

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

Darlington Woods
400 Ashley Court
Chester Heights, PA

June 6, 2016

- MEMBERS PRESENT** Frederick L. Wood, President
Patrick L. Patterson, Vice President
Anne C. Searl, Pro Tem
Philip Block, Ph.D.
Susan H. Clarke
Jordan E. Goldberg
Joseph McIntosh, Esq.
- OFFICIALS PRESENT** Gerald C. Montella, Esq., Solicitor
Michael Ciocco, Fire Marshal
Matt Houtmann, P.E., Borough Engineer
Richard Jensen, Bldg. Inspector/Zoning Officer
- CALL TO ORDER** President Wood called the public meeting to order at 7:00 p.m. and led those in attendance in a moment of silence and the reciting of the Pledge of Allegiance. President Wood thanked Darlington Woods Association for letting council use their meeting room.
- APPROVAL OF MINUTES** Upon motion (Searl/Patterson) Council voted to approve the meeting minutes of the May 2, 2016 Regular Council Meeting and May 23, 2016 Work Session.
- PUBLIC TO ADDRESS**
COUNCIL No response from the public.
- BUILDING INSPECTOR** Mr. Jensen said that he is working on inspections for Wawa Annex 5, the Wawa Store Renovations and the Brookefield Townhouses.
- FIRE MARSHAL** Mr. Ciocco reported that there were five routine fire incidents in May.
- SEO** Mrs. Timmins reported that Mr. Ciocco received a permit for a SEO testing for a resident on Baltimore Pike that will be adding an addition to their house.
- ZONING OFFICER** Solicitor Montella reported that he had a discussion with the legal counsel for Frank Parrenti concerning zoning issues for the Ennis property.
- SECRETARY/TREASURER** Mrs. Timmins reported that the 2015 Annual Audit and Financial Report was conducted.

TREASURER'S REPORT Upon motion (Clarke/Patterson) Council voted to approve the fund balances and receipts, as submitted by the Secretary/Treasurer for May 2016.

MOTION Upon motion (Clarke/Goldberg) Council voted to approve payment of the bills as submitted by the Secretary/Treasurer for May 2016.

Description		Source
Receipts		
Real Estate Transfer Tax	\$ 14,096.32	Treasurer of Delaware County
April_2015	\$ 4,709.15	Maryann Furlong, Tax Col
Court Fines	\$ 237.17	District Court 32-2-38
1st Qrt Franchise Fee	\$ 8,803.81	Verizon
LST Collections 1st Qtr	\$ 4,156.74	Berkheimer
April Remit	\$ 295.33	Treasurer of Delaware County
U&O Inspection	\$ 90.00	20 Ashely CT
U&O Inspection	\$ 90.00	258 Bishop Dr
U&O Inspection	\$ 90.00	221 Windsor Ct
U&O Inspection	\$ 90.00	154 Bishop Dr
U&O Inspection	\$ 90.00	106 Bishop Dr
U&O Inspection	\$ 90.00	189 Bishop Dr
U&O Inspection	\$ 90.00	13 Rolling Heights
U&O Inspection	\$ 90.00	138 Deerfield Ct
U&O Inspection	\$ 90.00	152 Kingswood Ct
U&O Inspection	\$ 90.00	133 Bishop Dr
Electrical Permit	\$ 90.00	13 Rolling Heights
Septic Permit	\$ 175.00	24 Highland Dr
HVAC Permit	\$ 155.00	26 Ashley Ct
HVAC Permit	\$ 150.00	476 Valleybrook Rd
Elec/Plmg/HVAC Permits	\$ 845.00	Brookefield Lot #1
Elec/Plmg/HVAC Permits	\$ 845.00	Brookefield Lot #2
Elec/Plmg/HVAC Permits	\$ 845.00	Brookefield Lot #3
Bldg/Fireplace Permit	\$ 150.00	67 Bayberry Ct
Bldg/Roofing Permit	\$ 130.00	3 Thistle Ln
Bldg/Roofing Permit	\$ 130.00	245 Bishop Dr
Monthly Easement Fee	\$ 579.64	T-Mobile
Eng/Solicitor Reimbursement	\$ 8,835.50	Brookefield
Fire Hydrant Reimbursement		Highland Reserve
Fire Hydrant Reimbursement	\$ 181.50	Madison Apartments
Fire Hydrant Reimbursement	\$ 399.30	Darlington Woods
TOTAL	\$ 46,709.46	
Fund Balances,		
<i>Certificates of Deposit Balance</i>		
CD, 12 Month, @ 0.90% Matures 12/29/16	\$ 43,467.68	Iron Workers Bank
CD, 12 Month, @.0.50% Matures 12/03/16	\$ 214,384.07	Wawa Credit Union

