

**Minutes of the Regular Council Meeting
Of the Borough of Chester Heights**
222 Llewellyn Road
Chester Heights, PA. 19017
July 10, 2017

- MEMBERS PRESENT Susan H. Clarke, President
Jordan Goldberg, Vice President
Anne C. Searl, Pro Tem
Mark Carroll, Mayor
Philip Block, Ph.D.
Marta Driscoll
Jeffrey D. Durst
Joseph McIntosh, Esq.
- OFFICIALS PRESENT Frank Daly, 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.
- APPROVAL OF MINUTES Upon motion (Durst/Goldberg) council voted to approve the meeting minutes of the June 5, 2017 Regular Council Meeting, the June 12, 2017 Special Public Meeting minutes (Searl/Durst) and the meeting minutes of the June 26, 2017 Work Session Meeting (Driscoll/Block).
- PUBLIC TO ADDRESS
COUNCIL
DON GARRAHAN Mr. Garrahan asked council if there was any update with the
240 LLEWELLYN ROAD Property Maintenance Ordinance concerning Bamboo.
President Clarke stated that it is on the agenda to authorize the solicitor advertise for a September 11, 2017 Public Hearing to consider the adoption of the amended ordinance.
- RESIDENT President Clarke informed council that a resident commented to her that council is making a lot of progress and appreciates that council keeps residents informed.
- LLEWELLYN ROAD President Clarke reported that a resident contacted her asking if a house on Llewellyn Road has been abandoned. Council will request the zoning officer to visit the site.

- BOROUGH ROADS** The borough received an email from a resident expressing safety concerns when pulling out at the intersection of Wawa Road and Valleybrook Road. Councilman Goldberg reported that he has been in contact with PennDOT concerning safety issues, traffic calming and road improvements for the state roads in the borough. He will request a meeting and will follow up on the road issues.
- SECRETARY REPORT** No report.
- TREASURER'S REPORT** Councilwoman Driscoll reviewed the Second Quarter Budget vs. Actual Reports for the General Fund, the Liquid Fuels Fund and the Fire Protection Fund.
- MOTION** Upon motion (Searl/Block) Council voted to accept the receipts as submitted by the Secretary/Treasurer for June 2017.
- MOTION** Upon motion (Durst/Driscoll) Council voted to accept the expenses as submitted by the Secretary/Treasurer for June 2017.

Description		Source
Real Estate Transfer Tax	\$28,550.49	Treasurer of Delaware County
Tax Remittance	\$290.02	Treasurer of Delaware County
State Police Fines	\$517.21	Treasurer of Pennsylvania
LST Collections 2nd Qtr	\$11,459.46	Berkheimer
Collections	\$1,709.04	Maryann Furlong, Tax Col
U&O Inspection	\$90.00	340 Danbury Ct
U&O Inspection	\$90.00	101 Feather Hill Ln
U&O Inspection	\$90.00	222 Windsor Ct
U&O Inspection	\$90.00	18 Bishop Dr
U&O Inspection	\$90.00	6300 Lydia Hollow Dr
Transfer	\$1,500.00	Beard Lot Line
SEO Permit	\$750.00	156 Logtown Rd
Bldg/Roofing Permit	\$130.00	257 Bishop Dr
Bldg/Electrical Permit	\$525.00	384 Lenni Rd
Electrical Permit	\$294.00	173 Summitt Ln
Plmg Permit	\$80.00	188 Bishop Dr
Eng/Sol Reimburse	\$2,964.50	Beard Twnhs
Eng/Sol Reimburse	\$802.00	Wawa Annex 5
Monthly Easement Fee	\$597.03	T-Mobile
Fire Hydrant Reimbursement		Madison Apartments
Fire Hydrant Reimbursement	\$399.30	Darlington Woods
TOTAL	\$51,018.05	

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	\$216,168.22	Wawa Credit Union
EBond	\$15,000.00	Bryn Mawr Trust
Total Certificates of Deposit	\$274,918.52	

