



BOROUGH OF CHESTER HEIGHTS

53 W Baltimore Pike 2nd floor

P. O. Box 658

Chester Heights, PA 19017

**Agenda Organization & Regular Council Meeting
January 2, 2024 – 7 pm**

Oaths of Office: Honorable Magisterial Judge Deborah A. Krull to administer the Oaths of Office to:

- Councilman Elect - Timothy Hudak
- Councilwoman Elect - Jeanne L. Montgomery
- Councilwoman Elect - Natalie Young
- Borough Secretary | Assistant Treasurer – Darlene Kurten
- Borough Treasurer | Borough Assistant Secretary – Sue Timmins

Organization Meeting Agenda

1. In the absence of the Mayor - select a member of council to preside of the Organization Meeting.
2. Call to Order
3. Pledge of Allegiance
4. Roll Call - Secretary
5. Nominations and Election of President
6. Nomination and Election of Vice President
7. Nomination and Election of Pro Tem
8. Appointments Borough Officials
 - a. Borough Secretary | Assistant Treasurer– Darlene Kurten
 - b. Borough Treasurer | Assistant Secretary – Sue Timmins
 - c. Open Records Officer – Darlene Kurten
 - d. Solicitor
 - e. Engineer
 - f. Sewer Enforcement Officer
 - g. Building Code Enforcement Officer | Building Inspector
 - h. Zoning Officer
 - i. Electrical Inspector
 - j. Fire Marshal
 - k. Fire Chief
 - l. Emergency Management Coordinator | Road Master
 - m. Animal Control Officer
9. Appointments Board & Commission
 - a. Vacancy Board
 - b. Planning Commission:
 - i. 2-year term (1)
 - ii. 4-year term (4)
 - c. Zoning Hearing Board – (2) 3-year term



- d. Agricultural Advisory Board - appointment to be delayed to the February Regular Council Meeting pending update and review of board duties and responsibilities of member volunteers.
10. New Business:
- i. Consider Resolution to obtain Bond for Tax Collector.
 - ii. Consider Motion to approve and appointment PLGIT, WSFS and Santander as authorized bank depositories accounts.
11. Adjournment



Regular Council Meeting Agenda

1. Roll Call
2. Public Comment - Please state your name and address for the record.
3. Approval of the Meeting Minutes – December 4, 2023
4. Approval of Cash Disbursements December 5, 2023 through January 2, 2024
5. Treasurer's Report
 - a. Check Signer Update.
 - b. Consider a Motion to Establish a separate bank account for LST.
6. Secretary's Report
 - a. Correspondence
7. Inspector's Reports
 - a. Building Inspector
 - b. Fire Marshal
 - c. EMC | Road Master
8. Solicitor's Report
9. Engineer's Report
10. Committees – Present new committee structure and committee chair assignments.
 - a. Finance and Administration
 - b. Community Engagement
 - c. Public Safety
 - d. Public Works & Infrastructure

Old Business:

11. Consider Motion to send the Historic Preservation ordinance to the Public Safety Committee for Review and update based on feedback provided by the Planning Commission.
12. Update on Delco Green Ways Plan Grant
13. Update on Sewer Grant Award
14. Consider Motion 2024.01.A Memorial Resolution for Mark Carroll
15. Consider Motion 8. Smithbridge Road Extension Letter – January 18, 2024 until March 18, 2024.
16. Consider Resolution 2024.01.B A Resolution Approving Preliminary|Final Land Development Application Plan for 8 Smithbridge Road.

New Business:

17. Consider a Motion to approve an increase of bond from \$100k to \$250K for the Treasurer & Secretary.
18. Consider a Motion to approve purchase of the Bond for Secretary & Treasurer subject to Solicitor approval of the bond form.
19. Consider a Motion to advertise for Part-Time Administrative Assistant Position with PSAB, Borough Website, social media, and through Constant Contact.
20. Consider a Motion to accept the resignation of Councilman Bob Adams effective January 15, 2024.



21. Consider a Motion to approve posting of open Borough Council position to Borough social media page, website, and constant contact by January 4, 2024 with a due date to receive letters of interest by January 11, 2024.
22. Consider a Motion to authorize solicitor to review Business Privilege Tax Ordinance for legality and enforceability and grant a written opinion – not to exceed 3 hours without prior approval.
23. Consider a Motion to send social media policy to Community Engagement Committee for Review and Update.
24. Consider a Motion to send job description and compensation for Sue Timmins for review and update to Finance and Administration Committee to be presented at the next work session.
25. Consider a Motion to send job description and compensation for Darlene Kurten for review and update to Finance and Administration Committee to be presented at the next work session.
26. Consider a Motion to establish a subcommittee to create a process for Fire Inspections Pursuant to Borough Code §97-22.
27. Consider a Motion to authorize Borough Secretary to work with the Finance and Administration Committee to prepare an RFP for accounting services to be reviewed for approval at the next work session.
28. Consider Motion to advertise updates to Borough Meeting Calendar & Holiday Calendar
29. Additional Period for Public Comment – Please state your name and address for the record.
30. ADJOURNMENT

Upcoming Meeting Schedule

Committee Meetings: January 9th, 2024 – 6:30pm.

Work Session: January 22nd, 2024 – 7:00pm.

Planning Commission: January 25, 2024 – 7:00pm.

Regular Council Meeting: February 5, 2024.

Land Development Dates:

Land Development Dates: 8 Smithbridge, Plans submitted - October 3, 2022, Planning Commission Review - October 27, 2022, Extended on January 23, 2023, until April 23, 2023, extended until October 20, 2023, **EXTENSION Until January 18, 2024.**