



**BOROUGH OF CHESTER HEIGHTS**

**53 W Baltimore Pike 2<sup>nd</sup> floor**

**P. O. Box 658**

**Chester Heights, PA 19017**

**General Meeting Agenda**

**January 20, 2026**

**Executive Session: In accordance with Act 84, the Sunshine Law, that Council will meet in Executive Session discussing matters of litigation starting at 6:15pm.**

- 1. Consider Motion – to appoint a Member of Council to fill the seat vacated by the election of Jeanne Montgomery to Mayor.**
- 2. Oath of Office administered by Mayor Jeanne Montgomery**
- 3. Call to Order | Pledge of Allegiance**
- 4. Roll Call**
- 5. Public Comment**
- 6. Solicitor’s Report**
  - a. Consider Motion – To accept Maintenance Bond – Old Quarry Knoll | Octoraro Terrace**
  - b. Project Updates**
- 7. Engineer’s Report**
  - a. 9 Ivy Lane**
  - b. Logtown Road Sewer**
  - c. Advertise Bids for Smithbridge Sewer**
  - d. Powell Property Update**
  - e. Project Updates**
- 8. Old Business**
  - a. PSP Report – Mayor**
  - b. Comprehensive Plan Task Force Update and Next Steps (Young)**
  - c. Resolution #2026.01.A Appointment to Vacancy on the Zoning Hearing Board**
  - d. Update on Chester Heights Mail Situation (Driscoll)**
  - e. Update on Lenni Quiet Zone Funding (Driscoll)**
  - f. Borough Logo Presentation (Driscoll) and Council Discussion**
- 9. New Business**
  - a. Consider Motion – To appoint Sue Timmins Treasurer as Bank administrator for Citadel.**
  - b. Consider Motion – To appoint check signers: Timothy Hudak, Sue Timmins, Darlene Kurten for Citadel, WSFS and PLGT**
  - c. Consider Motion – To purchase Borough Magnets \$225**
- 10. Public Comment**
- 11. Adjournment**



## Policy #2026.1.A

### Borough of Chester Heights Public Comment Policy

## I. Background and Authority

The Pennsylvania Sunshine Act (65 Pa. C.S. §701 et seq.) requires that Borough Council provide a reasonable opportunity at each advertised regular and special meetings for residents of the Borough or Borough taxpayers to comment on matters of concern, official action, or deliberation which are or may be before Council prior to the taking of official action.

To ensure compliance with the Act, promote orderly meetings, and provide clear guidance to members of the public, the Borough of Chester Heights hereby adopts the following Public Comment Policy.

## II. Public Comment Periods

### 1. Required Public Comment Periods

Every advertised regular and special meeting of Borough Council shall include at least two designated Public Comment periods:

- One near the beginning of the meeting, and
- One near the conclusion of the meeting.

### 2. Sign-In Requirement

Any individual wishing to provide public comment must sign in at the beginning of the meeting using the sign-in sheet provided. The sign-in sheet shall include the speaker's name, address, and agenda item (if applicable).

### 3. Eligibility to Speak

- Public comment during required Public Comment periods shall be limited to **Borough residents and Borough taxpayers.**
- At the discretion of Council, additional comments from non-residents may be permitted at the conclusion of the meeting.

## III. Comment on Agenda Items

1. Members of the public wishing to comment on an agenda item shall indicate the agenda item when signing in.
2. **End-of-Meeting Comment**
  - The final Public Comment period shall be **reserved primarily for matters not listed on the meeting agenda.**
  - Repetitive comments on agenda items previously addressed may be limited by the presiding officer.

## IV. Time Limits and Conduct

### 1. Time Allotment



- Each speaker shall be limited to **three (3) minutes per Public Comment period**.
- Speakers may not transfer or delegate unused time to another individual.
- 2. **Group Comment**
  - If a group of residents or taxpayers wish to comment on the same issue, the group shall designate one individual to speak on its behalf.
- 3. **Purpose of Public Comment**
  - The Public Comment period is intended to receive public input, **not to engage in debate or dialogue** with Council members, Borough staff, or other attendees.
- 4. **Standards of Conduct**
  - Personal attacks, abusive language, profanity, or comments directed at individuals rather than issues shall not be permitted.
  - All comments must relate to matters of public concern or Borough business.

## V. Authority of the Presiding Officer

The presiding officer shall have full authority to:

- Enforce time limits,
- Maintain order and decorum,
- Determine the appropriate time for agenda-specific public comment, and
- Remove individuals who disrupt the meeting after warning.

## VI. Adoption and Effective Date

This Public Comment Policy shall take effect immediately upon adoption by Borough Council and shall remain in effect unless amended or repealed by Council action.



## Borough of Chester Heights

### Public Comment Guidelines

1. **Please sign in** if you wish to make a public comment.
2. **Agenda items:** Comments are taken **at the beginning of the meeting.**
3. **Non-agenda items:** Comments are taken **at the end of the meeting.**
4. **Time limit:** Each speaker has **3 minutes per public comment period.**
5. **Conduct:** No profanity, personal attacks, or disruptive behavior.
6. Public comment is for **input**, not debate or discussion with Council.

 *Please refer to the full Public Comment Policy for additional details.*