

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

December 2, 2019

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

Officials Present Gerald C. Montella, Esq., Solicitor

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.

Budget Hearing **Solicitor Montella Presented Consideration of Adoption:**
2020 General Fund Budget, 2020 Liquid Fuels Budget, 2020 Fire Protection Budget, 2020 Open Space Budget and the 2020 Proposed Tax Levy Resolution #12-19-A. Solicitor entered into record the Proof of Publication of 11/07/2019 Delco Times Published Budget Notice advising public could review proposed budget at the borough office Monday through Friday until 11/17/2019.

Public Hearing **Vice President Coccozza Presented Proposed 2020 Budget:**

<u>2020 General Fund Budget:</u>	
Total Revenue	\$1,001,197.44
Total Expenditures	\$ 959,811.88
Unallocated Funds	\$ 41,385.56
<u>2020 Open Space Acquisition Budget:</u>	
Total Revenue	\$ 663,600.00
Total Expenditures	\$ 662,450.00
Unallocated Funds	\$ 1,150.00
<u>2020 Fire Protection Budget:</u>	
Total Revenue	\$ 88,201.95
Total Expenditures	\$ 88,100.00
Unallocated Funds	\$ 101.95
<u>2020 Liquid Fuels Budget:</u>	

Total Revenue	\$ 111,728.15
Total Expenditures	\$ 85,000.00
Unallocated Funds	\$ 26,728.15

Solicitor Montella discussed proposed Resolution #12-19-A:

A resolution of the Borough of Chester Heights lowering the Tax rate for the year 2020. Solicitor advised Council and public Gov. Wolf signed new law, Act 51 of 2019 allows adoption of a resolution instead of an ordinance if tax rate remains or decreased from previous year, upon approval by Council and Mayor.

Public Comment

No Comment

Solicitor requested Council to adjourn hearing.
Hearing adjourned.

Resolution 12-19-A

Solicitor Montella presented Resolution #12-19-A:

Fixing the Tax Rate for the Year 2020:

1. Tax rate for general purposes, the sum of .45 mills for each dollar of assessed valuation, or the sum of \$0.045 on each one hundred dollars of assessed valuation.
2. Tax rate for Borough Fire Services tax, the sum of .40 mills for each dollar of assessed valuation, or the sum of \$0.040 on each one hundred dollars of assessed valuation.
3. Tax rate for transfers of real estate within Borough of Chester Heights, the sum of one-half of the one percent (.005%) of the gross consideration for the sale of real estate being transferred.
4. That any resolution, or part of resolution, conflicting with this resolution be and the same is hereby repealed insofar as the same effects this resolution.

MOTION

Upon motion, Council (Baum/Cocozza) approved Resolution #12-19-A was made publicly.

Finance/Insurance

Vice President Cocozza request Council to approve 2020 Budgets:

2020 General Fund Budget:

MOTION

Upon motion, Council (Baum/Block) approved the 2020 General Fund Budget.

2020 Liquid Fuels Budget:

MOTION

Upon motion, Council (Block/Baum) approved the 2020 Liquid Fuels Budget.

2020 Fire Protection Budget:

Upon motion, Council (Baum/Goldberg) approved the 2020 Fire Protection Budget.

2020 Open Space Acquisition Budget:

MOTION Upon motion, Council (Goldberg/Clarke) approved the 2020 Open Space Acquisition Budget.

Resolution #12-19-A

MOTION

Tax Levy Resolution #12-19-A:

Upon motion, Council (Ellis/Baum) approved the Tax Levy Resolution #12-19-A.

Public Comment

No Comment

Approval of Minutes

MOTION

Upon motion, Council (Cocozza/Ellis) council voted to approve the November 4, 2019 Regular Council Meeting Minutes.

MOTION

Upon motion, Council (Cocozza/Ellis) council voted to approve the November 25, 2019 Work Session Meeting Minutes.

Secretary/Treasurer Report

NOVEMBER 2019

Receipts, Fund Balances & Expenditures

Receipts

Real Estate Transfer Tax	\$ 10,062.29	Treasurer of Delaware County
LST Collections	\$ 16,230.51	Berkheimer
3rd Qtr Franchise Fee	\$ 8,512.11	Verizon
Court Fines	\$ 14.84	District Court
November Collections	\$ 85.61	Maryann D. Furlong, TC
U&O Re-Inspection	\$ 90.00	155 Kingswood Ct
U&O Inspection	\$ 90.00	155 Kingswood Ct
U&O Inspection	\$ 90.00	345 Danbury Ct
U&O Inspection	\$ 90.00	154 Bishops Dr
U&O Inspection	\$ 90.00	454 Arbour Way
Bldg/HVAC/Plmg/Elec Permits	\$ 11,538.40	Brookefield
Bldg Permit	\$ 275.00	14 Miller Way
Bldg/Pool Permit	\$ 840.00	12 Highland Dr
Elec Permit	\$ 65.00	155 Kingswood Ct
HVAC Permit	\$ 155.00	155 Kingswood Ct
Bldg/Roofing Permit	\$ 130.00	54 Ivy Ln
Bldg/Roofing Permit	\$ 130.00	80 Bishops Dr
Bldg Permit	\$ 250.00	101 Indian Springs Dr

