



**BOROUGH OF CHESTER HEIGHTS**

53 W Baltimore Pike 2<sup>nd</sup> Floor  
P. O. Box 658  
Chester Heights, PA 19017

**WORK SESSION MEETING MINUTES**

**April 17, 2023**

**Call to Order** President Baum called the public meeting to order at 7:06pm and led those in attendance in the reciting of the Pledge of Allegiance.

**Members Present** Drew Baum, President  
Laura Lim, Vice President  
Natalie Anderson, Pro Tem  
Susan Clarke, Councilmember  
Marta Driscoll, Councilmember  
Robert Sacks, Sr., Councilmember  
Ginamarie Ellis, Mayor

**Officials Present** Gerald C. Montella, Esq., Solicitor  
Matthew R. Houtmann, P.E., Engineer

Executive Session: In accordance with Act 84, the Sunshine Law, Council met in Executive Session from 6:16pm-6:44pm to discuss agency business which may violate confidentiality protected by law regarding Comprehensive Plan RFP (request for proposal) and met from 6:45pm-7:00pm to discuss Performance Review of Staff update.

**Public Comments**

Eileen Lehmann – address provided – Walnut Hill Utility board, regarding new establishment requiring a grease trap utilizing Walnut Hill Utility and DEP application and review.

**Comprehensive Planning Committee update on RFP and next steps**

Councilmember Clarke presented Comprehensive Planning Committee's request to obtain written proposals from professional consultants who are interested in assisting the Borough of Chester Heights in preparing an update to the Borough's Comprehensive Plan in accordance with the Pennsylvania Municipalities Planning Code. The update shall also align with the Delaware County Comprehensive Plan.

The Borough intends to hire a qualified professional or firm as discussed at previous Borough and Comprehensive Planning Committee Meetings. It will be legally advertised, emailed out to bidders, and placed on the website.

**MOTION** Upon Motion, Council (Baum, Driscoll/Sacks) voted and unanimously approved to approve the Request for Proposal for the Comprehensive Plan including the edits to deadline dates.

### **Resolution to amend Zoning Hearing Application Fee**

New fee schedule was approved in February and did not include the updated zoning hearing fees. The updated fees will be posted to the website once approved. Escrow fees will be discussed and updated at a later date. Resolution 04-23-C states a fee of \$900 shall accompany each application for a hearing before the Zoning Hearing Board. This resolution also references the Blight Act regarding delinquent tax payments, invoicing for recoverable expenses, and appearance fees for stenographer.

**MOTION** Upon Motion, Council (Baum, Sacks) voted and unanimously approved to approve Resolution 04-23-C Fee Schedule for Zoning Hearing Board Hearings.

**Historical Preservation Ordinance** review by Delaware County Planning Commission on April 20, 2023 at 4pm. The Borough Planning Commission meeting is April 27, 2023 at 7pm at the Borough office. Draft ordinance is on the Borough website. Letters were sent to owners of properties anticipated to be identified as historical resource by the historical commission. Comments received from the Planning Commissions will be reviewed and then a Public Hearing will be scheduled, tentatively May 22, 2023 Work Session meeting.

**Public meeting with SEPTA**, April 25, 2023, at 6:30pm at Middletown Township Roosevelt Community center. Flyer will be posted as soon as approved by Middletown, Aston, and Chester Heights.

**Zoning Hearing Board** application for 2 Ivy Lane was withdrawn. Owners of 415 Valleybrook Road have filed a request for variance with Zoning Hearing Board Variance No date has been scheduled for zoning hearing.

**Extension for 8 Smithbridge** land development was requested by the applicant. Applicants have also applied for a variance to the zoning hearing board. No hearing date has been scheduled.

**MOTION** Upon Motion, Council (Baum, Anderson) voted and unanimously approved the extension for 8 Smithbridge land development until July 22, 2023.

**Delaware County Veteran's Memorial** is approaching the 10<sup>th</sup> anniversary and requested municipalities to contribute to a time capsule that will be opened in 50 years. The Borough is compiling a list of any veterans past or present that reside in Chester Heights, as well as pictures, rank, and any other information provided. More information is on our website.

**MOTION** Upon Motion, Council (Baum, Driscoll/Anderson) voted and unanimously approved to include a \$100 donation to the Delaware County Veteran's Memorial from the budget item for Veterans.

### **Public Comments**

Hugh Martin – address provided – requested an update on the church demolition. Permit not approved at this time.

Pat Martin – address provided – parish and archdiocese

Pat McFadden – address provided – parcel ownership is unclear, archbishop might need to get involved, church updates are unclear.

Wesley Frye – address provided – attempted to apply for a shed permit in fall of 2021, applied for a variance.

Next Planning Commission Meeting – April 27, 2023

Next Regular Council Meeting – May 1, 2023  
Next Committee Meeting (if needed) – May 8, 2023  
Next Work Session – May 22, 2023

**ADJOURNMENT:** Upon Motion, Council (Lim) voted and unanimously approved to adjourn the meeting at 7:31pm.

**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 on April 17, 2023 until July 22, 2023.

Respectfully submitted,  
Amy Langa  
Recording Secretary