

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

February 4, 2019

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

OFFICIALS PRESENT Gerald C. Montella, Esq., Solicitor
Matt Houtmann, 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
JOHN SIDARSKY Mr. Sidarsky asked council what the plans are for 31 Smithbridge
77 SMITHBRIDGE ROAD Road. Mr. Sidarsky expressed general concerns regarding the
driveway and the building going up.

STATE POLICE REPORT Trooper Jessica Tobin from Pennsylvania State Police introduced
herself as the new Communications Officer for Troop K out of
Media Barracks. Trooper Tobin is looking to start up Sunny Day
Camp which is a camp that is geared towards special needs
children. Sunny Day Camp is a 1-day camp for ages that range
from 11-15 years old that participate. The event is specifically
geared towards children with Special Needs. Sunny Day Camp
will be held in the summer. Trooper Tobin is actively looking for
volunteers and a handicap accessible venue for this one-day
camp. Trooper Tobin will also be starting up the Shop with A Cop
program for the holidays. Trooper Tobin is looking for sponsors for
the Shop with a Cop event.

APPROVAL OF MINUTES Upon motion (Coccozza/Ellis) council voted to approve the meeting
minutes of the January 7, 2019 Regular Council Meeting.

Upon motion (Block/Ellis) council voted to approve the meeting
minutes of the January 28, 2019 Work Session Minutes.

SECRETARY REPORT
TREASURER'S REPORT

Source

Receipts

Real Estate Transfer Tax	\$ 21,785.04	Treasurer of Delaware County
Tax Remit/Dec	\$ 95.24	Treasurer of Delaware County
December Collections	\$ 2,479.50	Maryann D Furlong, Tax Col
December Interims	\$ 686.80	Maryann D Furlong, Tax Col
Interim	\$ 4.79	Maryann D Furlong, Tax Col
Duplicate Bill Reimburse	\$ 160.00	Maryann D Furlong, Tax Col
Duplicate Pay Graham	\$ 23.96	Maryann D Furlong, Tax Col
4th Qtr Franchise Fees	\$ 9,278.74	Comcast
U&O Inspection	\$ 90.00	271 Stanton Ct
U&O Inspection	\$ 90.00	199 Nottingham Ct
U&O Inspection	\$ 90.00	6203 Lydia Hollow Dr
U&O Inspection	\$ 90.00	250 Bishops Dr
U&O Inspection	\$ 90.00	54 Bayberry Ct
Land Dev Application	\$ 850.00	240 Wawa Road
Bldg Permit	\$ 275.00	65 Hunters Ln
Plmg Permit	\$ 90.00	77 Bayberry Ct
Sign Permit	\$ 125.00	Madison Apartments
HVAC Permit	\$ 155.00	22 Highland Dr
Septic On-Lot Test	\$ 150.00	24 Ivy Mills Rd
Road Opening Permit	\$ 125.00	Bishops Dr
Recycling Grant	\$ 516.00	Commonwealth of PA
Return Item	\$ 6.38	Staples
Reimburse/Engineer Invc	\$ 1,797.50	31 Smithbridge
Reimburse/Engineer Invc	\$ 3,514.50	Arbour Square
Fire Hydrant Reimbursement	\$ 181.00	Madison Apartments
Fire Hydrant Reimbursement	\$ 399.30	Darlington Woods
TOTAL	\$ 43,148.75	

Fund Balances,

Certificates of Deposit Balance		
CD, 12 Month, @ 1.25% 9/30/2019	\$ 44,530.38	Iron Workers Bank
EBond	\$ 15,000.00	Bryn Mawr Trust
Total Certificates of Deposit	\$ 59,530.38	

General Fund Balance

Checking Acc 01/31/2019 @ 2.21%	\$ 823,148.92	Source PLGIT GENERAL FUND
Checking Acc 01/31/2019 @ 2.35%	\$ 7.66	PLGIT GENERAL FUND
Money Manager 01/31/2019 @ 0.15%	\$ 9,470.21	BMT Acct #2460
Road Improv Fund 01/31/2019 @ 0.05%	\$ 108,123.46	BMT Acct #5260
Total Funds in General Fund	\$ 940,750.25	

PA Liquid Fuels Fund Balance

Checking Account 01/31/2019 @ 2.21%	\$	43,186.39	PLGIT Acct #5116038
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Open Space Fund Balance

PLGIT/ I -Class 01/31/2019 @ 2.37%	\$	25,264.69	PLGIT Acct #5116056
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Fire Protection Fund Balance

Fire Protect Fund Check 01/31/2019	\$	40,638.62	BMT Acct #9579
Fire Protect Fund Savings 01/31/2019	\$	10,008.84	BMT Acct #3005
	\$	<u>50,647.46</u>	

