

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

Darlington Woods Clubhouse

400 Ashley Court

Chester Heights, PA. 19017

**April 3, 2017**

**MEMBERS PRESENT**

Susan H. Clarke, President  
Jordan Goldberg, Vice President  
Anne C. Searl, Pro Tem  
Jeffrey D. Durst  
Philip Block, Ph.D.  
Marta K. Driscoll  
Joseph McIntosh, Esq.

**OFFICIALS PRESENT**

Carl Ewald, Esq., Solicitor  
Michael Ciocco, Fire Marshal  
Matt Houtman, P.E., Engineer

**CALL TO ORDER**

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

**ROLL CALL**

President Clarke announced that all council members, the engineer and the solicitor were present. The Mayor has an excused absence.

**APPROVAL OF MINUTES**

Upon motion (Block/Durst) council voted to approve the meeting minutes of the March 6, 2017 Regular Council Meeting and voted to approve the meeting minutes (Block/Durst) of the March 27, 2017 Work Session Meeting.

**PUBLIC TO ADDRESS**  
**COUNCIL**

**DON PETROSA, ESQ.**  
**ARBOUR SQUARE**

Don Petrosa, Esq., and John Tallman with the Arbour Square Land Development, reported that they are trying to work with the borough, Concord Sewer Department and Arbour Square Land Development to have sewer agreements acceptable to all parties. There was discussion regarding setting up escrow accounts. All parties will meet later in the week.

**MARYANN FURLONG**  
**10 BONNIE LANE**

Mrs. Furlong asked when the Hilltop is going to open and commented that there have been a lot of cars and new signs at the property.

**BUILDING INSPECTOR**

Councilman McIntosh read a written report from Mr. Jensen:  
- Wawa Corporate. Annex 5 is 95% complete with painting, tile, and there are various issues to be completed. They will be looking for a temporary CO sometime in the next 60 days.

- Brookfield has started framing on the third foundation and have started a fourth foundation with a few sold. A CO for Lot 77 was issued last week.
- Mr. Jensen met with the lead architect for the Westrum project, aka Arbor Square. A preliminary plan was received for review. Over the next four weeks they plan to have the structural and design plans completed. Mechanical plans, plumbing, electric and sprinkler designs are still pretty far off.  
The discussion centered on basic code issues. The developer has decided to construct the entire structure as noncombustible which is a win situation for the Borough. The demo permit has been issued for the existing structure and once they have title to the property the building will be removed.

FIRE MARSHAL

Mr. Ciocco reported a resident of Darlington Woods requested he inspect his electrical circuit breaker panels on March 10<sup>th</sup>, while having the heater serviced. The fire marshal explained that the panels are thirty years old. The building inspector suggested the resident contact Len Warren with United Electrical Inspections.

SEO

No report.

ZONING OFFICER

No report.

SECRETARY REPORT

No report.

TREASURER'S REPORT

Mrs. Timmins reported that the 2016 Annual Audit is completed and filed with the Department of Community and Economic Development. The auditors will be providing council with hard copy reports. The revenues are \$615,328.00, the expenses are \$587,206.00. The excess revenue over expenses are \$28,122.00

Description		Source
Real Estate Transfer Tax		Treasurer of Delaware County
LST Collections 1st Qtr	\$ 1,913.47	Berkheimer
LST Collections 1st Qtr	\$ 107.53	Berkheimer
LST Collections 1st Qtr	\$ 844.56	Berkheimer
LST Collections 1st Qtr	\$ 522.22	Berkheimer
Court Fines	\$ 200.00	District Court 32-2-38
Collections	\$ 15,656.93	Maryann Furlong, Tax Col
U&O Inspection	\$ 90.00	224 Windsor Ct
U&O Inspection	\$ 90.00	13 Stonehaven Cr
U&O Inspection	\$ 90.00	98 Briarcliff Ct
U&O Inspection	\$ 90.00	24 Bishop Dr
U&O Inspection	\$ 90.00	25 Bishop Dr
HVAC Permit	\$ 155.00	348 Danbury Ct

