



BOROUGH OF CHESTER HEIGHTS
53 W Baltimore Pike 2nd floor
P. O. Box 658
Chester Heights, PA 19017
Regular Council Meeting Minutes
February 5, 2024

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

Roll Call Marta Driscoll, President
Natalie Young, Vice President
Jeanne L. Montgomery, Pro Tem
Natalie M. Anderson, Councilmember
Timothy Hudak, Councilmember
Anne Searl, Councilmember
Mayor Ginamarie Ellis

Official Present Alex Baumler, Esq., Solicitor
Michael Kissinger, P.E.

MOTION Upon Motion, Council (Young | Hudak) voted and unanimously approved to change Resolution # 2024.01.B to Resolution # 2024.01.D.

Ratify Motion Upon Motion, Council (Anderson | Young) voted and unanimously approved to Motion to Ratify Resolution #2024.01.D.

Oath of Office Mayor Ginamarie Ellis administered the Oath of Office to Anne Searl - Councilmember Elect to fill the vacancy on Council.

Public Comment: No Report

Approval of the Meeting Minutes

MOTION Upon Motion, Council (Young | Anderson) voted and unanimously approved the January 2, 2024, Organization Meeting Minutes.

MOTION Upon Motion, Council (Young | Hudak) voted and unanimously approved the January 2, 2024, Regular Council Meeting Minutes.



MOTION Upon Motion, Council (Young | Anderson) voted and unanimously approved the January 22, 2024 Work Session Meeting Minutes.

Approval of Cash Disbursements from January 3rd through February 5, 0224

MOTION Upon Motion, Council (Young | Montgomery) voted and unanimously approved the General Fund in the amount of \$45,937.26.

MOTION Upon Motion, Council (Montgomery | Anderson) voted and unanimously approved the Liquid Fuels Fund in the amount of \$28,930.76.

Solicitor Report: No Report

Engineer Report: Engineer Kissinger reported: 8 Smithbridge Road update for Council and 479 Valleybrook road is still in discussion with the Planning Commission.

Resolution # 2024.02.A

County Aid Application for allocation of County Liquid Fuels Tax Funds in the amount of \$594.00 to be used toward the 2024 Roadway | Street Improvement Program.

MOTION Upon Motion, Council (Hudak | Anderson) voted and unanimously approved Resolution #2024.02.A – County Aid Application for allocation of County Liquid Fuels Tax Funds in the amount of \$594.00 to be used toward the 2024 Roadway | Street Improvement Program.

Fire Marshal Report:

Fire Marshal Iannucci reported: the Chester Heights Fire Company had 47 Calls in the Month of January 2024:

12 Building Reponses, 8 Automatic Fire Alarms, 7 Accidents, Medical Calls, 5 Wires, 3 Water Rescue, 2 Carbon Monoxide Incidents, Cover Assignments, 1 Elevator Rescue. 24 of those calls were in the Borough of Chester Heights.

Upcoming Events: February 1st Company Meeting and Work Night, February 8th Vehicle Rescue (Stabilization), February 15th Vehicle Rescue (Cutting), February 22nd Hazmat Refresher (Night 1), and February 29th Hazmat Refresher (Night 2).

479 Valleybrook Road – Fire Marshal reviewed original plans sent in and sent updates to the Planning Commission for review and suggested plan revisions have not yet been received yet.

Madison inspection review and contact with new management is in progress and everyone is in agreement to move forward in the next two months.



EMC | Road Master

Road Master Ward updated Council on the two snowstorms in the Borough, no complaints were received thanks to MOR's preparation and plowing of the Borough roads.

PECO is still putting the new poles up through out the area on Valleybrook and Ivy Mill Roads. All PA One calls have been cleared.

The Emergency Management Coordinator's are putting together a meeting to create a task force for the surrounding area in case there is an incident in the future should Council | Elected Officials require assistance in an emergency.

