



**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**  
**February 2, 2026**

Executive Session: In accordance with Act 84, the Sunshine Law, Council held an Executive Session discussing matters of litigation starting at 6:15PM to 7:00PM.

**Call to Order** President Hudak called the meeting to order at 7:00PM and led those in attendance in reciting the Pledge of Allegiance.

**Roll Call** Timothy Hudak, President  
Natalie Young, Vice President  
Jeff Durst, Pro Tem  
Albert Cochrane, Member of Council  
Marta Driscoll, Member of Council  
Jonathan Lawlor, Member of Council  
Sangeetha Patel, Member of Council  
Jeanne Montgomery, Mayor

**Officials Present** Megan Todaro, P.E., Engineer  
Alex Baumler, Esq., Solicitor

**Zoning Hearing** Upon Motion, Council (Young | Durst) voted to open the Public Zoning Hearing.

**Ordinance #223**

Solicitor Baumler stated that the ordinance is a zoning amendment to Part 2, Chapter 185 (Zoning Ordinance) of the Borough Code.

The ordinance accomplishes two primary purposes:

1. Swimming Pool Regulations
  - Adds definitions and regulations for all swimming pools, both above-ground and in-ground.
  - Requires all swimming pools to be fenced, in addition to any barrier that may be installed on top of the pool.
  - Establishes specific fence and barrier requirements depending on pool type and whether the pool is attached to a dwelling.



- Clarifies that, although the Uniform Construction Code allows certain barriers, the Borough now requires a surrounding fence as an additional safety measure.
2. “Use Not Otherwise Provided For” Provision
- Adds a new catch-all section for land uses not currently listed in the zoning ordinance.
  - Provides that any novel or unlisted use must seek approval through a special exception before the Zoning Hearing Board.
  - Example provided: short-term rentals (e.g., Airbnb/VRBO), which are not specifically addressed in the existing ordinance.
  - This provision “future-proofs” the ordinance for new or emerging uses.
- Solicitor Baumler explained that this portion of the meeting constituted the public hearing, and that the court reporter was present to receive and record public comments on the ordinance.

**Public Comment – Hearing: No Comments**

**MOTION** Upon Motion, Council (Young | Driscoll) voted and closed the Zoning Hearing.

**MOTION** Upon Motion, Council (Young | Driscoll) voted and approved Ordinance #223 as described.

**Public Comment: No Report**

Consider Motion, to appoint Sue Timmins as the Borough Treasurer and Assistant Secretary.

**MOTION** Upon Motion, Council (Young | Durst) voted and unanimously approved Sue Timmins as the Borough Treasurer and Assistant Secretary.

Consider Motion, to appoint Darlene Kurten as the Borough Secretary and Assistant Treasurer.

**MOTION** Upon Motion, Council (Driscoll | Young) voted and unanimously approved Darlene Kurten as the Borough Secretary and Assistant Treasurer.

**Approval of Meeting Minutes:**

January 5, 2026, Mandatory Organization Meeting Minutes.

**MOTION** Upon Motion, Council (Young | Lawlor) voted and unanimously approved the Mandatory Organization Meeting Minutes from January 5, 2026.



January 5, 2026, Regular Council Meeting Minutes.

**MOTION** Upon Motion, Council (Young | Lawlor) voted and unanimously approved the Regular Council Meeting Minutes from January 5, 2026.

January 20, 2026, General Meeting Minutes.

**MOTION** Upon Motion, Council (Young | Driscoll) voted and unanimously approved the General Meeting Minutes from January 20, 2026.

**Approval of Cash Disbursements:**

Cash disbursements through January 6, 2026, and February 2, 2026, as amended, with Check No. 1642 corrected from \$17,500 to \$15,000, for a revised General Fund total of \$86,103.86.

**MOTION** Upon Motion, Council (Young | Driscoll) voted and unanimously approved the General Fund Cash Disbursements from January 6, 2026, through February 2, 2026 in the amount of \$86,103.86.

Liquid Fuels Cash Disbursement in the amount of \$26,632.00.

**MOTION** Upon Motion, Council (Young | Driscoll) voted and unanimously approved the Liquid Fuels Cash Disbursement in the amount of \$26,632.00.

Fire Protection Fund – Balance Sheet Reviewed

ARPA – Transfer of Interest to General Fund \$25.93.

**MOTION** Upon Motion, Council (Driscoll | Young) voted and unanimously approved the transfer of interest to the General Fund in the amount of \$25.93.

**Secretary Report**

- A major snow and ice storm occurred last week; impacts were limited with no major power outages.
- Thanks to Mayor Montgomery for declaring an emergency to support storm response.