Elec/HVAC/Plmg Permit	\$ 6,760.00	Brookefield
Fire Sprinkler Permit	\$ 500.00	Wawa Annex 5
Fire Hydrant Reimbursement	\$ 435.60	Highland Reserve
Eng/Sol Reimburse	\$ 137.50	Highland Reserve
Eng/Sol Reimburse	\$ 169.14	Wawa Annex 5
Monthly Easement Fee	\$ 591.98	T-Mobile
Fire Hydrant Reimbursement	\$ 181.50	Madison Apartments
Fire Hydrant Reimbursement	\$ 399.30	Darlington Woods
TOTAL	\$ 29,024.73	

**Fund Balances,**

*Certificates of Deposit Balance*

CD, 12 Month, @ 0.90% 12/29/17	\$ 43,750.30	Iron Workers Bank
CD, 12 Month, @.0.50% 12/03/17	\$ 215,274.28	Wawa Credit Union
EBond	\$ 15,000.00	Bryn Mawr Trust
Total Certificates of Deposit	\$ 274,024.58	

**General Fund Balance**

Checking Acc 3/30/17 @ 0.043%	\$ 364,651.13	Source PLGIT GENERAL FUND
Checking Acc 3/30/17 @ 0.56%	\$ 7.54	PLGIT GENERAL FUND
Money Manager 1/30/17 @ 0.15%	\$ 10,784.48	Bryn Mawr Trust
Borough Road Improvement Fund	\$ 72,014.36	Bryn Mawr Trust
Total Funds in General Fund	\$ 447,457.51	

**PA Liquid Fuels Fund Balance**

Checking Account 3/30/17@ 0.043%	\$ 66,537.29	PLGIT Acct # 5116038
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**Fire Protection Fund**

Transfer from GF	\$ 28,000.00	BMT Acct #9579
Fire Fund Tax Collections	\$ 10,797.91	BMT Acct #9579
Total Fire Protection Fund	\$ 38,797.91	

**Land Dev Escrow Fund Balance**

Savings 3/30/17@ 0.043%	\$ 3,874.06	PLGIT Acct # 5116041
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**Expenditures**

Feb Rent	\$ 1,500.00	Chester Heights Fire Company
General Liability	\$ 5,572.00	Arthur J. Gallagher & Co
Storage Rental	\$ 168.54	Chester Heights Self Storage
2016 Annual Audit	\$ 7,000.00	Leitzel & Economidis, PC
Phone/Fax/Fire Marshal	\$ 146.82	Windstream
Wawa Annex 5	\$ 3,000.00	Richard Jensen
Bldg Permits	\$ 4,234.00	Richard Jensen
General Matters	\$ 875.00	Daly Law Firm
Arbour Square	\$ 1,675.00	Daly Law Firm
Highland Reserve	\$ 75.00	Daly Law Firm
301 Llewellyn Road	\$ 433.00	Peter J. Rohana, Esq.

