking Acc 6/30/2018 @ 1.68%	\$	888,896.34	Source PLGIT GENERAL FUND
Checking Acc 6/30/18 @1.86%	\$	7.66	PLGIT GENERAL FUND
Money Manager 6/30/18 @ 0.15%	\$	9,466.64	BMT Acct #2460
Borough Road Improvement Fund	\$	108,082.60	BMT Acct #5260
Total Funds in General Fund	\$	1,006,453.24	

PA Liquid Fuels Fund Balance

Checking Account 6/30/18 @ 1.68%	\$	42,724.10	PLGIT Acct #5116038
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Open Space Fund Balance

PLGIT/ I -Class 6/30/2018 @ 1.86%	\$	25,000.00	PLGIT Acct #5116056
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Fire Protection Fund

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

Land Dev Escrow Fund Balance

Expenditures

June Rent	\$	1,500.00	Chester Heights Fire Company
U&O Inspections	\$	720.00	Chester Heights Fire Company
3rd Qtr Contribution	\$	7,500.00	Chester Heights Fire Company
Storage Rental	\$	207.76	Chester Heights Self Storage

Tax Collector Bond	\$	83.00	Arthur J Gallagher & Co
Workers Comp Audit	\$	673.00	Arthur J Gallagher & Co
Web Site	\$	315.00	PA Assoc of Boroughs
Web Site	\$	150.00	PA Assoc of Boroughs
Office Cleaning	\$	80.00	Brenda Martin Cleaning Serv
General Matters	\$	1,812.50	Gerald Montella, Esq.
Reimburse/Beard	\$	43.50	Gerald Montella, Esq.
Phone/Fire Marshal	\$	98.97	Windstream
Bldg Permits	\$	3,000.00	Richard Jensen
U&O Inspections	\$	4,390.80	Richard Jensen
School Flashers	\$	70.00	Charles A Higgins & Sons, Inc.
Office Desk	\$	495.00	Office Basics
Office Desk File	\$	205.00	Office Basics
Office Supplies	\$	71.98	Office Basics
Office Supplies	\$	63.53	Office Basics
Stray Dog Fee	\$	98.00	Brandywine Vet Hospital
Monthly Comp	\$	1,196.17	Larry Ward
Property Maintenance 5/12	\$	1,516.00	Scott's Lawn Service
Postage	\$	9.00	Chester Heights Post Office
Stray Dog/Wawa Rd	\$	75.00	A. Strickler Animal Control
Office Supplies	\$	157.00	Staples
Office Supplies	\$	73.17	Staples
PECO TL	\$	67.85	PECO
PECO SL	\$	513.17	PECO
Admin Assist	\$	843.13	Megan Killian
Web Hosting	\$	29.99	justhost.com
Park Trash	\$	68.42	Waste Management
Monthly Comp	\$	500.00	Michael Ciocco
Arbour Square Reveiw	\$	280.00	Michael Ciocco
Dig Notifications	\$	43.35	PA One Call
Office Supplies	\$	52.99	Adobe
941 Payroll	\$	4,056.16	EFTPS
2nd Qtr Payroll	\$	951.02	PA Dept of Rev
2nd Qtr Payroll	\$	18.60	PAUC
Sec/Treas Compensation	\$	3,863.85	Susan Timmins
Meter Usage	\$	8.57	Ricoh USA
Copier/Fax/Scanner	\$	140.13	Ricoh USA
3 Hydrants@ \$42.25 per Hydrant	\$	96.70	Aqua Pennsylvania
35 Hydrants@ \$36.30 per Hydrant	\$	1,306.80	Chester Water Authority
Total Expenditures	\$	37,445.11	

***PA Liquid Fuels Fund
Expenditures***

Total Expenditures	\$	-
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Fire Protect Fund Expenditures

MOTION	Upon motion (Block/Cocozza) council voted to accept the Treasurer's Report for June 2018 as submitted by the Secretary/Treasurer for June 2018.
CORRESPONDENCE	No report.
BUILDING INSPECTOR	Mr. Jensen reported the following: Arbour Square- footings are in. Lenape Valley- <ul style="list-style-type: none"> • 5 foundations in, 4 of them being framed, curbs are in-road to come soon. • Fire inspections: 60 units at Coventry.
FIRE MARSHAL	Mr. Ciocco reported the following: <ul style="list-style-type: none"> • 5 fire related incidents in June, mostly smoke alarms related to cooking. • The general public in the state of Pennsylvania are now able to purchase fireworks under the fireworks law.
ROADMASTER/EMC	No report.
SEO	No report.
ZONING	No report.
SOLICITOR REPORT	Solicitor Montella asked council to consider the ratification of a motion to approve Megan Killian as the Open Records Officer effective June 25, 2018 that was approved at the June 25, 2018 Work Session.
MOTION	Upon motion (Goldberg/Cocozza) council voted to ratify the appointment of Megan Killian as Open Records Officer.
ENGINEER'S REPORT	Mr. Houtmann reported the following: DiSalvo Park- <ul style="list-style-type: none"> • A brief history of DiSalvo Park as well as an updated plan drawing. Septa/Lenni Rd Update- <ul style="list-style-type: none"> • Borough did receive updates from Septa in regards to the Wawa station. 101 Valleybrook Road- <ul style="list-style-type: none"> • Still working with PECO on getting the guardrail installed. Traffic Signal Upgrades- <ul style="list-style-type: none"> • Still working on the bid documents for the traffic signal upgrades.
MAYOR'S REPORT	No report.