General Fund Balance		Source
Checking Acc 6/30/17 @ 0.043%	\$431,783.80	PLGIT GENERAL FUND
Checking Acc 6/30/17 @ 0.56%	\$7.54	PLGIT GENERAL FUND
Money Manager 5/30/17 @ 0.15%	\$10,788.49	BMT Acct #2460
Borough Road Improvement Fund	\$108,029.25	BMT Acct #5260
Total Funds in General Fund	\$550,609.08	

PA Liquid Fuels Fund Balance		
Checking Account 6/30/17 @ 0.043%	\$57,448.09	PLGIT Acct #5116038

Fire Protection Fund		
Fire Protection Fund Check 6/3017	\$64,953.71	BMT Acct #9579
Fire Protection Fund Savings 6/3017	\$10,000.93	BMT Acct #3005
	\$74,954.64	

Land Dev Escrow Fund Balance		
Savings 6/30/17@ 0.043%	\$3,881.18	PLGIT Acct #5116041

Expenditures		
June Rent	\$1,500.00	Chester Heights Fire Company
Fire Safety Inspections	\$540.00	Chester Heights Fire Company
Storage Rental	\$180.20	Chester Heights Self Storage
Phone/Fax/Fire Marshal	\$144.46	Windstream
Replacement Keys	\$41.70	easykeys.com
Trademark Logo Legal	\$1,000.00	Mark Garzia
Codification Update	\$1,959.99	General Code
Wawa Annex 5	\$2,000.00	Richard Jensen
Bldg Permits	\$2,535.00	Richard Jensen
U&O Inspections	\$540.00	Richard Jensen
Reimbur Brookefield	\$1,047.00	G. D. Houtman & Son, Inc.
Reimbur Beard	\$885.00	G. D. Houtman & Son, Inc.
Reimbur Arbour Square	\$945.00	G. D. Houtman & Son, Inc.
Public Water/Sewer	\$1,863.00	G. D. Houtman & Son, Inc.
MS-4 Reporting	\$1,988.50	G. D. Houtman & Son, Inc.
General Matters	\$1,237.50	Daly Law Firm

Arbour Square	\$5,600.00	Daly Law Firm
Reimb Wawa Annex 5 #50279	\$1,021.25	Catania Eng Assoc., Inc.
General Matters Invc #50281	\$120.50	Catania Eng Assoc., Inc.
Reimb CH Self Storage #50280	\$120.50	Catania Eng Assoc., Inc.
Escrow Release	\$1,500.00	Beard Lot Line
Stray Dog Fee	\$550.50	Brandywine Vet Hospital
Monthly Comp	\$833.33	Larry Ward
Property Maintenance	\$433.00	Scott's Lawn Service
Property Maintenance	\$90.00	Scott's Lawn Service
Property Maintenance	\$145.00	Scott's Lawn Service
Property Maintenance	\$402.00	Scott's Lawn Service
Property Maintenance	\$135.00	Scott's Lawn Service
Office Supplies	\$36.55	Office Basics
Office Supplies	\$132.97	Office Basics
Office Supplies	\$179.98	Office Basics
Vallybrk/Smithbrg TL Repair	\$105.00	Charles A. Higgins & Sons, Inc.
Turn Off School Flasher	\$70.00	Charles A. Higgins & Sons, Inc.
Office Supplies	\$160.48	nametagcountry.com
PECO TL	\$67.92	PECO
PECO SL	\$518.71	PECO
Legal Adv	\$185.27	21st Century
Legal Adv/MS-4	\$61.15	21st Century
Legal Adv/Special Mtg	\$118.15	21st Century
Web Hosting	\$29.99	justhost.com
Park Trash	\$56.22	Waste Management
Assistance	\$565.55	Valerie Hoxter
Fire Marshal Monthly Compens	\$500.00	Michael Ciocco
Office Supplies	\$52.99	Adobe
Office Supplies	\$14.67	Walgreens
941 Payroll	\$3,953.48	EFTPS
2nd Qtr PA Payroll Tax	\$792.36	PA Dept of Rev
2nd Qtr UC Payroll Tax	\$19.07	PAUC
Dig Notification	\$32.25	PA 1 Call
Sec/Treas Compensation	\$3,399.94	Susan Timmins
Copier/Fax/Scanner	\$140.13	Ricoh USA
Meter Usage	\$10.50	Ricoh USA
Employee Insurance	\$500.00	Keystone Health Plan
3 Hydrants@ \$42.25 per Hydrant	\$118.33	Aqua Pennsylvania
35 Hydrants@ \$36.30 per Hydrant	\$1,306.80	Chester Water Authority
Total Expenditures	\$42,485.94	