Reimb Wawa Annex 5 #49354	\$ 421.76	Catania Eng Assoc., Inc.
Reimb Arbour Square #49356	\$ 56.38	Catania Eng Assoc., Inc.
Reimb CH Self Storage5 #49355	\$ 56.38	Catania Eng Assoc., Inc.
Electrical Plan Review/Wawa Corp	\$ 800.00	United Inspections
Annual Membership Renewal	\$ 135.00	International Construct Code
PASB Conference	\$ 260.00	PA Assoc. of Boroughs
Stray Dog Fee	\$ 105.00	Brandywine Vet Hospital
Monthly Comp	\$ 833.33	Larry Ward
Scotts Lawn Service	\$ 145.00	Scott's Lawn Service
Office Supplies	\$ 90.79	Office Basics
Reimb Highland Reserve	\$ 682.50	G.D. Houtman & Son, Inc.
MS4	\$ 1,567.50	G.D. Houtman & Son, Inc.
Reimb Brookefield	\$ 1,994.00	G.D. Houtman & Son, Inc.
Dig Notification/Red Roof	\$ 78.20	Charles A. Higgins & Sons, Inc.
Park Trash	\$ 56.34	Waste Management
Assistance	\$ 589.31	Valerie Hoxter
Fire Marshal Monthly Compensation	\$ 500.00	Michael Ciocco
Office Supplies	\$ 52.99	Adobe
1st Qrt PA Payroll	\$ 459.67	PA Dept of Rev
1st Qrt UCC Payroll	\$ 10.47	PAUC
941 Payroll	\$ 1,120.46	EFTPS
Postage	\$ 46.40	Chester Heights Post Office
Legal Adv	\$ 83.54	21st Century Media
Legal Adv	\$ 145.18	21st Century Media
Dig Notification	\$ 6.56	PA 1 Call
Sec/Treas Compensation	\$ 3,399.93	Susan Timmins
Copier/Fax/Scanner	\$ 140.13	Ricoh USA
Meter Usage	\$ 15.44	Ricoh USA
Employee Insurance	\$ 500.00	Keystone Health Plan
3 Hydrants@ \$42.25 per Hydrant	\$ 135.17	Aqua Pennsylvania
35 Hydrants@ \$36.30 per Hydrant	\$ 1,306.80	Chester Water Authority
Total Expenditures	\$ 40,473.59	

***PA Liquid Fuels Fund Expenditures***

PECO TL	\$ 17.43	PECO
PECO SL	\$ 559.58	PECO
Snow Removal Invc#21654	\$ 7,016.00	Dan Kelly's Landscaping, Inc.
Total Expenditures	\$ 7,593.01	

MOTION Upon motion (Driscoll/Goldberg) Council voted to accept the receipts as submitted by the Secretary/Treasurer for March 2017.

MOTION Upon motion (Driscoll/Goldberg) Council voted to accept the expenses as submitted by the Secretary/Treasurer for March 2017.

CORRESPONDENCE Councilwoman Searl reported on correspondence:

- The Delaware Valley Regional Planning Commission provided a booklet on effective use of tax incentives within Greater Philadelphia.

- The PSAB 106<sup>th</sup> Annual Conference and Exhibition will take place May 7-10.
- Concord Township will hold a public meeting on 4/19/17 on a Zoning Hearing Application for Snider Health at 207 Baltimore Pike requesting a special exception to permit commercial use for a medical marijuana dispensary.
- The borough received an invitation to the dedication of Founders' Grove and Ribbon-Cutting of the Harvey Run Trail on April 29<sup>th</sup> and a 50<sup>th</sup> Anniversary Gala at the Brandywine River Museum of Art on April 29<sup>th</sup>.

SOLICITOR REPORT	Solicitor Ewald reported on the following:
ZONING HEARING APPOINTMENT	President Clarke asked council to consider the resignation of Cynthia Mc Nicholas.
MOTION	Upon motion (McIntosh/Block) council voted to accept the resignation of Cynthia McNicholas from the Zoning Hearing Board.
ZONING HEARING APPOINTMENT	President Clarke asked council to consider the resignation of Peter Driscoll from the Zoning Hearing Board.
MOTION	Upon motion (McIntosh/Block) council voted to six to accept, one abstention (Driscoll) the resignation of Peter Driscoll from the Zoning Hearing Board.
APPOINTMENT	President Clarke asked council to consider the appointment of Cynthia McNicholas to the Zoning Hearing Board Seat vacated by Jay Townsend, term ending in 2017.
MOTION	Upon motion (McIntosh/Searl) council voted to appoint of Cynthia McNicholas to the Zoning Hearing Board Seat vacated by Jay Townsend, term ending in 2017.
APPOINTMENT	President Clarke asked council to consider the appointment of Peter Driscoll to the Zoning Hearing Board Seat vacated by Cynthia McNicholas, term ending in 2017.
MOTION	Upon motion (McIntosh/Searl) council voted to six to appoint, one abstention (Driscoll) Peter Driscoll to the Zoning Hearing Board Seat vacated by Cynthia McNicholas, term ending in 2017.
EXTENSION OF TIME	Solicitor Ewald presented council with an extension of time for the One Smithbridge LLC, land development plan for July 19, 2017.
MOTION	Upon motion (McIntosh/Goldberg) council voted six to approve, one not to approve (Driscoll) the extension of time for One Smithbridge LLC.

