



BOROUGH OF CHESTER HEIGHTS  
53 W Baltimore Pike 2<sup>nd</sup> floor  
P. O. Box 658  
Chester Heights, PA 19017  
Regular Council Meeting Minutes  
December 2, 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  
Natalie Young, Vice President  
Jeanne Montgomery, Pro Tem  
Timothy Hudak, Councilmember  
Anne Searl, Councilmember

**Officials Present** Alex Baumler, Esq., Solicitor  
Mike Kissinger, Engineer

**Public Hearing for the purpose of Council’s consideration to adopt the 2025 Budgets**

**MOTION:** Upon Motion, Council (Young | Hudak) voted and unanimously approved to open the Public Hearing for the 2025 Budgets.

**President Marta Driscoll discussed the summary revenues and expenses for all budgets:**

<b>Budget Fund</b>	<b>Revenues</b>	<b>Expenses</b>
General Fund	\$4,192,634.80	\$3,631,927.62
Fire Protection Fund	\$143,303.19	\$143,303.19
Liquid Fuels	\$90,311.23	\$90,311.23
ARPA Fund	\$100,516.53	\$100,516.53

**Public Comment:**

- **Rob Sacks from Darlington Woods** questioned paying the fire company \$40,000 and would this amount be given to the fire company in the coming years. A referendum regarding funding the fire company will be placed on the 2025 ballot. Rob Sacks discussed the cost of the feasibility study.
- **Gloria Ellis** discussed concerns about taxes being raised within Delaware County.
- **Thayer Schroeder from Wawa Rd.** discussed the borough having a fire tax that is separate from the borough and having the residents decide what is comfortable to spend on fire tax.



**Adjournment of 2025 Public Budget Hearing-** Upon Motion, Council (Young | Hudak) voted and unanimously approved to adjourn the 2025 Public Budget Hearing at 7:31 pm.

**Chester Heights 2025 General Fund Budget in the amount of \$4,192,634.80.**

**MOTION:** Upon Motion, Council (Young | Hudak) voted and unanimously approved the 2025 General Fund Budget in the amount of \$4,192,634.80.

**Chester Heights 2025 Liquid Fuels Budget in the amount of \$90,311.23.**

**MOTION:** Upon Motion, Council (Hudak | Young) voted and unanimously approved the 2025 Liquid Fuels Budget in the amount of \$90,311.23

**Chester Heights 2025 Fire Protection Budget in the amount of \$143,303.19.**

**MOTION:** Upon Motion, Council (Young | Hudak) voted and unanimously approved the 2025 Fire Protection Budget in the amount of \$143,303.19.

**Chester Heights 2025 ARPA Fund Budget in the amount of \$100,516.53**

**MOTION:** Upon Motion, Council (Hudak | Young) voted and unanimously approved the 2025 ARPA Budget in the amount of \$100,516.53.

**Public Comment:**

- **Rob Sacks from Darlington Woods** asked about the bridge on Valleybrook Rd. being redecked and the stone wall on Route 1 that is falling down. Mike Kissinger will follow up with getting the status of that repair for the bridge on Valleybrook Rd. The owners of the property where the stone wall is falling down are responsible for repairing the wall. A letter will be sent to the owner to address repairing the wall.

**Approval of Meeting Minutes:**

**Approval of November 4, 2024, Budget Meeting**

**MOTION:** Upon Motion, Council (Young | Hudak) voted and unanimously approved the November 4, 2024, Budget Meeting Minutes.

**Approval of November 4, 2024, Regular Council Meeting Minutes**

**MOTION:** Upon Motion, Council (Hudak | Young) voted and unanimously approved the Regular Council Meeting Minutes for November 4, 2024.

**Approval of November 18, 2024, Work Session Meeting Minutes:**



**MOTION:** Upon Motion, Council (Hudak | Young) voted and unanimously approved the Work Session Meeting Minutes for November 18, 2024.

**Approval of Cash Disbursements from November 5<sup>th</sup> through December 2, 2024:**

**MOTION:** Upon Motion, (Young | Hudak) voted and unanimously approved the General Fund cash disbursements in the amount of \$96,068.18.

