



BOROUGH OF CHESTER HEIGHTS

53 W Baltimore Pike 2nd floor
P. O. Box 658
Chester Heights, PA 19017
Work Session Meeting Minutes
April 15, 2024, at 7:00 pm

Call to Order President Driscoll called the meeting to order at 7:00 PM and led all those in attendance in the reciting the Pledge of Allegiance.

Roll Call Marta Driscoll, President
Jeanne Montgomery, Pro Tem
Drew J. Baum, Councilmember
Timothy Hudak, Councilmember
Anne Searl, Councilmember
Ginamarie Ellis, Mayor

Officials Present Kyle Miller, Esq., Solicitor
Michael Kissinger, PE, Engineer

Introduction: Christiana Barbour – New Administrative Assistant

Public Comment: No Report

LSA Grant – Powell Property Review – Robyn Jeney – Commitment Letter

The DCED LSA Grant Borough funding Commitment Letter in the amount of \$21,750.00.

MOTION Upon Motion, Council (Baum | Hudak) voted and approved the DCED LSA Grant Borough funding Commitment Letter in the amount of \$21,750.00.

479 Valleybrook Road – Presentation – Timothy Sullivan

The property at 479 Valleybrook Road is just over 3 acres with the back half of the property wooded. The single-family residence will have to be demoed due to deterioration. Picture presented of what the new building would look like. Site is for a prayer meeting location for twice a week only. There is a 52 person maximum based on providing 13 parking spaces. The septic system was inspected by Eldrige and is functioning. Note requested on recorded documents: Future parking when and if necessary, grading permits, and to meet stormwater ordinance requirements.



Solicitor's Report:

36 Baltimore Pike – Tax Assessment Appeal – Review with Solicitor Miller.

This will be presented at the May 6, 2024, Regular Council meeting to Consider a Motion.

Review Ordinance – Fire Code – Adopting the IFC 2018

This proposed update replaced the 2003 International Fire Cod with the 2018 edition. It also increases the inspection frequency to annual and incorporates relevant segments on the NFPA standards, reference 2018. Council discussed pro's and con's.

“Conflict of Interest” Clarification

Solicitor Baumler is preparing – what constitutes as a conflict of interest – and this will be presented at the May 6th Regular Council Meeting.

Engineer's Report: 479 Valleybrook Road, 8 Smithbridge Road, and the Stoney Bank property along with talking to former S.E.O. about the Small Sewer Grant and routine matters.

Old Business:

Barbacane Thornton & Company – Engagement Letters

The Borough's DCED Audit amount of \$10,200.00 and the Tax Collector's Audit amount \$4,800.00.

MOTION

Upon Motion, Council (Hudak | Montgomery) voted and approved the Engagement Letters for Barbacane Thornton & Company, the Borough's DCED Audit in the amount of \$10,200.00 and the Tax Collector's Audit in the amount of \$4,800.00.

(Votes: Hudak | Montgomery | Driscoll | Searl voted Aye – Baum voted Nay)

Employee Manual – Councilmember Searl reviewed the updates that were presented to Council and with a few more updates the manual will be presented to Council for Consideration on May 6th at the Regular Council Meeting.

First Bank CD – Maturity

First Bank | NJ 12-month CD 4.28%

Iron Workers 11-month CD 5.25%

Citadel 12-month CD 4.85%



MOTION

Upon Motion, Council (Searl | Hudak) voted and approved to move the First Bank | NJ Matured CD to Ironworks 11-Month CD with an interest rate of 5.25%.

Fire Inspectors – Request to Hire Additional Inspectors

Fire Marshal Iannucci would like Council to consider an additional two new employee hires for additional fire inspectors at the May 6th Regular Council Meeting.

Financial Responsibility

Councilmember Baum discussed the financial split of Fire Inspection fees and compared how other municipalities handle their distribution of fees.

Walking Trail Update

Engineer Houtmann is still trying to work with the contractor on this project to resolve all the wash-out issues and to come up with a solution.

New Business:

Appointment of Historical Preservation Ordinance Subcommittee

Chair Timothy Hudak will be putting together a Historical Preservation Committee the members will be presented at the May 6th Regular Council Meeting.

Updated Job Descriptions of Borough Secretary and Treasurer

The administration committee is working on putting together a new list of job duties and will be presented at the next Council meeting on May 6th.

Additional Period for Public Comment: No Report

ADJOURNMENT: Upon Motion, Council (Hudak | Searl) voted unanimously to adjourn the Work Session Meeting at 7:53 PM.

Land Development Dates:

479.Valleybrook Road: Plans Received 01.02.2024, Plans reviewed 01.25.2024, Revised Plans received 02.08.2024, DCPC Ltr Received 02.20.2024, Extension Letter 06.01.2024, Revised Plans Received 03.11.2024.

Respectfully Submitted,
Darlene Kurten