

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

**October 7, 2019**

- MEMBERS PRESENT      Drew Baum, President  
Steve Coccozza, Vice President  
Jordan Goldberg, Pro Tem  
Stacey Smith, Mayor  
Theresa Agostinelli, Council  
Philip Block, Ph D, Council  
Susan Clarke, Council  
Ginamarie Ellis, Council
- OFFICIALS PRESENT      Gerald C. Montella, Esq.  
Matthew Houtmann, P.E.  
Peter Rohana, Esq.
- CALL TO ORDER      President Drew 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 COMMENT
- Laura Lim  
101 Valley Brook Road      Thanked council for a wonderful movie night and having the  
community come together.
- APPROVAL OF MINUTES      Upon motion (Coccozza/Block) council voted to approve the  
meeting minutes of the September 9, 2019 Meeting.
- APPROVAL OF MINUTES      Upon motion (Coccozza/Agostinelli) council voted to approve  
the meeting minutes of the September 23, 2019 Work  
Session Meeting. Councilwoman Clarke voted, Nay.
- APPROVAL OF MINUTES      Upon discussion motion to approve August 5, 2019, Regular  
Council Meeting minutes, will move to next Work Session  
Meeting on October 28, 2019.

SECRETARY/  
TREASURER'S REPORT

**Receipts**

Annual State Fire Relief	\$ 19,315.47	Treasurer of Pennsylvania
Real Estate Transfer Tax	\$ 12,800.91	Treasurer of Delaware County
LST Collections	\$ 11,471.95	Berkheimer
Remit	\$ 23.62	Treasurer of Delaware County
Remit	\$ 300.14	Treasurer of Delaware County
Court Fines	\$ 86.33	District Court
July Collections	\$ 450.06	Maryann D. Furlong, TC
June Collections	\$ 461.29	Maryann D. Furlong, TC
Insurance Premium	\$ 30.00	Arthur Gallagher Risk Man
U&O Inspection	\$ 90.00	294 Stanton Ct
U&O Inspection	\$ 90.00	36 Ashley Ct
U&O Inspection	\$ 90.00	152 Summit Ln
U&O Inspection	\$ 90.00	257 Bishops Dr
On Lot Sewer Permit	\$ 750.00	107 Indian Springs Dr
Bldg/Basement Permit	\$ 290.00	62 Hunters Ln
Bldg/Plmg/HVAC/Elec	\$ 11,538.40	Brookefield #27,28,29,30
Bldg/Plmg/HVAC/Elec	\$ 3,801.00	5 Miller Way
Bldg Permit	\$ 4,750.00	68 W Baltimore Pk
Bldg Deck Permit	\$ 350.00	415 Valleybrook Rd
Non Residents eWaste	\$ 40.00	Brookefield
HVAC Permit	\$ 155.00	268 Llewellyn Rd
HVAC Permit	\$ 155.00	17 Hunters
HVAC Permit	\$ 155.00	26 Highland Dr
Liquid License	\$ 200.00	Ven #0000124031
Reimburse/Eng/Sol Review	\$ 632.00	Arbour Square
Fire Hydrant Reimbursement	\$ 181.50	Madison Apartments
Fire Hydrant Reimbursement	\$ 399.30	Darlington Woods
<b>TOTAL</b>	<b>\$ 68,696.97</b>	

**Fund Balances,****Certificates of Deposit Balance**

CD, 12 Month, @ 1.25% 5/2020	\$ 45,039.91	Iron Workers Bank
EBond	\$ 15,000.00	Bryn Mawr Trust
<b>Total Certificates of Deposit</b>	<b>\$ 60,039.91</b>	

**General Fund Balance**

PLGIT GF 09/30/2019 @ 1.87%	\$ 940,545.78	Source PLGIT GENERAL FUND
PLGIT I-Class 09/30/2019 @ 2.01%	\$ 302,020.10	PLGIT GENERAL FUND
Money Manager 09/30/2019 @ 1.75%	\$ 9,506.32	Santander #4079
Road Improv Fund 09/30/2019 @ 1.75%	\$ 108,481.95	Santander #4060
<b>Total Funds in General Fund</b>	<b>\$ 1,360,554.15</b>	