**MOTION:** Upon Motion, (Young | Hudak) voted and unanimously approved the Liquid Fuels disbursement in the amount of \$1,711.22.

**MOTION:** Upon Motion, (Young | Hudak) voted and unanimously approved the Fire Protection Fund disbursement in the amount of \$17,968.00.

**Secretary's Report:**

- There were five "Right to Know" requests and on November 21, 2024, Solicitor Kyle Miller assisted with processing some of the requests.
- The paperwork for the local shares grant was submitted.
- The plans for 1 Smithbridge Rd. were recorded and returned to the office. Our office is waiting for the agreements to be signed and payments to be received.
- The recorded plans for the separate piece of the Powell property were returned.
- The Comcast franchise agreement was submitted and executed by the office. We are waiting to receive a copy from Caitlin Gantlin to fully execute the copy of the agreement.
- A resident reported that a deer was hit on Valleybrook Rd.
- The Quiet Zone Study- The office should receive a follow up from Jacobson Engineering regarding the Quiet Zone.

**Consider Motion for Snow Removal Services**

MOR Construction submitted a bid for snow removal services for 2025. The cost of snow removal service is \$175 per hour and \$200 per ton of SALT

**MOTION:** Upon Motion, Council (Young | Hudak) voted and unanimously approved to accept the snow removal bid from MOR Construction.

**Inspector's Report:**

**Building Inspector**

- Submitted plan review for 11 Rolling Heights (Addition)
- Building Permit issued for 202 Wawa Rd. installation of the roof on new building addition
- Building permit issued for Nudy's (permit to install signage)
- Issued plumbing permit for 8 Smithbridge Rd.



## **Fire Marshal**

- Issued one HVAC Permit
- Two citations were withdrawn because the parties agreed to complete the fire inspections.
- There was a fire at Madison Apartments due to a closed-off chimney. There was smoke damage to the property. The Fire Marshal will encourage the building manager to send out a notice for residents to open their chimneys before starting the fireplace.
- The Fire Company will host a Santa Claus event on Saturday, December 14, 2024, time TBD

## **Zoning Officer**

- Responded to multiple inquiries from a resident regarding zones in the borough.
- Follow up with the BCO regarding the sign for Nudy's Café.

## **EMC | Roadmaster**

- All PA1 Calls have been reviewed and cleared
- Roadmaster Larry Ward will attend a training session in December. He recently attended a mass casualty emergency management coordinator event.

## **Solicitors' Report:**

### **Ballot Referendum**

- There is a referendum to increase the fire tax. The referendum would be on the ballot in May 2025. The referendum states "Do you favor an increase in the fire services tax effective in 2026 upon all taxable property from .28 mils to .34 mils. A sample notice of the referendum will be advertised in the local paper twice before the election.

### ***MOTION:***

Upon Motion, Council (Hudak | Young) voted and unanimously approved Resolution 202412C for the fire tax referendum to be included in the primary ballot.

## **Engineer's Report:**

### **156 Logtown Rd.**

- The property owner and the engineer for the repair process attended the meeting
- During the construction process the ground was impacted, which affects how the sewage is processed. The contents of the biofilter tank get into the seepage fed area and some of the effluent seeps out on the ground and during a rainstorm it goes into the creek. The new system will contain all the current parts in addition to an ultraviolet disinfection unit which will treat the contents before it is discharged into the intermittent stream. DEP will determine testing requirements and frequency.



- The owner is beginning the process to repair the system and has notified other residents affected by the repair process via certified letter.
- Plans will be resubmitted to the borough along with an inspection log of the original infiltration test

#### **Ashley's Restaurant**

- The restaurant has a connection agreement with Concord Township. The borough needs to be on the permit and have a maintenance agreement which holds Ashley's responsible for maintaining the connection.

**MOTION:** Upon Motion, Council (Hudak | Montgomery) voted and unanimously approved to authorize the borough office to engage with the attorney to draft a secondary reimbursement agreement.