Expenditures

Snow Removal Invc #25937	\$	490.00	Dan Kelly's Landscaping
Snow Removal Invc #25893	\$	5,285.00	Dan Kelly's Landscaping
February Rent	\$	1,500.00	Chester Heights Fire Company
Fire Safety Inspections	\$	1,112.00	Chester Heights Fire Company
U&O Inspections	\$	405.00	Chester Heights Fire Company
Storage Rental	\$	207.76	Chester Heights Self Storage
Misc Service Invc #10466	\$	1,001.00	G D Houtman & Son, Inc
Reimburse/26 Ivy Mills Invc #10468	\$	655.00	G D Houtman & Son, Inc
CH Park Paving Invc #10470	\$	210.00	G D Houtman & Son, Inc
Sunoco Pipeline Reloc Invc #10471	\$	210.00	G D Houtman & Son, Inc
Road Issues Invc #10472	\$	2,344.50	G D Houtman & Son, Inc
Reimburse/Arbour Sq Invc #10473	\$	3,514.50	G D Houtman & Son, Inc
Reimburse/31 Smithbrg	\$	1,797.50	G D Houtman & Son, Inc
Reimb/240 Wawa Invc #57654	\$	305.00	Catania Engineering Assoc, Inc
SEO/3 Ivy Invc #57655	\$	183.00	Catania Engineering Assoc, Inc
SEO/Smithbrdg Invc #57653	\$	488.00	Catania Engineering Assoc, Inc
SEO/26 Ivy Mills Invc #57540	\$	122.00	Catania Engineering Assoc, Inc
SEO/156 Logtown Invc #57651	\$	244.00	Catania Engineering Assoc, Inc
SEO/156 Logtown Invc #57538	\$	244.00	Catania Engineering Assoc, Inc
Stray Dog	\$	922.00	Brandywine Vet Hospital
Reimburse/Tax Col Postage	\$	500.00	Maryann D Furlong
Tax Col Compensation	\$	1,006.02	Maryann D Furlong
Tax Col Software	\$	850.00	Municipal Tax System LLC
Membership Renewal/Historical	\$	49.95	Chester Times
Office Cleaning	\$	80.00	Brenda Martin Cleaning Serv
General Matters	\$	942.50	Gerald Montella, Esq.
Reimburse/Beard	\$	14.50	Gerald Montella, Esq.
Reimburse/Rose Hill	\$	14.50	Gerald Montella, Esq.
Phone/Borough/Fire Marshal	\$	107.10	Windstream
Arbour Square	\$	3,000.00	Richard Jensen
U&O Inspections	\$	405.00	Richard Jensen
Fire Safety Inspections	\$	4,448.00	Richard Jensen
Mtg/Rouse Chamberlein Rosehill	\$	262.50	Richard Jensen

ICC Membership Renewal	\$	135.00	ICC
Monthly Comp	\$	1,088.25	Larry Ward
PSAB Website	\$	64.80	PSAB
Legal Adv	\$	202.02	21st Century Media
PECO TL	\$	310.38	PECO
PECO SL	\$	62.19	PECO
Admin Assist	\$	1,238.76	Megan Killian
Monthly Fee	\$	45.00	Constant Contact
Office Expense	\$	56.17	Adobe
Park Trash	\$	78.32	Waste Management
Storm Drain Cleaning	\$	140.00	Scott's Lawn Service
Monthly Comp	\$	800.00	Michael Ciocco
Office Supplies	\$	56.17	Adobe
Office Supplies	\$	30.48	Walgreens
Office Supplies	\$	8.99	Wawa
Office Supplies	\$	15.06	Dollar Tree
Office Supplies	\$	76.24	Office Basics
Office Supplies	\$	26.77	Office Basics
Office Supplies	\$	19.14	Office Basics
Office Supplies	\$	52.26	Office Basics
Office Supplies/W2 1099	\$	108.10	Staples
Office Supplies	\$	53.93	Staples
Office Frig/Coffee/Storage	\$	266.96	Walmart
Postage	\$	40.00	Chester Heights Post Office
Software	\$	209.94	Nuance
P O Box Fire Marshal	\$	70.00	Chester Heights Post Office
941 Payroll	\$	1,483.88	EFTPS
Sec/Treas Compensation	\$	3,863.84	Susan Timmins
Copier/Scanner	\$	161.42	De Lage Landen
Notifications	\$	32.89	PA 1 Call
3 Hydrants@ \$42.25 per Hydrant	\$	126.75	Aqua Pennsylvania
35 Hydrants@ \$36.30 per Hydrant	\$	1,306.80	Chester Water Authority
Total Expenditures	\$	45,150.84	

PA Liquid Fuels Fund Expenditures

Total Expenditures	\$	-
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Fire Protect Fund Expenditures

Borough Contribution	\$	-	Chester Heights Fire Co
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Upon motion (Cocozza/Block) council voted to accept the receipts

expenditures as submitted by the Secretary/Treasurer for January 2019.