**PA Liquid Fuels Fund Balance**

Checking Account 09/30/2019 @ 1.87%	\$ 103,174.56	PLGIT Acct #5116038
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**Open Space Fund Balance**

PLGIT/ I -Class 09/30/2019 @1.87%	\$ 19,637.91	PLGIT Acct #5116056
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**Fire Protection Fund Balance**

Fire Protect Fund Check 09/30/2019	\$ 3,717.17	BMT Acct #9579
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**Expenditures**

October Rent	\$ 1,500.00	Chester Heights Fire Company
Annual State Fire Relief	\$ 19,315.47	Chester Heights Fire Company
Storage Rental	\$ 224.72	Chester Heights Self Storage
Park Lawn Maintenance #003	\$ 150.00	Scott's Lawn Servie
		Brenda Martin Cleaning
		Services
Office Clean	\$ 80.00	
Reimburse/Old Quarry Knoll	\$ 422.00	Pete Rohana, Esq.
Reimburse/One Smithbridge	\$ 43.50	Pete Rohana, Esq.
Reimburse/Brookefield	\$ 821.50	Pete Rohana, Esq.
General Matters	\$ 1.00	Pete Rohana, Esq.
Reimburse/Rose Hill	\$ 5,815.50	G. D. Houtman & Son, Inc
Reimburse/31 Smithbridge	\$ 175.50	G. D. Houtman & Son, Inc
Reimburse/LeNape Valley	\$ 1,534.00	G. D. Houtman & Son, Inc
Solicitor Invc/Reimburs Arbour	\$ 145.00	Gerald C Montella, Esq.
Solicitor Invc/Reimburs Wawa	\$ 72.50	Gerald C Montella, Esq.
Solicitor Invc/General Matters	\$ 754.00	Gerald C Montella, Esq.
Various Bldg Permits	\$ 1,523.17	Richard Jensen
Various Permits	\$ 455.02	Richard Jensen
240 Wawa Road	\$ 2,466.60	Richard Jensen
Bldg Inspect Code Books	\$ 374.00	Internation Code Council
Fire Marshal Plan Review/Rose Hiill	\$ 187.36	Michael Ciocco
Fire Marshal Plan Review/240 Wawa Rd	\$ 187.36	Michael Ciocco
Monthly Comp	\$ 713.76	Michael Ciocco
Annual Membership NFPA	\$ 175.00	NFPA Renewal
Postage	\$ 25.50	Chester Heights Post Office
Newsletter Postage	\$ 523.38	Hot Frog Print Media
Movie Night	\$ 850.00	DJ S&L
Movie Night	\$ 74.95	Costco
Movie Night	\$ 31.78	Marshalls Home Goods
Recycling Event/Shred	\$ 370.00	J&K Trash
Office Supplies	\$ 113.79	Office Basics
Turn on School Flashers	\$ 70.00	Charles A. Higgins & Sons, Inc
TL Valleybrk/Balt Pk Light Out	\$ 227.00	Charles A. Higgins & Sons, Inc



- Higgins Electric are currently making traffic light upgrades, the reflectors for the traffic light have not been installed yet.
- Public Safety Committee, Policing, 3 volunteers from community.
- Contact PA State Extension for Spotted Lantern Flies
- Father Frances sent out a Thank you for movie night. Expressed his joy for bringing community together.