EBond	\$ 15,000.00	Bryn Mawr Trust
Total Certificates of Deposit	\$ 272,851.75	

General Fund Balance

Checking Acc 5/30/16 @ 0.02%	\$ 452,057.94	Source PLGIT GENERAL FUND
Checking Acc 5/30/16 @ 0.02%	\$ 7.54	PLGIT GENERAL FUND
Money Manager 3/30/16 @ 0.15%	\$ 10,973.95	Bryn Mawr Trust
Borough Road Improvement Fund	\$ 72,000.00	Bryn Mawr Trust
Total Funds in General Fund	\$ 535,039.43	

PA Liquid Fuels Fund Balance

Checking Account 5/30/16 @ 0.02%	\$ 53,739.89	PLGIT Acct # 5116038
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Land Dev Escrow Fund Balance

Savings 5/30/16 @ 0.02%	\$ 3,864.46	PLGIT Acct # 5116041
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Expenditures

Chester Heights Monthly	\$ 4,000.00	Chester Heights Fire Company
2nd Qtr LST Tax	\$ 11,000.00	Chester Heights Fire Company
Fire Safety Inspections	\$ 499.44	Chester Heights Fire Company
Storage Rental	\$ 159.00	Chester Heights Self Storage
Phone/Fax/Code Officials	\$ 145.58	Windstream
Wawa Annex 5/Invc #45846	\$ 134.88	Catania Engineering Assoc
SEO 24 Highland Dr	\$ 84.56	Catania Engineering Assoc
General Matters	\$ 112.75	Catania Engineering Assoc
Bldg Permits	\$ 2,425.00	Richard Jensen
Fire Safety Inspections	\$ 1,997.76	Richard Jensen
Wawa Annex 5	\$ 3,000.00	Richard Jensen
2nd Qtr Stipend	\$ 185.00	Richard Jensen
301 Llewelyn Road	\$ 284.00	Peter J. Rohana, Jr.
Reimbur/Arbour Square	\$ 125.00	Gerald. C. Montella
Reimbur/Beard	\$ 25.00	Gerald. C. Montella
Reimbur/Brookefield	\$ 75.00	Gerald. C. Montella
Reimbur/Chester Heights Market	\$ 12.50	Gerald. C. Montella
General Matters	\$ 3,500.00	Gerald. C. Montella
Reimbur/446 LeNape Valley	\$ 237.50	Gerald. C. Montella
Reimbur/301 Llewelyn Road	\$ 62.50	Gerald. C. Montella
Park Flag	\$ 30.35	USHR Flag Sales
Council Compensation	\$ 223.01	Anne C. Searl
Council Compensation	\$ 223.03	Susan H. Clarke
Council Compensation	\$ 223.01	Fredrick L. Wood
Council Compensation	\$ 223.03	Jordan Goldberg
Council Compensation	\$ 223.01	Patrick L. Patterson
Council Compensation	\$ 223.01	Joseph McIntosh, Esq.
Council Compensation	\$ 223.03	Philip Block
Mayor Compensation	\$ 223.01	Mark Carroll
Zoning Officer	\$ 223.01	Richard Jensen
Tax Collector Compensation	\$ 4,122.14	Maryann D. Furlong