- A request was received to consider snow markers for drains, mailboxes, and driveways; staff will follow up.
- New council members requested materials (business cards, name tags, borough documents).
- One Smithbridge Road payment of invoicing received.
- Bank authorizations updated with new signers.
- Planning Commission approved the 9 Ivy Lane application as an easement (not a boundary change); applicants will attend the Feb. 17 meeting.
- Approximately five active building permits.
- Secretary will be on leave Feb. 13–18.

#### **Solicitor Report:**

- Solicitor reported that Borough legal matters are routine and quiet at this time.
- Noted that the zoning ordinance amendment was on the agenda for the evening.
- Requested a motion to table Item A under the Solicitor's Report, which is the tax settlement agreement with Wawa Incorporated.

#### **MOTION**

Upon Motion, Council (Young | Lawlor) voted and unanimously approved to table the Wawa Incorporated tax settlement stipulation.

Although the Planning Commission adopted the Delaware County Planning Commission's recommendation to proceed with an easement instead of a lot line change, the Solicitor received a request from the applicant's counsel to discuss that decision.

- The applicant may seek to withdraw and resubmit a new plan based on their revised intentions.
- As a result, the previously anticipated appearance on the next agenda may change.
- Solicitor concluded that all other matters remain routine.

#### **Engineer Report:**

Provided an update on the County Aid Program.

- A resolution was on the agenda to request the Borough's 2026 county aid allocation of \$551.
- Ms. Todaro attended a county aid meeting with PennDOT and County officials, where it was announced that the distribution process will change in 2027.
- Under the proposed model, the 49 municipalities in Delaware County will be grouped into six tiers, with each municipality in a group receiving the same allocation.



- The new model is intended to address the inefficiency of very small awards.
- Early projections indicate a minimum county aid allocation of approximately \$4,500 under the new system.
- The County expects to release final grouping and distribution details in the spring.

**Resolution#2026.01.B** – County Aid as described above.

**MOTION**

Upon Motion, Council (Young | Durst) voted and unanimously approved Resolution#2026.01.B.

The project is currently advertised on Penn Bid and accepting bids, which close February 24. Award is anticipated at the first March meeting.

This project requires a PennDOT permit. The M-950AA form simply allows Pannoni to file the application for the Borough, so the Borough does not need to open a PennDOT account.

This authorization is project-specific.

Authorize Pannoni & Associates, Inc. to submit the PennDOT Highway Occupancy Permit application for the One Smithbridge Road Sanitary Sewer Project on behalf of the Borough, by execution of PennDOT Form M-950AA.

**MOTION**

Upon Motion, Council (Young | Cochrane) voted and unanimously approved the authorization for the Borough Secretary to execute PennDOT Form M-950AA.

9 Ivy Lane – Engineer’s are reviewing what has been submitted.

**Powell Road Secondary Access**

Council reviewed a proposed secondary access via an emergency easement owned by Skapeworx. Council expressed concerns about sight distance and suitability for vehicle access. If pursued, a traffic study and PennDOT scoping meeting would be required. A memo will outline estimated cost and timeframe.

**HISP (Highway Improvement Signing Program) – Valleybrook**

Engineer reported that PennDOT is proposing to update all signs and striping on Valleybrook through the Borough as part of the HISP (Signs and Striping on State Roads) program. The Borough is currently reviewing the plans to confirm agreement with the proposed signage and changes. Road Program Update - The roadway has been selected, and the specifications have been reviewed with no issues. Final quantities will be determined once weather allows field



verification. The project is anticipated to move forward in late February or early March, with updates to follow.

## **INSPECTOR'S REPORTS:**

### **Fire Marshal:**

**Merrill Gardens:** An easement was located confirming Merrill Gardens is responsible for maintaining the emergency access road. Wawa is not responsible. Merrill Gardens has been notified.

**Coventry/Madison Apartments:** Smoke was confirmed entering units through shared fireplace chases. The Building Inspector condemned fireplaces in affected buildings pending a permanent solution. The issue is considered a health concern, and the property owner must resolve or permanently close the fireplaces.

### **Zoning Officer: No Report**

### **Roadmaster | EMC:**

Mr. Ward reported that the recent snowstorm resulted in minimal complaints, with only one recurring issue in the Highlands area. Crews returned to a few locations to ensure driveways and mailbox access were clear.

Salt was briefly difficult to obtain, requiring proof of municipal service, but the issue has been resolved. Overall, snow removal operations were reported as successful.