**Mayor's Report:** No report

#### **Committee Reports:**

#### **Finance and Administration**

##### **Resolution 2024.12.A – Consider Motion - Fixing the Tax Rate for 2025**

The resolution sets the general-purpose tax at .20058 mils for each dollar of assessed valuation and the tax rate for the fire service tax of 0.28 mils.

**MOTION:** Upon Motion, Council (Searl | Hudak) voted and unanimously approved to adopt Resolution 2024. 12A.

##### **Resolution 2024.12.B – Consider Motion – Raising Local State Tax Amount for CHFC**

The resolution increases the amount the borough is committing to the Chester Heights Fire Company from LST. The set amount is \$70,000. If the amount collected is less than \$70,000 the full amount of the LST will be then appropriated to the fire company. The resolution also requires that the Chester Heights Fire Company provide an annual report that details how the funds have been allocated. The annual report should also address how the CHFC will achieve operational growth.

**MOTION:** Upon Motion, Council (Hudak |Young) voted and unanimously approved to adopt Resolution 2024. 12.B.

##### **Consider Motion – Approve the 2025 Meeting Dates and Holiday – Authorize to Advertise**

**MOTION:** Upon Motion, Council (Young | Hudak) voted and unanimously approved the 2025 meeting and holiday dates. The staff is authorized to advertise the meeting dates.



**Consider Motion – Catastrophic Loss at 230 Windsor Court – Fire Tax Refund \$10.26 and Borough Tax Refund \$7.35 = \$17.61 Refund.**

**MOTION:** Upon Motion, Council (Young | Hudak) voted and unanimously approved the 230 Windsor Court Fire and Borough Tax Refund in the amount of \$17.61 (Fire Tax Refund- \$10.26 and Borough Tax Refund- \$7.35)

**Consider Motion – Veteran’s Exemption at 3 Rose Hill Way – Fire Tax Refund \$24.39 and Borough Tax Refund \$17.47 = \$41.86 Total Refund**

**MOTION:** Upon Motion, Council (Young | Hudak) voted and unanimously approved the Veteran’s Exemption at 3 Rose Hill Way refund in the amount of \$41.86. (The Fire Tax Refund \$24.39 and Borough Tax Refund \$17.47)

**Community Engagement:**

**Rachel Kohl’s Library**

- Debbie Miller stated the library’s annual appeal is underway and has currently received \$57,000 in donations.
- The Eagle Scouts completed a bookshelf project at the library.
- The director’s job description position has been posted and they are awaiting applicants.

**Constant Contact**

Our “Constant Contact” email list has doubled. We currently reach over 500 residents.

**Upcoming Events**

- Cookies with Santa will be held Saturday, December 7th at 3 pm.
- The Diwali celebration was well attended with almost 100 attendees
- There is a wish list for the holiday presents posted outside the office for Pathways Inc.

**Public Safety**

- The Chester Heights Fire Company physical will be held on December 12<sup>th</sup>
- The CHFC will complete their monthly equipment check on December 19th
- The Chester Heights Fire Company will complete a walkthrough of Parastudy Inc. in the event of an emergency, a plan is in place to enter and exit the building.

**Infrastructure and Public Works** No report

**Old Business:**

Ratify Resolution 2024.11.A LSA Grant in the amount of \$256,877.25



- Council will ratify Resolution 2024.11.A for the LSA grant application in the amount of \$256,840.25 for the improvement to the Chester Heights Park Trail to make it ADA compliant.

***MOTION:*** Upon Motion, Council (Young | Searl) voted and unanimously approved to ratify Resolution 2024.11.A LSA grant in the amount of \$256,840.25.

**New Business:**

**Public Comment**

- **Debbie Miller**, Walnut Hill Boulevard inquired about the process of the ballot referendum which would affect the taxes in 2026.
- **Eileen Lehman**, Darlington Woods inquired about the ownership of Walnut Hill Utility. Walnut Hill Utility is led by the HOA management company.
- **Larry Ward** discussed the Ashley's agreement and billing.

***Adjournment:***

***MOTION:*** Upon Motion, Council (Young | Hudak) voted and unanimously approved to adjourn the meeting at 8:46 pm.

Respectfully submitted,  
Christiana Barbour