Mayor's Report Update the Wawa Road Bridge is almost completed. The stonework is done, and the plaque is reinstalled. PennDOT still has some scaffolding in the culvert.

COMMITTEE REPORTS

1. FINANCE & ADMINISTRATION

a) Finance

MOTION Upon Motion, Council (Young | Hudak) voted and unanimously approved to move funds from the General Fund to the Open Space Fund to match the full \$290K for the purchase of the Powell Property.

MOTION Upon Motion, Council (Young | Anderson) voted and unanimously approved to release the Land Disturbance Escrow Balance for 24 Ivy Mill Road in the amount of \$1,080.00.

- Part Time Administrative Position – Advertising

MOTION Upon Motion, Council (Anderson | Young) voted and unanimously approved to authorize the advertising in the Delaware County Times and on Indeed not to exceed the amount of \$300.00.

- Discussion that all advertisers in the Borough Newsletter must be in good standing with the Borough and have no outstanding fees or tax debit. During discussion Council will review further and tap resources to make the best decision moving forward.

- Insurance Renewal Program Option – 2

MOTION Upon Motion, Council (Searl | Young) voted and unanimously approved the 2024 - 2025 Renewal Program Option – 2 policy in the amount of \$21,013.00.



Resolution #2024.02.B

A Resolution to fill the vacancy on the Zoning Hearing Board.
Letter of interest received: Jonathan Lawlor

MOTION

Upon Motion, Council (Young | Hudak) voted and unanimously approved Resolution #2024.02.B appointing Jonathan Lawlor to the Zoning Hearing Board.

2. COMMUNITY ENGAGEMENT – Councilmember Montgomery
 - a) Correspondence (Secretary): No Report
 - b) Events Update:
 - SEPTA Senior Passday – March 7th, 11 AM – 2 PM
 - Easter Egg Hunt – March 23rd, around 11:30 AM details to come.
 - Recycling Day September 21st
 - Trooper Naab – Senior Event – Scams – late April details to come.
 - c) Library Report:
 - The library is waiting for their second payment from the state for the Keystone grant, which will be in February. They elected a new executive board President is Jean Mackenzi from Thornbury, Vice President Barone, Debbie Miller from Chester Heights, the Treasurer, Jen Panero from Chadds Ford, Secretary Celine Chief from Concord. The board will be working on the budget and including recommendations from the audit. The children’s program is enhanced, Monday and Friday family story time. Wednesday – Block Party. A calendar of events can be found online.
 - d) Social Media Policy

MOTION

Upon Motion, Council (Montgomery | Hudak) voted and unanimously approved the revisions/updates to the Social Media Policy effective February 2024.

- e) Newsletter Deadline 02.10.2024
3. PUBLIC SAFETY – Councilmember Hudak
 - a) Planning – Planning Commission Summary
 - Councilmember Hudak updated Council on 479 Valleybrook Road: The Chester Heights Planning Commission review included adding sprinklers to the building is necessary. Some concerns about using the onsite well system and suggested that public water access would be a better option since the well-fed system would require a generator.



b) Sub Committee – Fire Inspections Update– Fire Marshal

The Sub Committee is having a meeting Tuesday February 6th, @ the Fire House 6:30PM to 8:00PM. The committee was tasked with reviewing the current ordinance 153, known as the Fire Code adopted in 1998. Also the Borough Code, Chapter 97. What the committee is recommending is to have the Solicitor update our Borough Code and adopt the 2018 Fire Code, International Fire Code.

c) Police Reports:

INCIDENT TYPE	DECEMBER 2023	DECEMBER 2022	% CHANGE
CRASHES	5	3	66%
DUI ARRESTS	1	0	---
TRAFFIC STOPS	15	13	15%

INCIDENT TYPE	DECEMBER 2023	DECEMBER 2022	% CHANGE
BURGLARY	1	0	---
CRIM. MISCHIEF	0	0	---
THEFT	4	2	100%
RETAIL THEFT	1	0	---
THEFT - FRAUD	1	0	---
DOMESTIC VIO	0	2	100%

