



BOROUGH OF CHESTER HEIGHTS
53 W Baltimore Pike 2nd floor
P. O. Box 658
Chester Heights, PA 19017
General Meeting Minutes
February 18, 2025, 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
Drew Baum, Councilmember
Timothy Hudak, Councilmember
Ginamarie Ellis, Mayor

Officials Present Alex Baumler, Esq., Solicitor
Megan Todaro, Engineer

Public Comment: No comment

Solicitors' Report:

Powell Property

- The lender is requesting a resolution that states that the borough has authority as a governing entity to borrow the money for a bridge loan. The closing date for Powell Property is March 3, 2025. President Marta Driscoll will poll Council individually on their approval of the resolution. The resolution will be ratified at the March 3rd Regular Council Meeting.
- Solicitor Alex Baumler met with Mr. Powell and Engineer Matt Houtman today to discuss the final subdivisions and easement issues.

Engineer's Report:

Signal at Valleybrook Rd.

- The traffic light at Valleybrook Rd on the southwest corner knocked the entire mass arm down. The power is still out because of a power outage. Higgins completed a temporary

fix the traffic light will function once the power is restored. Higgins ordered new equipment for the traffic lights and the equipment will be installed within two or three weeks.

- Darlene Kurten is working on gathering the documents needed to submit an insurance claim.

Road Signs

- The speed limit signs for Wawa Rd. and “U Turn” sign on Walnut Hill Blvd. were installed.

Road Analysis

- Council reviewed and discussed the road analysis map to identify borough owned roads. Miller Way needs to be added to the map as a dedicated road. The map needs to be confirmed before September 1, 2025, in order to receive funds from Liquid Fuels.

Valleybrook Rd. Stormwater Update

- Pennoni will schedule a preconstruction meeting with the contractor so the project can begin when the weather breaks.

Smithbridge Rd. Sewer Project

- Pennoni’s goal is to begin the bidding process this spring or summer. The 1 Smithbridge Rd. project must be completed before the Smithbridge Rd. sewer project begins. Council will invite Mr. Conrad to a council meeting to provide an update on his plans for 1 Smithbridge Rd.

Old Business:

Ashley’s Sewer Connection

Consider Motion to authorize Engineer Houtman to complete application for PennDOT on the borough’s behalf.

MOTION: Upon Motion, Council (Young | Montgomery) voted unanimously to approve Matt Houtman to complete the M950AA form and submit it to PennDOT on behalf of the borough.

Consider Motion to approve the submission of the Worker Protection Form for the DCNR State Agreement LWCF

MOTION: Upon Motion, Council (Hudak | Montgomery) voted unanimously to approve the execution of the Worker Protection and Investment Certification form as required by the LWCF grant submission and authorize borough officials to sign on behalf of Chester Heights.

Fire Safety Inspection Notice Update – Fire Marshal

- The timeframe for mailing notices is different from last year. The first notice will be received by landlords by March 1st. If there is no response a second and final notice will be mailed to landlords by April 1st. If there is no response after the second notice the Fire Marshal will send a citation to the landlord. All inspections have to be completed by June 30th.

Consider Motion to Approve the Engagement Letter from ZHB Solicitor

- Chris Furlong Esq. presented Council with a letter stating that his hourly rate is \$175.00 per hour for providing services for the Zoning Hearing Board.

MOTION: Upon Motion, Council (Baum | Hudak) voted and unanimously approved the engagement letter for Christopher Furlong Esq.

New Business:

D.J. Gallagher Insurance

- There was a discussion about receiving a quote for our insurance with an increase from previous years in the amount of \$3,305. The deadline to secure coverage is February 21, 2025, and our policy expiration date is March 3, 2025. Due to the timeframe to secure coverage President Marta Driscoll will poll Council to confirm approval. The decision to renew the policy will be ratified at the March 3rd Regular Council Meeting.

Debbie Miller – Rachel Kohl – Financial Report – Pro Tem Jeanne Montgomery

- The library is hoping to increase fundraisers this year. The 2024 financial report stated that each resident in the borough pays \$5 towards the library.

2025 Events – Pro Tem Jeanne Montgomery

- Council reviewed the 2025 calendar of events

Resident Commented Borough of Chester Heights on Snow Removal – Pro Tem Jeanne Montgomery

- A resident reported that the roads of Chester Heights are always clear after inclement weather.

Building Code Review – Anne Hutchinson – Councilmember Drew Baum

- Councilmember Drew Baum inquired if the borough must pay for the building code review. It was discussed by council and the borough is not financially responsible for the building code review.

Public Comment:

- Eileen Lehmann discussed fire safety inspections for rentals

- Mayor Ginamarie Ellis discussed submitting a copy of the Mutual Aid Agreement to Delaware County.
- Vice President Natalie Young thanked Roadmaster Larry Ward for working to mobilize PECO and PennDOT to attend to the borough roads.

Adjournment: Upon Motion, Council (Young | Hudak) voted and unanimously approved to adjourn the meeting at 7:42 pm.

Respectfully submitted,
Christiana Barbour

Upcoming Meetings
Committee Meeting – 03.10.2025 – as needed
General Meeting – 03.17.2025