



BOROUGH OF CHESTER HEIGHTS
53 W Baltimore Pike 2nd floor
P. O. Box 658
Chester Heights, PA 19017
Work Session Meeting Minutes
August 19, 2024, 7:00 pm

EXECUTIVE SESSION 6:30 PM: In accordance with Act 84, the Sunshine Law, Council will meet in Executive Session before the meeting to discuss Potential litigation.

Call to Order President Driscoll called the meeting to order at 7:01 pm and led those in attendance in reciting the Pledge of Allegiance.

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

Officials Present Alex Baumler, Esq., Solicitor
Michael Kissinger, P.E., Engineer

Public Comment: No Report

Executive Session 6:00 PM to 6:45 PM: In accordance with Act 84, the sunshine Law, Council met in Executive Session before the meeting to discuss Legal Litigation Matters.

Solicitor's Report: Comcast Franchise Update
Solicitor Baumler is still working with Caitlyn Ganley at Comcast to finalize the draft franchise agreement.

Resolution #2024.08.C – 479 Valleybrook Road – Preliminary/Final Subdivision
A Resolution granting preliminary/final land development approval with conditions to Philadelphia Meeting Room, Inc., to construct a new building to hold religious services and to construct related improvements on the parcel located at 479 Valleybrook Road in the Borough of Chester Heights.

MOTION Upon Motion, Council (Montgomery | Hudak) voted and approved Resolution #2024.08.C – Preliminary/Final Subdivision for 479 Valleybrook Road.



Engineer's Report:

Valleybrook Storm Water Update:

Engineer Kissinger updated Council on the 1st Emergency Repair at Route 1 & Valleybrook. MOR completed the first repair and Council approve the amount of \$10,000.00. The invoice from MOR has been received and the amount of the invoice is \$14,248.25. Engineer Kissinger requested Council to approve the repairs and invoice in the amount of \$14,248.25.

MOTION

Upon Motion, Council (Hudak | Searl) voted and approved the repairs and invoice from MOR in the amount of \$14,248.25.

Walnut Hill Signage Update:

Engineer Kissinger met with PennDOT to talk about placing a NO U TURN Sign on Walnut Hill Blvd. Proposed was also a custom sign that says NO U TURN from Walnut Hill Blvd, will research more. PennDOT recognizes there is a timing issue at the three lights and the signals have not been adjusted since 2017. They recommended to recount and reanalyze the signals at no cost.

Resolution #2024.08.B - PennDOT Traffic Signal Maintenance Agreement

To adopt a Traffic Signal Maintenance Agreement, and to submit future applications for Traffic Signal Approval either in writing or via electronic signature, to the Department of Transportation.

MOTION

Upon Motion, Council (Baum | Hudak) voted and approved Resolution #2024.08.B, a Resolution to adopt the Traffic Signal Maintenance Agreement with the Department of Transportation.

Old Business:

Consider Motion – IT Consultants – CNA Computer Repair & Sales Proposal

Council discussed the proposal from CNA Computer Repair & Sales, which offers onsite and remote services on an as needed basis. Option two best meets the IT needs of the borough. Darlene Kurten will follow up with CNA to confirm if a contract is needed to secure services.

MOTION

Upon Motion, Council (Sear | Montgomery) voted and approved unanimously for CNA Computer Repair & Sales service option #2 to serve as our IT consultants for the remainder of the year.



Consider Motion – Stray Dog – Proposals

The Borough will enter into month-to-month contract with Brandywine Veterinary Hospital for the remainder of the year. The cost is \$138 per month. Council will revisit arrangements for stray dogs during the 2025 fiscal year budget planning.

MOTION

Upon Motion, Council (Searl | Montgomery) voted and unanimously approved to enter a month-to-month contract with Brandywine Veterinary Hospital at the rate of \$138 per month for the remainder of the year.

FY2025 Budget Introduction

Public Budget Meetings with Council will be held on the following dates at 6 pm before scheduled council meeting to discuss the following topics:

- September 16th - Capital Budget, Roads, Infrastructure, Parks, and Office Space
- October 7th- Fire Company and Emergency Services
- October 21st - General Government, Community Engagement, Permits, Personnel, Revenue Review
- October 22nd – Advertise budget hearing & tax ordinance if applicable
- November 4th – Adopt Tentative Budget
- November 16th Close Public Review
- Week of November 18th – Prepare Final Budget
- December 2nd Adopt Final Budget

Update on BPT Release for September 3rd

Thirteen business owners submitted the BPT reimbursement form. The first reimbursements will be submitted on September 5th in the amount of \$4,400.

New Business: Library Report

Pro Tem Jeanne Montgomery discussed the library's fundraiser at the New Crown Restaurant scheduled for Wednesday, September 18th at 5:30 pm. Jeanne will request the library's finance report to be given at the next meeting.

Resolution #2024.08.A – Consider Motion to apply for Grant – Municipal Assistance Program Comprehensive Plan

The borough cannot begin the Comprehensive Plan until we apply for the grant. We are applying for \$32,100 in grant funds which will be matched by the borough. The resolution will be attached to the grant application.



MOTION Upon Motion, Council (Searl | Montgomery) voted and approved Resolution #2024.08, a Resolution to apply for the DCED grant in the amount of \$32,100.

Public Comment: Kathleen Enright from Darlington Woods discussed intersection safety and traffic signal improvements.

Eileen Lehman from Darlington Woods suggested creating a list of resources to assist in placing stray dogs that are found in the borough.

Adjournment: Upon Motion, Council (Hudak | Montgomery) unanimously voted to adjourn the meeting at 7:39 pm.

Respectfully submitted.

Christiana Barbour

Darlene Kurten

Land Development Dates: Plans Received 01.02.2024, Plans reviewed 01.25.2024, Revised Plans received 02.08.2024, Revised Plans 02.12.2024 (incomplete), DCPC Ltr. Received 02.20.2024, Extension Letter 06.01.2024, Revised Plans Received 03.11.2024, Presented to Council 04.15.2024.