***PA Liquid Fuels Fund
Expenditures***

Total Expenditures	\$-
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Fire Protect Fund Expenditures

3 rd Quarter Contribution	\$5,000.00	Chester Heights Fire Co
Fire Tax Quarterly	<u>\$19,400.00</u>	Chester Heights Fire Co
	\$24,400.00	

CORRESPONDENCE – Councilwoman Searl reported on the following correspondence:

- A Spring/Summer 2017 Magazine from Natural Lands Trust
- An Analytical Data Report for municipal statistics for Southeastern Pennsylvania from Delaware Valley Regional Planning Commission
- Correspondence from Pennsylvania Association of Boroughs for PA Municipal Legal Training that will be August 9th & 10th.
- The 2016 Annual Water Quality Report from Chester Water Authority

BUILDING INSPECTOR No report

FIRE MARSHAL Mr. Ciocco reported on the following:

- Ten fire related incidents in June
- Three ATF (Automatic Fire Alarms) at the Hollow at Fox Valley
- Two water flow alarms at Chester Heights Storage
- Transformer fire at 18 Mildred Lane
- Small brush fire at 49 Baltimore Pike

SEO No report

ZONING OFFICER No report

ROAD MASTER/ EMC Mr. Ward reported on the following:

- Mr. Ward reported he will install the radar sign once it is shipped.
- Mr. Ward reported that he sent around the Aston Incident Action Plan for review. Councilman Block suggested that council and the fire company meet to discuss a borough plan.

SOLICITOR REPORT Solicitor Daly reported on the following:
Solicitor Daly, the Mayor and council members discussed the various issues with the Draft Property Maintenance Ordinance:

- Landscaping
- Diseased or Dangerous Trees
- Refuse
- Running Bamboo
- Regulation of Existing Bamboo

Solicitor Daly will provide the Delaware County Planning Department and the Borough Planning Department a copy of the Draft Ordinance for their review and comments.

MOTION

Upon motion (Block/Searl) council authorized the Solicitor to advertise the Revised Property Maintenance Ordinance no less than 10 days before the Public Hearing and no more than 60 days before Public Hearing and to advertise the September 11, 2017 meeting date for the Public Hearing.

ONE SMITHBRIDGE, LLC Solicitor Daly presented council with an extension of time for the One Smithbridge LLC, Land Development Plan for October 17, 2017.

Council discussed the One Smithbridge, LLC Land Development Plan that was submitted in 2010. Council requested the engineer to write a letter to the developer that council has accepted the grant of extension of time for the past seven years and understands that sewage disposal had been the issue, but now that public sewers are available council sees no reason that the project should not move forward. This matter will be discussed at the September Work Session.

MOTION

Upon motion (Block/Durst) council voted to approve the extension of time for One Smithbridge LLC for October 17, 2017 and to authorize the engineer to write a letter to the developer giving him notice that council may not approve another extension.

SOUTHWEST MEETING

Solicitor Daly reported that there will be a meeting with Southwest Sewer Authority, the Solicitor, Engineer, Mayor and some Council Members plan to attend to discuss future sewer plans for the borough.