Office Supplies	\$ 82.74	Office Basics
Property Maintenance	\$ 477.00	Scott's Lawn Service
Property Maintenance	\$ 90.00	Scott's Lawn Service
Property Maintenance	\$ 145.00	Scott's Lawn Service
Property Maintenance	\$ 595.00	Scott's Lawn Service
Postage	\$ 47.00	CH Post Office
Tax Collector PO Box	\$ 60.00	CH Post Office
Legal Adv	\$ 572.98	21st Media
Legal Adv/Road Bids	\$ 331.32	21st Media
Legal Adv	\$ 55.43	21st Media
Park Trash	\$ 48.60	Waste Management
Assistance	\$ 280.40	Anne Marie Mazzalla
Assistance	\$ 470.49	Valerie Hocker
Traffic Signal/Valbrk/Rt 1	\$ 362.00	Charles A. Higgins & Sons, Inc.
PA1Call	\$ 441.55	Charles A. Higgins & Sons, Inc.
Traffic Signal/Valbrk/Rt 1	\$ 68.00	Charles A. Higgins & Sons, Inc.
Fire Marshal Monthly Compensation	\$ 500.00	Michael Ciocco
2nd Qrt Stipend	\$ 185.00	Michael Ciocco
PECO SL	\$ 565.20	PECO
PECO TL	\$ 54.22	PECO
Office Supplies	\$ 52.99	Adobe
941 Payroll	\$ 1,107.72	EFTPS
Sec/Treas Compensation	\$ 3,231.77	Susan Timmins
Dig Notifications	\$ 33.71	PA 1 Call
Copier/Fax/Scanner	\$ 140.13	Ricoh USA
Meter Usage	\$ 16.62	Ricoh USA
Employee Insurance	\$ 450.00	Keystone Health Plan
3 Hydrants@ \$42.25 per Hydrant	\$ 99.66	Aqua Pennsylvania
35 Hydrants@ \$36.30 per Hydrant	\$ 1,176.12	Chester Water Authority
Total Expenditures	\$ 45,965.76	

PA Liquid Fuels Fund Expenditures
Total Expenditures

CORRESPONDENCE No report.

SOLICITOR REPORT Solicitor Montella reported on the following:

RESOLUTION #06-16-A
STRAY DOG
AGREEMENT

Solicitor Montella presented council with an agreement between Brandywine Vet Hospital and the Borough to allow for the care and control of stray dogs within the borough boundaries.

MOTION

Upon motion (McIntosh/Patterson) council voted to approve Resolution #06-16-A.

RESOLUTION #05-16-B
MOTION

Upon motion (Patterson/Block) council voted to ratify the approval of Resolution #05-16-B that was approved at the May Work Session. A resolution to execute an agreement between the Borough and Wawa

Corporate to sponsor a Community Recycling Day on June 23, 2016 at the Chester Heights Community Park.

- WALNUT HILL BLVD Solicitor Montella reported that he drafted a letter to the Highland Reserve HOA concerning maintenance of certain portions of the islands on Walnut Hill Boulevard. Mr. Houtman and Councilman Goldberg will work on an agenda for the next meeting for the maintenance of Walnut Hill Boulevard.
- 301 LLEWELYN ROAD Solicitor Montella requested council to consider authorizing the borough engineer to move forward with the demolition of the house and garage at 301 Llewelyn Road. Mr. Houtman reported that he had a contractor visit the site and the contractor estimated that the cost for demolition of the house and garage would be twenty thousand dollars (\$20,000.00).
- Motion (Clarke/McIntosh) to authorize the borough engineer to move forward with the process for demolition of the house and garage at 301 Llewelyn Road.
- ENGINEER REPORT Mr. Houtman reported on the following:
- BEARD LOT LINE Mr. Houtman reported that the Beard Lot Line Application Plan was approved by Chester Heights Borough Council at the 2015 December Regular Council Meeting and approved by Thornbury Township Supervisors at the May Meeting and requires a signature from council.
- BEARD PROPERTY FILL Mr. Houtman reported that he sent an email to the contractor for the Beard land development plan that any fill imported to the site requires a clean soil certification and that he needs to know where the soil is coming from and he will not allow soil to be indiscriminately deposited at the site for fear that the soils may have come from a contaminated site. The fill is planned to be deposited in the open area within the inside of the 'U-shaped' road planned for the site. Mr. Houtman will draft a letter to the property owner concerning any fill imported to the site and will circulate to the solicitor and councilmembers for review and comment. Councilman Goldberg suggested council look into an ordinance that would provide more controls on imported fill.
- ROAD PROGRAM UPDATE Mr. Houtman informed council that he is waiting for the road contractor to sign and post performance bonds for the road program and hopes to schedule the work to start within the next month.
- BROOKEFIELD Mr. Houtman reported that he will meet with Mr. Wood to review the storm water runoff from the Brookefield Town House Land Development.
- MAYOR'S REPORT No report.

