



**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**

**February 21, 2023**

**Call to Order** President Baum called the public meeting to order at 7:04pm and led those in attendance in the reciting of the Pledge of Allegiance.

**Members Present** Drew Baum, President  
Laura Lim, Vice President  
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

**Amended Agenda** Amended Agenda to include Historic Preservation Ordinance overview and Western Suburbs Trails Summit Report.

***MOTION*** Upon Motion, Council (Lim, Sacks) voted to approve the amended Agenda to include Historic Preservation Ordinance overview and Western Suburbs Trails Summit Report.

**Fee Schedule Resolution** – Chester Heights Fee Schedule has not been reassessed in 20 years. A full expense and cost analysis was completed to calculate the new fee schedule. The fee schedule includes fees for Land Development, Building, Plumbing, HVAC, Electrical, and Fire Inspection Permits. Will be updated annually.

***MOTION*** Upon Motion, Council (Baum, Lim) voted and unanimously approved Resolution 02-23-B Fee Schedule.

**Westlake Plastics Plan Review and Presentation**

Pat McFadden, Architect for Westlake Plastics, presented proposed plan. Reconfirmation of property boundary is outstanding. This project is a By Right Plan, no variances needed, and the building will generate no additional noise.

Councilmembers inquired about environmental impacts and property line survey. Mr. Patel, of Westlake Plastics, reported smoke from the work in the plant is collected in a vacuum pump, and released as steam. This process is inspected annually. Facilities Manager will provide

information on the water release. New generator is not near the residential side of the operation. Mr. Patel stated no increase in traffic or parking space are anticipated as many workers are hybrid or work in shifts. Westlake Plastics is scheduled before the Planning Commission meeting on Thursday, February 23, 2023.

Councilmember Clarke requested a tour of the facility. Mr. McFadden and Mr. Patel will coordinate.

### **10-day PTO (paid time off) for staff**

Motion proposed to grant full time employees/staff 10 days paid time off for vacation or sick time.

**MOTION** Upon Motion, Council (Clarke, Driscoll) voted and unanimously approved full time employees to receive 10 days paid time off.

### **Historic Preservation Ordinance Review**

The Historic Preservation Ordinance was discussed at the Zoning/Ordinance meeting. Sample Ordinances from other local municipalities were reviewed and utilized for the creation of the Borough's first draft. The draft will be circulated among Council for review. If approved, a Public Hearing will be scheduled for Public comments, Council's review and thereafter adoption.

A Resolution from the 1970's was referred to and could be referenced in the Ordinance. The document listed historic homes or buildings. Council recommended owners of those homes be notified of the Historical Preservation Ordinance.

A historical commission would be appointed.

### **Western Suburbs Trail Summit report**

Ron Surkin, Esq. resident of Chester Heights, attended the Western Suburbs Trail Summit that occurred at the Haverford new recreation center. Mr. Surkin presented a 5 page memo and links to additional or pertinent information. More information on file.

There is high enthusiasm for multi-use trails in Delaware County including the Octoraro Trail along old railways. Chester Creek Trail in Middletown was also mentioned.

Delaware County Trails Alliance announced Congress has approved a National 9/11 Trail plan covering 1300 miles, linking the former location of the World Trade Center to other 9/11 incident locations in PA and DC.

### **Insurance Proposals**

Insurance proposal was received Friday, February 17, 2023, leaving limited time for review.

Increased costs in property insurance, traffic lights, general liability, public official liability, worker's compensation, and cyber insurance due to market conditions and inflation.

To allow for further review of the rates and increases, Borough will request broker Gallagher to extend borough policy for one month at the current rate. Secretary/Treasurer Timmins will arrange the request with Gallagher.

**MOTION** Upon Motion, Council (Lim, Driscoll) voted and unanimously approved to request borough insurance coverage extended one additional month at the same rate to allow time for review.

EMC Ward mentioned that 2 factor authentication as a standard and particular antivirus software will not be approved on many official operating systems without 2 factor authorization.