ENGINEER REPORT	Mr. Houtmann will be working on a borough map with a list of residents that can tie-in to public sewer. The solicitor will be reviewing the Southwest Sewer Authority agreement. Mr. Houtmann will be working a plan that will indicate the location of public water lines in the borough.
HIGHLAND RESERVE	Mr. Houtmann reported that the final inspection was completed and all matters have been completed and it is in order to return the Highland Reserve Maintenance Bond and the Highland Reserve Escrow Account.
MOTION	Upon motion (McIntosh/Searl) council voted to approve the release of the Highland Reserve Maintenance Bond and the Highland Reserve Escrow Account.
MS-4	Mr. Houtman will be working on a 5-Year Plan for MS-4 and public outreach for storm water management.
EMERGENCY MANAGEMENT COORDINATOR	Mr. Ward stated that he and the engineer are working with PennDOT to get the permits approved for the traffic lights on Baltimore Pike. Once they have approved permits they will ask Higgins for a proposal. Once the weather is better Higgins will work on replacing any damaged signage.
MAYOR'S REPORT	No report.
<u>COMMITTEE REPORTS</u>	
SCHOOL DISTRICT/ LIBRARY	No report.
BOROUGH PROPERTY	No report.
ENGINEER/CONSTRUCT INSPECTIONS	Mr. Houtmann reported they are monitoring the fill at the Beard Land Development.
FINANCE/INSURANCE	No report.
HIGHWAYS/ TRANSPORTATION	No report.
NOMINATING/VACANCY	No report.
COMMUNICATIONS/ PUBLIC RELATIONS	Councilwoman Searl reported on the following: The borough's Facebook page is up and running. She will contact sign companies for quotes for a borough sign. The bulletin boards are up the post office. She will review a document concerning social media policy and communication matrix and present to council for their comments.

ORDINANCE AND CODE REVIEW	Councilman McIntosh stated that he will be in discussion with the solicitor concerning a septic abandonment ordinance.
PUBLIC UTILITIES/ TRASH/RECYCLING	President Clarke asked council to approve September 16, 2017 as the Annual Recycling Day and suggested providing a bumper sticker or a coffee mug for the residents who participate.
MOTION	Upon motion (Block/Goldberg) council voted to approve September 16 <sup>th</sup> as the Recycling Day at the Community Park.
PUBLIC SAFETY/ ENVIRONMENT	Councilman Block reported that in there is an increase in medical calls in the borough, the fire company had a vehicle extrication drill for training. The Annual CRC Watershed stream clean up will take place on April 22 <sup>th</sup> .
PLANNING/ZONING	No report.
HISTORICAL	Councilwoman Searl has asked the borough solicitor to review Historic Property Ordinances.
<u>PUBLIC COMMENT</u>	No response.
<u>OLD BUSINESS</u> 2017 INITIATIVES	No report.
<u>NEW BUSINESS</u>	No report.
ADJOURNMENT	Upon motion (Driscoll/McIntosh) council unanimously voted to adjourn the meeting at 8:30p.m.

**Land Development Dates**

1. **STF Crier** – Submitted Plans 4/30/07, Reviewed Planning Commission 5/24/07 - Open Ended Extension
2. **S. B. Conrad/CH Market** - Submitted Plans 2/18/10, Reviewed Planning Commission 3/25/10 - **Extension 7/19/2017**

Respectfully submitted,  
Susan M. Timmins  
Secretary/Treasurer