Bldg/Roofing Permit	\$ 425.00	Madison
Bldg Permit	\$ 475.00	2 Miller Way
Septic Permit	\$ 1,331.56	156 Logtown Rd
Reimburse/Eng/Sol Review	\$ 175.00	31 Smithbridge
Reimburse/Eng/Sol Review	\$ 493.63	Wawa Annex 5
Reimburse/Eng/Sol Review	\$ 1,563.00	LeNape Valley
Reimburse/Eng/Sol Review	\$ 1,346.00	Brookefield
Reimburse/Eng/Sol Review	\$ 1,214.50	Arbour Square
Reimburse/Eng/Sol Review	\$ 9,904.55	240 Wawa Rd
Fire Hydrant Reimbursement	\$ 181.50	Madison Apartments
Fire Hydrant Reimbursement	\$ 399.30	Darlington Woods
TOTAL	\$ 66,247.80	

Fund Balances,

Certificates of Deposit Balance

CD, 12 Month, @ 1.25% 5/2020	\$ 45,321.62	Iron Workers Bank
EBond	\$ 15,000.00	Bryn Mawr Trust
Total Certificates of Deposit	\$ 60,321.62	

General Fund Balance

PLGIT GF 11/27/2019 @ 1.56%	\$ 919,330.89	Source PLGIT GENERAL FUND
PLGIT I-Class 11/27/2019 @ 1.71%	\$ 302,020.10	PLGIT GENERAL FUND
Money Manager 11/27/2019 @ 1.75%	\$ 9,519.99	Santander #4079
Road Improv Fund 11/27/2019 @ 1.75%	\$ 108,637.99	Santander #4060
Total Funds in General Fund	\$ 1,339,508.97	

PA Liquid Fuels Fund Balance

Checking Account 10/31/2019 @ 1.56%	\$ 69,106.56	PLGIT Acct #5116038
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Open Space Fund Balance

PLGIT/ I-Class 11/27/2019 @ 1.71%	\$ 19,637.91	PLGIT Acct #5116056
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Fire Protection Fund Balance

Fire Protect Fund Check 11/27/2019	\$ 4,825.59	BMT Acct #9579
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Expenditures

December Rent	\$ 1,500.00	Chester Heights Fire Company
Storage Rental	\$ 224.72	Chester Heights Self Storage
Park Lawn Maintenance #006	\$ 860.00	Scott's Lawn Servie
Park Lawn Maintenance #005	\$ 104.00	Scott's Lawn Servie
Remov/Install Railroad Ties	\$ 2,182.00	Scott's Lawn Servie
Office Clean	\$ 80.00	Brenda Martin Cleaning Services

Council Compensation	\$	223.05	Stacey Smith
Council Compensation	\$	223.05	Susan H. Clarke
Council Compensation	\$	223.05	Theresa Agostinelli
Council Compensation	\$	223.05	Jordan Goldberg
Council Compensation	\$	223.05	Ginamarie Ellis
Council Compensation	\$	223.05	Drew Baum
Council Compensation	\$	223.05	Philip Block
Mayor Compensation	\$	223.05	Steve Cocozza
Zoning Officer	\$	223.05	Richard Jensen
General Matters	\$	884.50	Gerald C Montella, Esq.
Reimburse/Arbour Square	\$	14.50	Gerald C Montella, Esq.
Reimburse/Rose Hill	\$	580.00	Gerald C Montella, Esq.
Reimburse/Wawa Annex 5	\$	58.00	Gerald C Montella, Esq.
Bldg Permit/Arbour Square	\$	6,620.70	Richard Jensen
4th Qtr Stipend	\$	165.05	Richard Jensen
Various Bldg Permits	\$	2,401.21	Richard Jensen
4th Qtr UCC Fee	\$	166.50	DCED
Reimburse/Old Quarry Knoll	\$	1,330.50	G D Houtman & Son, Inc
Reimburse/Roselli	\$	432.50	G D Houtman & Son, Inc
Reimburse/Rose Hill	\$	4,035.00	G D Houtman & Son, Inc
Reimburse/Brookefield	\$	1,346.00	G D Houtman & Son, Inc
Reimburse/Arbour Square	\$	997.00	G D Houtman & Son, Inc
Traffic Signal	\$	420.00	G D Houtman & Son, Inc
Fire Marshal Compensation	\$	713.76	Michael Ciocco
4th Qtr Stipend	\$	165.05	Michael Ciocco
Septic/240 Wawa Rd	\$	626.25	Catania Engineering Assoc
Septic/26 Ivy Mills	\$	62.62	Catania Engineering Assoc
Septic/54 Ivy Lane	\$	122.00	Catania Engineering Assoc
Septic/156 Logtown Road	\$	375.76	Catania Engineering Assoc
Septic/107 Indian Springs Dr	\$	31.31	Catania Engineering Assoc
Septic/3 Ivy Lane	\$	122.00	Catania Engineering Assoc
Storm Sewer/240 Wawa Rd	\$	6,856.91	Catania Engineering Assoc
Storm Shed/Wawa Annex 5	\$	1,111.52	Catania Engineering Assoc
Borough News	\$	100.00	PA Assoc of Boroughs
Legal Adv/Mtg Dates	\$	196.38	21st Century Media
Legal Adv/Bdg Hrg	\$	177.12	21st Century Media
Office Supplies	\$	75.26	Office Basics
Monthly Comp	\$	788.25	Larry Ward
Phone/Office/Fire Marshal	\$	120.94	Windstream
Open Records Officer	\$	66.91	Megan Killian
Admin Assist	\$	1,108.57	Darlene Kurten
PECO TL	\$	53.36	PECO
PECO SL	\$	588.66	PECO
Monthly Fee	\$	45.00	Constant Contact