### **2 Ivy Lane continuance March 9, 2023**

Solicitor Montella reported the Zoning Hearing regarding 2 Ivy Lane has been continued to March 9, 2023. Applicant may submit a new plan.

### **Quiet Zone meeting information – Lenni Crossing and SEPTA/Lenni Railyard**

Mayor Ellis and Recording Secretary Langa attended a meeting February 7, 2023, hosted by Middletown Township Manager John McMullan, along with Joe Connelly, SEPTA Government Affairs Liaison and Dennis McAnnula, SEPTA Assistant Chief Mechanical Officer via zoom. The meeting was attended by Bill DeFeo, Aston Township Manager and Joe Viscuso, P.E., Aston Township Engineer. The meeting was informational and preliminary in nature.

A partial report was prepared by Amy Langa and Mayor Ellis. Mayor Ellis presented the report which entailed general quiet zone information and FRA regulations. Quiet Zone application process, costs, time, and determining between crossing noise and/or railyard noise were discussed.

The second preliminary meeting is scheduled Friday, February 24, 2023, at the railyard. After Council discussion, EMC Ward and Secretary Langa will attend to represent the Borough. A full report will be completed after the subsequent meeting.

**MOTION** Upon Motion, Council (Clarke, Sacks) voted and unanimously approved for EMC Ward/Transportation Committee Member and Recording Secretary Langa to attend the 2<sup>nd</sup> Quiet Zone preliminary meeting at the Lenni Crossing and railyard.

### **Permit Manager Selection**

After review, Banyon Data Systems (BDS), a permit manager program, has been selected for the borough permit process. It will ease permit recording and benefit permit process.

### **Llewellyn Road Planning Module**

Resolution 02-23-C Llewellyn Road Planning Module was advertised 12/30/2022, Public Comment period made available through 01/29/2023 where no comments were received.

**MOTION** Upon Motion, Council (Baum, Lim) voted and unanimously approved Resolution 02-23-C Llewellyn Road Planning Module.

### **Finance Committee Recommendations**

Reallocation of Funds to include:

- \$300,000 to a Capital Fund towards a future office space.
- \$200,000 to the Open Space Fund.
- Two options for Small Stormwater/Sewer grant if awarded. More discussion to follow.

**IT proposal for updated hard drives**

Secretary/Treasurer Timmins reported on IT Consultant Frank Petragrani's \$900 proposal for updated hard drives and computer updates/upgrades for security.

**MOTION** Upon Motion, Council (Clarke, Baum) voted and unanimously approved IT work to include the hard drive device and labor not to exceed \$1000.00.

**Office quote on outstanding maintenance work**

Lighting in the meeting room as well as outlet work was proposed. A quote of \$2000 was received. Council requested a quote for only the outlet work, and not the interior meeting room lighting. Staff will coordinate with landlord to obtain updated quote.

**Public Comments**

Rosemary Polomano – address provided – quiet zone support, train horn noise complaints. Councilmember Sacks provided SEPTA contact names.

Frank Annunziato – address provided, Aston Township resident – quiet zone support, train horn noise complaints. Requested to give a list of questions and concerns to Councilmember Sacks and Roadmaster Ward to present to SEPTA.

Steve Randazzo – address provided – quiet zone support, train horn noise complaints.

EMC update – Larry Ward, Roadmaster/EMC – Sample Resolution has been provided for Hazard Mitigation, no hearing needed and requested the Solicitor to prepare Hazard Mitigation Resolution for March 6, 2023.

Next Regular Council Meeting – March 6, 2023 at 7 pm.

Next Work Session – March 20, 2023 to include Ribbon Cutting Ceremony at 6pm.

**ADJOURNMENT:** Upon Motion, Council (Lim, Sacks) voted and unanimously approved to adjourn the meeting at 9:30pm.

**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.

**Westlake Plastics**, Plans submitted - January 26, 2023, Planning Commission Review – January 26, 2023, extension needed April 26, 2023.

Respectfully submitted,  
Amy Langa  
Recording Secretary