CORRESPONDENCE

Councilwoman Ellis reported on the following:

- Received a letter regarding 240 Wawa Road from G.D. Houtman & Sons, Inc. Members of council received a letter by e-mail. Copy of the letter is at the Borough.
- Received a copy of a letter from resident Marta Driscoll to St. Thomas the Apostle regarding the Penn Dot meeting from November 2017.
- Thank you letter from Renee Toussaint who is the Vice President of Children and Family Services at PathWays PA:

Ginamarie, Stacy and the Chester Heights Borough Council,

The staff at PathWays PA Center for Families wish to express sincere gratitude to Chester Heights Borough Council and the residents of Chester Heights for the tremendous generosity to the families we serve. Spending the holidays in a family shelter can be especially difficult and your thoughtfulness at holiday time made many families happy, warm and cozy. Several families were “adopted” by Borough residents. The adopted families were showered with presents on Christmas morning which brought tears of joy and screams of delight. Donations of furniture, bicycles, household items, bedding, and lots of toys, beautiful baby items, art supplies, warm coats, hats and mittens arrived by way of Chester Heights residents all through the month of December. We even received a special platter of holiday cookies for Christmas Day! Your generosity made sure that ALL of our families had gifts at Christmas, and it was the first year that I can remember that staff wasn’t running around at the last minute, spending their own money to make sure everyone had gifts. THANK YOU!!!

We are grateful for our budding new relationship and look forward to our continued partnership. The Families are planning an Art Show on May 18, 2019 and you are all invited. We will provide more details as the date draws near.

Thank you Chester Heights Borough Council and Residents!

With sincere Gratitude,
Renee

BUILDING INSPECTOR Susan Clarke reported on Rich Jensen's behalf-

There have only been a few permits issued for basement alterations in 2019 and some for HVAC. January & February are always slow. Arbour Square is moving along, and inspections are starting to increase. Mr. Jensen reported that he is finishing the sprinkler plans and fire alarm plans.

FIRE MARSHAL Mr. Ciocco reported to council that the emergency access road at the Fager house (350 Lenni Road) will be moved. The driveway that is there now will be grassed over and the new emergency access road will be in between the two houses that sit on the property now. The new emergency access road will have pavers and grass to discourage people thinking that it is a road.

ROADMASTER/EMC Mr. Ward reported on the following:

- Clearing PA One Calls
- Still working on the water main break for Aqua at Westlake Plastics
- Still working on 101 Valleybrook Road regarding signage

ZONING No report.

SOLICITOR'S REPORT Solicitor Montella reported on the following:

- Higgins Annual Traffic Signal Maintenance Contract for 2019 in the amount of \$680.00.

MOTION Upon motion (Goldberg/Clarke) council voted to approve Higgins Annual Traffic Signal Maintenance Contract for 2019 in the amount of \$680.00.

- Resolution 02-19-A Placement of Radar Traffic Signal Northbound Valleybrook Road.

MOTION Upon motion (Ellis/Block) council voted to approve Resolution 02-19-A Placement of Radar Traffic Signal Northbound Valleybrook Road.

- Reclassify Fire Marshal and Building Inspector Employee Status from 1099 to W2.

MOTION Upon motion (Cocozza/Ellis) council voted to approve to Reclassify the Fire Marshal and the Building Inspector Employee Status from 1099 to W2.

- Bamboo Ordinance Update: Councilman Block requested a motion to hold a public meeting on the Bamboo Ordinance and a date to be set by the Borough Secretary and also allow the solicitor to advertise the public meeting.

MOTION

Upon motion (Block/Baum) council voted to hold a public meeting at the Regular Council Meeting on March 4, 2019 regarding the Bamboo Ordinance and also authorizing the Borough Solicitor to publish in a general newspaper of the proposed Bamboo Ordinance and the solicitor would have to provide a copy of the proposed ordinance to the Delaware County Law Library.

ENGINEER'S REPORT

Cooperative Effort with Concord Township concerning a grant application:

- Matt Houtmann gave an update of the cost increase regarding the traffic signal at Stoneybank Road and Baltimore Pike. The traffic signal upgrade is a 50/50 split between Concord Township and Chester Heights Borough. Concord Township would like Chester Heights Borough for a Green Light Go funding program. The Green Light Go program would link the lights at Stoneybank Road, Powell Road and Valleybrook Road and improve traffic efficiency. Concord Township has taken charge of applying for the grant for the traffic signal upgrade. The cost for the project \$207,000.00. The state picks up 80% of the cost and the municipalities have to pay 20% of the cost. The Borough's cost for the entire project would be \$20,735.00.