## **COMMITTEE REPORTS:**

### **Public Safety – Chester Heights Fire Company Report: January 2026**

The Fire Company reported 21 total calls in January: 6 building responses, 5 auto accidents, 4 gas leaks, 2 fire alarms, and 1 wires call.

#### **Training & Meetings:**

- Company meeting/work night: February 5
- Bloodborne pathogen & hazmat refresher: February 12
- Hazmat refresher: February 19
- Ropes & rigging training: February 26

#### **Live Burn Training:**

A live burn exercise is scheduled for March 15 in West Chester. All Council members are invited and encouraged to attend. Residents may also be invited, and further details will be shared by the Fire Chief.

### **Community Engagement**

It was noted that the Pennsylvania State Police monthly report was received late and will be included at the next meeting.



The Community Engagement Task Force held its first public meeting with strong attendance. A yearly events schedule has been developed, including new and returning programs. Highlights include:

- Free CPR class – March 14
- Easter events
- Joint movie night with Concord Township (Minecraft) – June
- Scam Jam Bingo – September (state-sponsored)

Community focus groups related to the Comprehensive Plan will continue, and residents are encouraged to participate and invite neighbors. The spring/summer Borough newsletter is in development. A new Welcome Committee will distribute welcome bags to new residents with Borough information and event materials.

Rachel Kohl Community Library:

A book sale will be held Friday–Sunday, with early access on Friday for a small fee. Discount pricing and a half-price bag day will be offered on Sunday. The library is awaiting grant funding for roof repairs; temporary patches are in place until funding is secured.

#### **Finance – No Report**

#### **Old Business:**

Consider Motion to Reaffirm the Official Borough of Chester Heights logo as the official logo of the Borough and authorize that this logo shall be the only logo used for all official Borough business, communications, publications, and materials.

#### ***MOTION***

Upon Motion, Council (Hudak | Young) voted and approved to Reaffirm the Official Borough of Chester Heights logo as the official logo of the Borough and authorize that this logo shall be the only logo used for all official Borough business, communications, publications, and materials. Councilmember Driscoll voted Nay and included her opinion in a report, which was supplied.

#### **Public Comment Policy**

Council reviewed a revised Public Comment Policy developed with input from residents. The prior policy signage has been removed, and the new draft is intended to allow public input while maintaining reasonable time and conduct guidelines.

Council plans to consider and vote on the revised policy at the February 17 meeting. Draft copies are available for public review, and residents are encouraged to submit feedback for Council's consideration.



### **Planning Commission Vacancy**

Consider Motion for Borough Council to appoint Raul Soni to fill the current vacancy on the Chester Heights Borough Planning Commission.

### **MOTION**

Upon Motion, Council (Young | Driscoll) voted and unanimously approved Raul Soni to the Chester Heights Planning Commission Vacancy.

### **New Business: 2026 Committee Assignments**

Council was informed that the 2026 Committee Assignments were distributed to all members today and are included in the meeting packets as a four-page document.

### **SEPTA Trail Coordination Committee Meeting and Participant discussion**

Council was informed that SEPTA has requested a meeting through its Trail Coordination Committee to discuss the proposed pedestrian passageway connection between Brookefield and Chester Heights Park as part of the mini-park master plan. The meeting will allow SEPTA to review the Borough's plans for the corridor and determine feasibility. Mayor Montgomery requested guidance on which Council members should participate. It was noted that participation would be coordinated to avoid a quorum. Council members Jeff Durst, Jonathan Lawlor, and Albert Cochrane were identified as potential participants, with scheduling to be coordinated accordingly.

### **Introduction: Agenda-Setting Process for Council Meetings**

Council briefly discussed a draft proposal to formalize the agenda submission process. Members noted that a process already exists through the Borough Secretary and no action was taken.

### **Introduction: Borough Building Access and FOB Assignment Policy**

Council reviewed an introductory discussion draft regarding building access, FOB assignments, and sign-in recordkeeping. The draft is intended to document who accesses Borough facilities, define access authority and zones, and improve tracking for visitors and document drop-offs, while maintaining existing access for officials and staff.

Council would prefer to refer it to the appropriate committee for review before further Council consideration. The item will be routed through committee.

**Public Comment:** Eileen Leehman, encouraged broad participation in the Comprehensive Plan focus group and requested assistance coordinating outreach to HOAs and local businesses through Borough contact lists or flyer distribution.



**ADJOURNMENT: Upon Motion, Council (Young | Durst) voted and unanimously approved to adjourn the Regular Council Meeting at 8:16PM.**

Respectfully Submitted,  
Darlene Kurten