INSPECTORS REPORTS  
FIRE MARSHAL

Mr. Ciocco reported on the following:

- 9 fire related incidents during the month of September 2019.
- 9 Wilson Circle, September 15, 2019, homeowner was urged to install a cigarette station to discard flammable butts.
- Wawa Corporate, September 27, 2019, ruptured saddle tank (diesel fuel leak), meeting Pat from Central Station on week of October 13<sup>th</sup>, 2019 to discuss future handling.
- Addressed the fire lane chains at Arbour Square
- Addressed the CH fire hydrant physical locations
- Finalized the Camp Meeting Grounds emergency road template.
- Finalized Rosehill acceptable road widths, hydrant locations and emergency access to Lenni Road.
- The Highland Reserve Homeowners Association inquired about the installation of solar panels on townhomes. After consulting with Rich Jensen, they were informed that the HOA must approve the installation and the fire marshal requires a “disconnect” on the outside of the home.

ROADMASTER/EMC

Mr. Ward reported on the following:

- Usual PA1 calls were cleared
- Vacant lot issues at Ennis property (owned by Maddison). Notify Rich Jensen to control traffic at property.
- Wawa Corporate, 85gal diesel spill, Wawa needed to notify their spill control for clean up and removal, also towing company to remove tractor trailer.

SOLICITOR'S REPORT

Specialist Solicitor Peter Rohana, Esq. requests addendum to Brookefield Developer's Agreement for Phase I and II:

- Time for completing the entire work on remaining improvements extended for 24 months October 7, 2021
- Developer's Phase I, LOC shall be reduced from \$218,601.95 to the amount of \$146,153.36
- Developer and Borough will enter into a Phase II Public Improvement Security Agreement in the sum of \$339,128.08 based on the Borough Engineer's recommendation
- Stormwater Controls & Best Management Practices Operations & Maintenance Agreement

MOTION Upon motion (Ellis/Cocozza) council voted to approve Addendum to Developers Agreement, (Goldberg) voted Nay.

MOTION Upon motion (Cocozza/Ellis) council voted to approve Public Improvement Security Agreement, (Goldberg) voted Nay.

MOTION Upon motion (Clarke/Agostinelli) council voted to approve Stormwater Controls & Best Management Practices Operations & Maintenance Agreement, (Goldberg) voted Nay.

31 SMITHBRIDGE EXTENSION LETTER Solicitor Peter Rohana requested council to approve a 3-month extension from October 15, 2019 to January 14, 2020.

MOTION Upon motion (Clarke/Cocozza) approved an extension for 31 Smithbridge.

RESOLUTION #10-19A Solicitor Gerald Montella presents Resolution #10-19A:

- Secretary receives all Accounts Payable invoices by end of day, on Wednesday's prior to regular council meetings, to be approved
- Minutes for meetings are to be drafted by end of day, on Wednesday's prior to regular council meeting
- Borough Treasurer report to be finalized at end of day, on Friday's prior to regular council meeting

MOTION Upon motion (Cocozza/Agostinelli) council voted to approve Resolution #10-19A

RESOLUTION #10-19-B Solicitor Gerald Montella presents Resolution #10-19B:

- Meeting minutes will record substance of each public meeting including: date, time, place, members present, official action taken, record of vote, citizens

who appeared officially and subject of matter at hand, tape recordings and approved minutes will be posted in timely manner

- Council adopts the Roberts Rules of Order (newly revised, 11<sup>th</sup> edition, RONR (11<sup>th</sup> ed. P.468-476) for Council Meeting Minutes and the Guidelines for Meeting Minutes in Local Government as recommended by Jurassic Parliament
- Rules may be revised from time to time by motion of council

MOTION Upon motion (Cocozza/Goldberg) approved Resolution #10-19B

Solicitor Gerald Montella, requests, to ratify and/approve, to prepare and publish 2019/2020 Winter Services Agreement, sent public notice to Daily Times, will run for 4 weeks, Due November 4<sup>th</sup>, 2019.

MOTION Upon motion council (Block/Goldberg) voted to ratify and approve 2019-2020 Winter Services Agreement

ENGINEER'S REPORT Mr. Houtmann presents Sewer Mapping Proposal from Catania Engineering Associates, Inc. to cost \$4,000.00

MOTION Upon motion (Clarke/Cocozza) approve estimate for Catania Engineering Associates, Inc. for \$4,000.00, council agreed to Proposal and, also added a \$4,000.00 cap, cost to come from unallocated funds.

