



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  
December 16, 2024, at 7:00 pm

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

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

**Officials Present** Kyle Miller, Esq., Solicitor  
Mike Kissinger, Engineer

**AMENDMENT – CONSIDER MOTION TO ADD TWO ITEMS TO THE AGENDA UNDER NEW BUSINESS. RESIGNATION LETTER OF CHRIS LEISER PLANNING COMMISSION AND COUNCILMEMBER DRISCOLL TO PRESENT THE ASSESSMENTS FOR 2025.**

**MOTION:** Upon Motion, Council (Hudak |Montgomery) voted and approved to amend the Work Session agenda for December 16, 2024.

**Public Comment:** No comment

**Solicitors' Report:**

**Fire Police Review**

- The mayor drafts a declaration to nominate someone to become Fire Police
- There are about 100 different requirements for Fire Police to be qualified

- Fire Police have certain powers that the Police have such as directing traffic and denying access
- Fire Police are subordinate to the local police force or state police
- There was an individual that was interested in becoming fire police, but that person is no longer interested
- The Fire Marshal Sam Iannucci will keep Council updated if someone else becomes interested in the Fire Police position

**Engineer's Report:**

- There are ongoing inspections taking place at 479 Valleybrook Rd. and there may be an escrow release at the January meeting
- Ongoing contract document for the Valleybrook Rd. sewer
- In early 2025 the Smithbridge Rd. sewer will be finalized, and the bid process will begin
- Mr. Conrad is finalizing his portion of the sewer project
- PennDOT submitted a form to confirm if Mattson Road Bridge is clear of utilities
- Engineer Mike Kissinger will complete the form

**Old Business:**

**DCED MAP Awarded \$32,100.00**

- Funds from the grant will cover 50% of our Comprehensive Plan which is scheduled to begin in 2025
- A special thank you to Darlene Kurten and Nancy Sarcinello for their hard work in securing the grant

**New Business:**

**Consider Motion – To establish a CD account for \$120,000.00 in Operating Reserves**

- We have \$970,000.00 of unassigned cash, it is recommended that we reserve four months for operating costs which include salaries, rent, and professional services
- Establishing a CD with Citadel, yielding 4.15% would give the borough \$120,000.00 to cover 4 months of expenditures

***MOTION:***

Upon Motion, Council (Hudak |Searl) voted and unanimously approved to establish a CD account with Citadel.

**Consider Motion – 2024 Cash Disbursements**

***MOTION:***

Upon Motion, Council (Montgomery |Anderson) voted and unanimously approved the General Fund Expenditures for December 3<sup>rd</sup> through 16<sup>th</sup> in the amount of \$30,041.09.

**Resignation of Chairman, Chris Leiser from the Planning Commission**

- Chris Leiser submitted his letter of resignation from the Planning Commission today
- He is resigning effective December 31, 2024
- The vacancy will be posted on the website, E News, and social media platforms.
- Applications for the vacant position must be submitted by 3 pm Friday, January 3, 2025
- Council will recognize Chris Leiser’s 31 years of service in the borough

**MOTION:** Upon Motion, Council (Searl |Hudak) voted and unanimously approved accept the resignation of Chairman, Chris Leiser, and to authorize the borough to post the vacancy on the borough’s social media platforms.

**Assessments for 2025:**

Council reviewed the assessment document which shows the fire tax increase at the highest would cost each household \$1.05 per week, or \$54 yearly.

**Public Comment:**

Eileen Lehmann from Darlington Woods discussed the deadline for the Planning Commission applications and asked questions about the upcoming Comprehensive Plan.

**Adjournment:**

**MOTION:** Upon Motion, Council (Hudak | Montgomery) voted and unanimously approved to adjourn the meeting at 7:30pm.

Respectfully submitted,  
Christiana Barbour