Office Expense	\$	56.17	Adobe
Monthly Maintenance	\$	546.34	Brandywine Valley SPCA
941 Payroll	\$	2,727.34	EFTPS
Sec/Treas Compensation	\$	3,863.86	Susan Timmins
Dig Notifications	\$	22.93	PA One Call
Meter Usage	\$	90.79	Graffen
Copier/Scanner	\$	161.42	De Lage Landen
3 Hydrants@ \$42.25 per Hydrant	\$	127.25	Aqua Pennsylvania
47 Hydrants@ \$36.30 per Hydrant	\$	1,706.10	Chester Water Authority
Total Expenditures	\$	49,219.46	

PA Liquid Fuels Fund Expenditures

TL Install Delection/Vallybrk/Balt Pk			Charles A Higgins & Sons
Total Expenditures	\$	-	

Fire Protect Fund Expenditures

Borough Contribution	\$	4,725.59
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MOTION

Upon motion, Council (Block/Cocozza) council voted to accept the receipts and expenditures as submitted by the Secretary/Treasurer for November 2019.

Finance/Insurance

Vice President Cocozza presented an engagement letter from Leitzell & Economidis for the 2019 PA DCED annual audit:

1. Annual audit of the financial statements and completion of the PA DCED-CGLS-30 cash basis
2. Review of internal controls as a part of the audit of the financial statements.
3. A management letter with management and internal control comments.
4. Final adjusted trial balance with adjusting year-end journal entries.

MOTION

Upon motion, Council (Baum/Clarke) approved 2019 DCED Audit acceptance letter.

Correspondence

Councilwoman Ellis reported:

The Borough will now be notified by Nick Campanile, Building Inspector of Middletown Township when blasting is to occur at the old Franklin Mint site.

Received a letter on behalf of Governor Tom Wolf congratulating the Borough on award of Grant in the amount

of \$195,000.00 from the Community Partnership Program administered by the Department of Conservation and Natural Resources. Funding of these projects comes from Keystone Recreation Park & Conservation Funds and Environmental Stewardship Fund and Federal Funding sources. Awarded for recognition of outstanding recreation and conservation work. This is the second DCNR Grant received. Thanked support From Peter Williamson, Natural Lands and acknowledged support from Senator Tom Killion.

Madison is receiving bids to install a fence at the old Ennis property to prevent traffic parking, ingress/egress in the lot.

Anne Searl was appointed to the Heritage Commission of Delaware County for a term ending September 2020.

As part of the Borough’s due diligence process related to the proposed purchase of the Strine property, a PA Natural Diversity Inventory (PNDI) search was completed. A possible conflict was discovered - the Northern Red-bellied Cooter may be in the area. A habitat assessment/survey is recommended.

Inspectors Reports

Building Inspector
Planning/Zoning

Councilwoman Clarke reported:

Arbour/Summit project was completed, a conditional Certificate Of Occupancy was released. Issues outstanding none are related to life & safety. The major issues center around ANSI A 117.1 or ADA.

The release of the Certificate Of Occupancy for the Logtown Rd. new home.

Reported the Zoning Officer, requested sign ordinance be reviewed because wording is unclear. Solicitor Montella will draft proposed revisions with input from Zoning Officer.