Mr. Houtmann addressed the painting/stripping of advanced warning/speed humps on Walnut Hill Blvd. Guidemark won bid at \$3,500.00, adding in the curve at Stoney Bank Road cost not to exceed \$4,000.00.

MOTION Upon motion (Clarke/Cocozza) approved line painting with inclusion not to exceed \$4,000.00.

MAYOR'S REPORT Stacey Smith, Mayor reported:  
Update and Successful completion of Movie Night

SCHOOL DISTRICT/  
EDU/TRAIN/LIBRARY No report  
No report

FINANCE/INSURANCE Vice President Cocozza requests:

2019-2020 Budget Items, 2<sup>nd</sup> request by Friday  
Suggests the need to discuss lowering Tax Levy rate at  
Work Session meeting.

Councilman Block announced that the fire company's 4<sup>th</sup>  
Qtr. Meeting is approaching date to be determined.

NOMINATING/VACANCY	No report
COMMUNICATIONS	Councilwoman Ellis reports, News Letter will be published within the week and this is the first Borough News Letter that includes, the Fire Company.
HIGHWAYS/ TRANSPORTATION	Councilman Goldberg, proposes, 3 breakaway posts, \$225/\$250 each, installed by Charles A. Higgins & Sons at Valley Brook Rd and/or Llewellyn. Upon discussion Council decided to move proposal to Work Session Meeting on October 28, 2019.  Councilman Goldberg expresses issues at old Ennis station, Council advises to reach out to Mr. Jensen to contact Madison.
PLANNING/ZONING	President Baum, addresses Rose Hill & additional changes
HISTORICAL	No report
PUBLIC SAFETY/ ENVIRONMENT	No report
PUBLIC UTILITES TRASH/RECYCLE	Councilman Goldberg reports: Update and Successful Completion of Recycling Day Gave a Thank You to everyone who Volunteered
BOROUGH PROPERTY/ PARKS/OPEN SPACE	Councilwoman Agostinelli presents to council, Damaged railroad ties (8-10) to be removed and replaced with new railroad ties. Scott's Lawn Service for \$2,128.00.
MOTION	Upon motion (Ellis/Cocozza) approved \$2,128.00 to Scott's Lawn Service to remove and replace 8-10 railroad ties.
ENG/CONSTRC	Councilwoman Clarke reports: <ul style="list-style-type: none"><li>• 1 Miller Way issues resolved</li><li>• Brookfield turned in 4 permits, 1 new</li><li>• 4 houses to sell at LeNape</li></ul>



ORDINANCE/  
CODE REVIEW

No report

OLD BUSINESS

President Baum reports:

- New hire, Darlene Kurten to be Assistant Secretary, and Recording Secretary
- Megan Killian will remain as Open Records Officer

NEW BUSINESS

President Baum reports:

- Boroughs 75<sup>th</sup> Anniversary – September 2020
- Chairperson Mayor Smith
- Build an Events Committee
- Reach out to council and residents for volunteers

PUBLIC COMMENT

Laura Lim  
101 Valley Brook Road

Addressed property issues with speeding and curve, PENNDOT came out and did a survey to put guard rail in at the property, upon finalizing plans she will notify council when work will begin.

Larry Ward  
64 Bishops Dr.

Expressed concern about not receiving electronic documents in a timely manner for Fire Department. Council advised Mr. Ward to reach out to Richard Jensen.

ADJOURNMENT

Upon motion (Clarke/Cocozza) council unanimously voted to adjourn the meeting at 8:43 p.m.

Land Development Dates- S. B. Conrad/31 Smithbridge - Submitted Plans 12/18/18,  
Reviewed Planning Commission 10/25/18 Extension – January  
14, 2019

Respectfully Submitted,  
Darlene Kurten  
Recording Secretary