



BOROUGH OF CHESTER HEIGHTS

53 W Baltimore Pike 2nd floor

P. O. Box 658

Chester Heights, PA 19017

Work Session Meeting Minutes

February 26, 2024

Call to Order President Driscoll call the meeting to order at 7:00 PM and let those in attendance in reciting the Pledge of Allegiance.

Roll Call Marta Driscoll, President
Natalie Young, Vice President
Jeanne Montgomery, Pro Tem
Drew J. Baum, Councilmember
Timothy Hudak, Councilmember
Anne Searl, Councilmember
Mayor Ginamarie Ellis

Official Present Michael Kissinger, PE
Alex Baumler, ESQ.

Public Comment: No Report

Solicitor's Report: Updating the Fire Inspection Information should have a draft this week.
All the Law Libraries in the Tri-county area has created a memo regarding their procedures and legal interpretations regarding the filing of ordinances.

Engineer's Report: Update – 479 Valleybrook Road – ongoing reviews, working on closing the Brookfield escrow and sewer transition projects.

Old Business:

- a. Personnel Manual – Presentation – Discussion: Anne Searl has been appointed to the Finance | Administration Committee and will move forward with corrections and present to Council.
- b. Chester Heights – Public Comment Policy – Discussion: This Policy is designed to streamline and clarify processes through which members of our community can express their views, concerns and suggestions regarding matters of public interest. This policy will be driven by our commitment to ensure that all voices are heard and considered in a respectful and orderly manner by establishing clear guidelines



and procedures. After reviewing and receiving Councils comments updates will be made and presented back to Council.

- c. Newsletter Advertising – Updated the advertisements for the Newsletter have all been completed.
- d. Easter Egg Hunt – Updated 2000 eggs have been stuffed at this point and will boost the Facebook page to help remind people to come out and if anyone would like to volunteer please let Jeanne know.
- e. Review Update of Fire Marshal Sub-Committee: Over the past 2 months, the subcommittee has been meeting to review our current Ordinance, Fees and administration of the Code and required inspections.
Code Update: It's clear that the present Code adopted in 1998 known as the Fire Code is very outdated, it makes reference to the BOCA Code which is no longer in existence. It also states we have adopted the IFC International Fire Code of 2003.
Our 1998 adopted Ordinance #153, which was codified and is now known as the Borough of Chester Heights Chapter 97, is far behind the standards. The committee is recommending that the Borough Council Adopt the IFC 2018 Fire Code, but also maintain some of the more stringent codes addressed in Ordinance #153. In addition the committee is recommending and following up on the recommendation of the Ordinance | Code Review Committee recommendation report of March 14, 2022, that the Fire Inspections should be done yearly rather than every two (2) years.
- f. Resolution # 2024.02.C Fee Schedule – Includes Fire Inspection Updates to Residential and Commercial Fire Inspection Fees Under Section F.

MOTION

Upon Motion, Council (Hudak | Searl) voted and unanimously adopted Resolution #2024.02.C Fee Schedule including the Fire Inspection updates for residential and commercial Fire Inspections Fees Under Section F.

MOTION

- g. Madison Apartments – Inspection Fees
Upon Motion, Council (Hudak | Searl) voted and unanimously approved to only charge Madison Apartments the normal rate of \$65.00 per unit for their inspections that are due.
- h. Recreation Open Space (Mini-Pros) – Steering Committee Changes
Welcome to Andy & Sandy Mox



- i. Gallagher Invoice – Release Check Due March 3 2024, \$20,102.00.

MOTION

Upon Motion, Council (Searl | Montgomery) voted and unanimously approved the payment to Gallagher Insurance in the amount of \$20,102.00.

New Business:

- a. 479 Valleybrook Road – Extension Letter Until June 1, 2024.

MOTION

Upon Motion, Council (Hudak | Young) voted and unanimously approved the extension letter for 479 Valleybrook Road expiring June 1, 2024.

- b. Costars Discussion – Contract for Salt – 2024-2025 Due March 15 2024
Council discussed options and possibilities to engage in a Winter Salt agreement with Costars and coming up with a location for salt storage.
- c. Additional Period for Public Comment:
Eileen Lehmann – Concerns and agreements: Public Comment Policy
EMS Larry Ward – Reminder about the upcoming classes being offered to all of Councilmembers for NIMS, please don't wait and sign up.

ADJOURNMENT: Upon Motion, Council (Young | Baum) voted unanimously to adjourn the meeting at 8:22 pm.

Land Development Dates:

479.Valleybrook Road: Plans Received 01.02.2024, Plans reviewed 01.25.2024, Revised Plans received 02.08.2024,
DCPC Ltr Received 02.20.2024, Extension Letter 06.01.2024.

Respectfully Submitted,
Darlene Kurten
Secretary