COMMITTEE REPORTS

BOROUGH PROPERTY/ No report.

ENGINEER/CONSTRUCT No report.
INSPECTIONS

FINANCE/INSURANCE No report.

HIGHWAYS/
TRANSPORTATION Vice President Patterson reported that he had spoken with the general contractor for Brookefield concerning the stakes at the edge of the rite of way along Valleybrook Road are for the water infrastructure. The contractor reported any disturbed lawn area will be restored. The contractor is waiting for PECO to identify a gas main in the area. Concerning the sewer installation for Smithbridge the contractors are waiting for a design from PECO. Councilwoman Clarke reported that she received multiple emails from Rolling Heights residents that they did not receive any communication from the Brookefield developer concerning the sewer work and the entrance to the Rolling Heights development has been blocked for two weeks.

NOMINATING/VACANCY Vice President Patterson read a resignation letter from President Fred Wood that would be effective July 1, 2016. Council members expressed their appreciation of President Wood's years of service and that his retirement will leave a large void for council.

MOTION Upon motion (McIntosh/Searl) to accept the resignation letter from President Fred Wood.

PUBLIC RELATIONS/
COMMUNICATIONS Councilwoman Searl reported that there was no meeting in May.

ORDINANCE AND
CODE REVIEW No report.

PUBLIC UTILITIES/
TRASH/RECYCLING Councilwoman Clarke reported that postcards will be mailed to all borough residents concerning the Wawa Recycling event. Councilwoman Clarke reported that Sue Cordes, with the Delaware County Solid Waste Authority, attended the last committee meeting and provided suggestions for borough recycling.

PUBLIC SAFETY/
ENVIRONMENT Councilman Block reported that with the resignation of President Wood there will be a vacancy for the fire company/public safety committee. President Wood stated that he would be happy to continue his support with the fire company/public safety committee as a borough resident.

SCHOOL DISTRICT/
TRAINING/LIBRARY Councilman Block reported that he would like to thank the Garnet Valley School District for the Annual Liaison Dinner. Mayor Carroll,

Councilwoman Clarke and he attended the event and greatly enjoyed the time spent there. Ms. Bernie announced that the Garnet Valley School graduation is Sunday, June 12th.

Mr. Chestnut informed council they are looking for a new library director.

Mr. Chestnut informed council that it was determined that the county will be paying the library for the state funding for Chester Heights portion for the last thirty-five years.

PLANNING/ZONING

No report.

HISTORICAL

Mrs. Timmins reported at the Memorial Day Ceremony there was a display table with information concerning historic grants for municipal surveys.

PUBLIC COMMENT

LARRY WARD
64 BISHOP DRIVE

Mr. Ward thanked President Wood for all his service to the borough. Mr. Ward informed council that there are many damaged traffic signs.

NEW BUSINESS

LARRY WARD
64 BISHOP DR

Mr. Ward stated that the fire company would like to have a discussion with council concerning fire company funding at one of the summer work sessions.

OLD BUSINESS

No report.

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 7/25/2016**

ADJOURNMENT

Upon motion (McIntosh) Council voted to adjourn the meeting at 7:45 p.m.

Respectfully submitted,
Susan M. Timmins
Secretary/Treasurer