MAYOR'S REPORT

No report.

SCHOOL DIST/EDU/
TRAIN/LIBRARY

Mary Kay Beirne reported to council that on 1/22/2019 Garnet Valley School Board approved a resolution indicating they will not raise of any tax for the support of public schools for the following fiscal year of 2019-2020 by more than its index. The Act 1 index for 2019 is 2.3%. Next School Board Budget Meeting is February 12, 2019 at 6:00 PM in the Education Center.

Greg Chestnut reported on the following:

- In January the School Board created a new position called the School Resource Officer for the School District. The School Board appointed Mr. Anthony Sivo who is a retired Pennsylvania State Police Officer who will be working full time working on security matters for the district working in all schools in conjunction with the Pennsylvania State Police and Bethel Township Police Department.

- Library report- There have been multiple break in's in cars at the Rachel Kohl Library and the Concord Township Park. 3 total break ins' over the last few months. Concord Township has started the process of installing security cameras in the Concord Township park and library parking lots.

FINANCE/INS	No report.
FINANCE SUB COMMITTEE/ FIRE CO. FINANCES	Councilman Block reported that the Fire Company will be having their quarterly meeting next week.
COMMUNICATIONS/ PUBLIC RELATIONS	Councilwoman Ellis asked council on behalf of Communications how often the Zoning Hearing Board typically meet so she can advertise the position that is open. Also, Councilwoman Ellis asked council when the last time the Zoning Hearing Board Alternate was required.
HIGHWAYS/ TRANSPORTATION	No report.
PLANNING/ZONING	President Baum had confirmation from John Lesky and Chris Leiser they will be interviewing applications who sent in a resume or letter of intent on February 14, 2019. President Baum will inform Councilwoman Agostinelli to send an e-mail to those who will be interviewing with a time for the interview.
HISTORICAL	No report.
PUBLIC UTILITIES/ TRASH/RECYCLE	Councilman Goldberg reported that he received an email from the shredding company for a Spring event. Councilman Goldberg is working on the recycle event for the fall. The date for the recycle event is 9/14/19 for the recycle day.
ENGINEERING/ CONSTRUCTION/ INSPECTIONS	Councilwoman Clarke reported that the week of February 17th-23 rd is National Engineer's Week and the theme this year is "Engineer's Invent Amazing". The Delaware County Chapter of the Pennsylvania Society of Professional Engineer's is going to honor Helen Robinson- Professional Engineer of the Year for the Pennsylvania Group 926 Brandywine Creek Bridge. Councilwoman Clarke requests a resolution to be made for the Borough of Chester Heights to recognize February 17 th -23 rd as National Engineer's Week.
MOTION	Upon motion (Baum/Goldberg) council voted for the Borough of Chester Heights to recognize the week of February 17 th -23 rd as National Engineer's Week.

ORDINANCE/
CODE REVIEW

No report.

OLD BUSINESS

No report.

NEW BUSINESS

Councilwoman Ellis reported that any information that council would like to include in the newsletter the deadline is February 15, 2019.

Mayor Stacey Smith and Councilwoman Ellis have written a letter regarding Safety Notice Valleybrook Road, safety, school zones and bus stops. The letter is to the leaders and community members of our surrounding communities. The letter will be sent out to neighboring municipalities and news outlets.

PUBLIC COMMENT

GREG CHESTNUT
317 WILLITS WAY

Mr. Chestnut asked why the interviews for the Planning Commission are not be open to the public. Solicitor Montella and Members of council explained that the interviews are open to the public. Borough code doesn't require that it's a public interview. The Planning Commission interview will be posted on the Borough's Facebook page.

MARY KAY BEIRNE

Mrs. Beirne thanked council for their communications regarding the roundabout.

MARTA DRISCOLL
458 A LENNI ROAD

Mrs. Driscoll commented on the letter to the other municipalities regarding Valleybrook Road sounds good and is a very positive thing for the Borough. Mrs. Driscoll asked a question regarding the three classifications from 1099 Employees to W-2 Employees. Vice President Coccozza and Secretary/Treasurer Sue Timmins discussed Mrs. Driscoll's question and it will be addressed to the Borough's accountant and an answer will be provided to Mrs. Driscoll.

ADJOURNMENT

Upon motion (Ellis/Coccozza) council unanimously voted to adjourn the meeting at 8:23 p.m.

Land Development Dates

31 Smithbridge Road/S.B. Conrad – Submitted Plans 9/18/18, Reviewed Planning Commission 10/29/18 Extension – **April 16, 2019**

Respectfully submitted,
Megan Killian
Recording Secretary