Fire Marshal
Sewage Enforcement

Mr. Ciocco, Fire Marshal Typed Report for December:

- 1. November 5, 2019 incident report under Alarm #F19068098. Fire personnel performed admirably both extinguishing the fire and interacting with the homeowner.
- 2. Arbour Square-needs addition Knox box for fire and EMT personnel.

3. Sprinkler demonstration for Wawa maintenance personnel. Sam Innaucci headed seminar on “Fire Sprinklers” and effectiveness in the workplace.

Roadmaster/EMC

Mr. Ward reported on the following:

1. PA 1 calls cleared
2. Supplied MOR Construction with map of borough roads for winter service

Solicitor’s Report

Resolution #12-19-B

Solicitor Montella presented: Resolution #12-19-B:

Rose Hill Land Development updated plans for Resolution #12-19-B:

- 2 story homes instead of 3 story
- New route for Fire Lane
- Low pressure sewer system, with grinder pump at each residence
- Open space offered to Borough, decision would need to be made by January 17, 2020
- Questions by Council to developers related to traffic and sewer force main
- Developers will draw up a map for possible future sewer tie ins on Llewelyn Road, map may be submitted as an exhibit on resolution

MOTION

Upon motion, Council (Ellis/Cocozza) approved Resolution #12-19-B. Councilwoman Clarke voted Nay. Councilman Block abstained.

Engineer’s Report

Solicitor Montella reported on Arbour Square Escrow #3:

Requests Council to ratify Arbour Square Escrow #3 release in the amount of \$65,705.20.

MOTION

Upon motion, Council (Clarke/Block) to ratified Arbour Square Escrow #3 release in the amount of \$65,705.20.

Requests Council to ratify the award of the 2019-2020 Winter Services Agreement to MOR Construction and approve at the Rate of:

- \$120.00 per truck per hour
- \$120.00 per ton of salt

MOTION

Upon motion, Council (Goldberg/Clarke) ratified Winter Services Agreement to MOR Construction for 2019-2020.

Mayor's Report

Stacey Smith, Mayor reported:

1. Update Lunch with Santa at the Fire House will be December 7, 2019 12:30-2:30
2. Pathways donations: coats, boots, toys deadline December 18, 2019

Committee Reports

School District
EDU/Train/Library

Councilwoman Clarke reported the annual school board meeting is in the process of electing a new President and Vice President.

Finance/Insurance

Vice President Cocozza thanked Sue Timmins for time and effort with budget support, and thanked Ed Knittel from PSAB.

Fire Company/Finance

Councilman Block wanted to thank everyone for support and assistance it was greatly appreciated.

Nominating/Vacancy

Councilwoman Agostinelli, No Report

Communications/
Public Relations

Councilwoman Ellis reported about the St. Thomas Blue Ribbon Award Ceremony was a successful event and the kids had a lot of fun.

Highways/
Transportation

Councilman Goldberg, No Report

Historical

Mayor Smith, No Report

Public Safety/
Environment

President Baum reported that he will name a committee at the Reorganization Meeting related to policing in the community.

Public Utilities
Trash/Recycle

Councilman Goldberg, No Report

Borough Property/
Parks/Open Space

Councilwoman Agostinelli, No Report

ENG/Construction
Inspections

Councilwoman Clarke, No Report

Ordinance/
Code Review

Councilman Block, No report

Old Business

Councilwoman Ellis presented appreciation plaques to

Councilman Jordan Goldberg and Councilman Philip Block for their dedicated service to the Borough.

President Baum thanked Councilmen Block and Goldberg, acknowledged the great work each performed Councilman Goldberg for recycle day and Councilman Block for assisting volunteer fire company. Councilman Goldberg and Block both thanked Council, staff and public.

Councilman Block noted that Borough's website had an incorrect date for a council meeting.

New Business

President Baum announced the meeting on January 6, 2020 will be held at Village of Valleybrook at 7:00 p.m.

Public Comment

Larry Ward/
Roadmaster

Suggested an alternate contact for emergencies in case he cannot be reached.

Executive Session

President Baum announced in accordance with Act 84, the Sunshine Law that Council will meet in Executive Session to discuss matters regarding real estate. Council met in Executive Session at 8:06 p.m. and ended at 8:20 p.m.

No Action Was Taken During Executive Session

ADJOURNMENT

Upon motion, Council (Goldberg/Cocozza) unanimously voted to adjourn the meeting at 8:20 p.m.

Land Development Dates-

S. B. Conrad/31 Smithbridge - Submitted Plans 12/18/18, Reviewed Planning Commission 10/25/10 Extension – January 14, 2020

Respectfully Submitted,
Darlene Kurten
Recording Secretary