ENGINEER REPORT

Mr. Houtmann on the following:

- Mr. Houtmann met with Eric Leeson, Registered Landscape Architect, on June 20, 2017 to review the health and quality of the trees in the Borough Property which was obtained from the Brookfield Development. Overall the stand of trees are not in the best shape. Approximately 26 trees were identified to be removed. The reasons for the recommended tree removal are obvious dying or dead trees; trees with the upper portions previously sheared off; and trees that are growing significantly out-of-plumb; and trees of minimal worth/quality growing in close proximity to a more desirable tree. The trees recommended to be removed have been marked with an orange "X" at its base.
- Following are recommendations issued by Eric Leeson:
 - Suggested sequence of clearing work.

- Roundup - 2 applications, 2 weeks apart. All groundcover and brush. Avoid spraying on trees to be saved.
- Grub out all ground cover and brushy vegetation. Hand work only around trees to be saved.
- Tree removal and stump grind. Wood chips can be stockpiled and reused on site.
- Final round up application.
- Fine grade and topsoil as required. Not around or within dripline of preserved trees.
- Shade mix seed, fertilize and salt hay between 10 September and 15 October.

MOTION

Upon motion (Block/McIntosh) council voted to authorize the engineer to obtain three phone bids for the removal of the twenty-six trees in the DiSalvo Park and authorize the engineer to have the work completed and not to exceed \$15,000.00.

WALNUT HILL BLVD

Vice President Goldberg asked the engineer to clarify who is responsible for removal of three dead trees and a diseased evergreen on Walnut Hill Boulevard. There are multiple parties involved in the maintenance of Walnut Hill Boulevard. The engineer will confirm whose responsible for the tree removal.

MAYOR'S REPORT

Mayor Carroll asked council to appoint a contact person for the U. S. Census Bureau. Councilman Block will commit to become the new contact person for the U. S. Census Bureau. Mayor Carroll performed a wedding ceremony on April 21, 2017 at Hamanasset Bed & Breakfast.

COMMITTEE REPORTS

**SCHOOL DISTRICT/
LIBRARY**

Ms. Bernie reported that the School District did pass the budget with a 2.4% increase.

**BOROUGH PROPERTY
ENGINEER/CONSTRUCT
INSPECTIONS**

Councilman Block reported that the engineer will provide an initial drawing for the DiSalvo Park.

FINANCE/INSURANCE

No report.

**HIGHWAYS/
TRANSPORTATION**

Vice President Goldberg will forward council the letter he wrote to PennDOT.

NOMINATING/VACANCY

No report.

**COMMUNICATIONS/
PUBLIC RELATIONS**

Council discussed issues concerning the Visitor's Policy and security for the borough office.

Mr. Ward will contact Delco Alarm to provide a proposal for the borough office.

**PUBLIC UTILITIES/
TRASH/RECYCLING**

President Clarke contacted a vendor to provide t-shirts for the volunteers for Recycling Day.

**PUBLIC SAFETY/
ENVIRONMENT**

Councilman Block reported that Trooper Greene provided a quarterly state police report that he will forward to everyone. The fire company reported there were 29 calls in June.

PLANNING/ZONING

Mayor Carroll reported that the Planning Commission is expecting the Beard Land Development at the July meeting.

HISTORICAL

No report.

PUBLIC COMMENT

Mr. Ward reported that the Village of Valleybrook are having meetings with Southwest Sewer. The Village of Valleybrook sewer treatment plan will come up for review in 2020 and they are concerned that they may not meet the DEP requirements.

OLD BUSINESS

No report.

NEW BUSINESS

President Clarke reported on the revised Travel Expense Policy that was discussed at the last Work Session.

MOTION

Upon motion (Searl/Driscoll) council voted to six to approve, one not to approve (Goldberg) the Travel Expense Policy.

MOTION

Upon motion (Searl/ Block) voted to cancel the July Work Session.

ADJOURNMENT

Upon motion (Driscoll/Searl) council unanimously voted to adjourn the meeting at 9:17 p.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