SCHOOL DIST/EDU/ TRAIN/LIBRARY	Ms. Bierne reported that the school board passed a budget for 2019 in the amount of 1.7 million which represent an increase of \$74.00.
FINANCE/INSURANCE	No report.
FINANCE/SUB COMMITTEE-FIRE CO. FINANCES	No report.
NOMINATING/ VACANCY	No report.
COMMUNICATIONS/ PUBLIC RELATIONS	Email New Website Update- <ul style="list-style-type: none"> • Councilwoman Ellis requested those on council who did not send their passwords in do so. All council members provided their email passwords.
HIGHWAYS/ TRANSPORTATION	Traffic issues with Valleybrook Road/Baltimore Pike- <ul style="list-style-type: none"> • Councilman Goldberg stated that he met with Larry Ward to send a proposal to Scott's Lawn Service to clean up the storm drains on a per storm drain basis. • Discussed taking ownership of the street lights from PECO. Needs to do more research on this topic. • Ordinance regarding bamboo encroachment on fire company property and surrounding area in the borough. Mr. Montella will have a draft for the ordinance committee regarding the bamboo.
PLANNING/ZONING	No report.
HISTORICAL	No report.
PUBLIC SAFETY/ ENVIRONMENT	No report.
PUBLIC UTILITIES/ TRASH/RECYCLE	Councilman Goldberg stated that the Recycle Event is set for 9/15/18 from 10a.m. to 12n at the Chester Heights Park. Greendrop is a free service, J&K Shredding is \$185 per hour, EForce is \$2,500 plus \$10.00 for microwaves, humidifiers, air conditioners, \$30.00 for tv's or \$100.00 for tv consoles.
BOROUGH PROPERTY/ PARKS/OPEN SPACE	Councilwoman Agostinelli and Mayor Smith are looking into new signage for the park and looking into the ADA Compliance for the parks. The Open Space committee will now have a Sub Committee with Councilwoman Agostinelli, Councilwoman Clarke and Councilman Block.
ENGINEERING/ CONSTRUCTION/ INSPECTIONS	Susan Clarke reported on the following:

- Brookfield Townhomes- 77 townhouse development, 23 has closed and sold, 8 sales agreement, 2 deposits and 13 buildings are under roof.
- Lenape Valley- 6 lots are under contract, 5 are permitted, sales activity have picked up and they're expecting another lot to go under contract and another permit.
- Wawa Red Roof Corporate Center- Rich Jensen stated the handicap signs are being installed.
- The Reserves at Stoney Bank- Still having issues with the Walnut Hill Utility Company.
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ORDINANCE/ No report.
CODE REVIEW

OLD BUSINESS Two new office computers:

- Sam Iannucci reported to council that the total amount for the 2 new computers is \$2,732.00.

MOTION Upon motion (Cocozza/Ellis) council voted to approve (Block) voted not to approve the expenditure in the amount of \$2,732.00 purchase a new desktop, new monitor, new laptop with docking station, new software and 3 years of support not to exceed \$3,000.00.

NEW BUSINESS Recycling, Public Utilities & Recycling will be meeting on Monday June 11, 2018
Park & Recreation, Open Space and Sub Committee Open Space will be meeting Monday June 9, 2018.
Finance Committee will meet July 18, 2018 starting at 6pm.
Newsletter articles are due 8/15/2018, newsletters go out 10/1/2018 and 4/01/2018

PUBLIC
COMMENT

Larry Ward Questioned Matt Houtman regarding the row of evergreen trees that have died to be removed backing up the firehouse on Brookfield property. Matt Houtman will send a letter to Brookfield regarding the trees for removal and to have a barrier tree or shrubbery to be replanted for a buffer when the fire company has drill and to hide the lighting at the back of the fire house.

ADJOURNMENT Upon motion (Ellis/Agostinelli) council unanimously voted to adjourn the meeting at 8:34p.m.

Respectfully submitted,

Megan Killian

Administrative Assistant