Noteworthy Incidents of the Month – December 2023: Troop K – Media: Theft of Motor Vehicle, Troop K – Media: Defiant Trespass

Troop K is hosting Camp Cadet – The purpose of Camp Cadet is to provide an insight into police training and the functions of a police officer. This program is a true-to-life experience patterned after municipal and state police training. Participants in Camp Cadet gain an understanding of and a respect for the law, and build a positive relationship with Police officers. July 7th-12th, 2024, for children ages 11 – 14. Please visit the website to Register any interested applicants at www.troopkcampcadet.com. The Borough will post on billboard at the office.

INCIDENT TYPE	JANUARY 2024	JANUARY 2023	% CHANGE
CRASHES	6	7	14%
DUI ARRESTS	0	0	---
TRAFFIC STOPS	5	12	58%

INCIDENT TYPE	JANUARY 2024	JANUARY 2023	% CHANGE
BURGLARY	0	0	---
CRIM. MISCHIEF	1	0	---
THEFT	1	1	0%
RETAIL THEFT	0	0	---



THEFT - FRAUD	0	0	---
DOMESTIC VIO.	0	4	100%

No Noteworthy Incidents in the Month of January 2024.

4. INFRASTRUCTURE (PUBLIC WORKS) – Councilmember Young

a) Vandalized Chester Heights Park Welcome Sign

MOTION

Upon Motion, Council (Anderson | Montgomery) voted and unanimously approved to replace the vandalized Chester Heights Park Welcome Sign not to exceed the amount of \$350.00.

b) Powell Property Next Steps (Councilmember Driscoll)

- Robin Jenney is putting together a grant package for the DCNR Lands Water Conservation Fund, due by March 11th.
- Closing deadline on the property is December 1, 2024, anticipate needing an extension.
- Deadline for the subdivision is September 2023, agreement with property owner includes subdivide with the Borough taking 40.2 acres and owner can subdivide parcels. The parcel with the existing older home has a failed cesspool and is being overseen to now and being assessed, requiring additional work in terms of being a viable plot of land.
- Engineer Houtmann is working with the Powell family finalizing the plans that will be submitted for the subdivision.
- Do to grant funding and the Borough needs to put the money forth to be refunded and has secured a loan, which is expiring in June, with an extension through December 31, 2024.

MOTION

Upon Motion, Council (Young | Anderson) voted and unanimously approved to pay for the Technical Review of the appraisal directly from the Borough to the provider in the amount of \$1,750.00.

c) Aston Request to replace the Light at Lenni & Llewellyn to an LED light.

- The Borough received a complaint about the older incandescent lighting on the streetlight at Lenni & Llewellyn Roads and requested updating the lighting. The Borough does not own the streetlights or poles, the Borough pays PECO for the electricity and the bulbs.

5. Old Business:



- Ratify Motion*** Upon Motion, Council (Young | Hudak) voted and unanimously Ratified the Motion authorizing GD Houtmann to finalize the three (3) projects for completion including: The Walking Trail, the Land Disturbance permit and the Powell Property final review and sealing of the survey plans.
- Ratify Motion*** Upon Motion, Council (Young | Anderson) voted and unanimously Ratified the Motion authorizing Catania Engineering, Mike Ciocco, S.E.O. to complete the Old Quarry Knoll and Rose Hill projects.
- Ratify Motion*** Upon Motion, Council (Young | Searl) voted and unanimously Ratified the Motion approving, the previous signer paperwork to be submitted by Drew Baum, and the new signers Marta Driscoll and Jeanne L. Montgomery for WSFS.
- Ratify Motion*** Upon Motion, Council (Young | Hudak) voted and unanimously Ratified the Motion approving signer paperwork for the new signers Marta Driscoll and Jeanne L. Montgomery for Santander Bank.
- Ratify Motion*** Upon Motion, Council (Young | Hudak) voted and unanimously Ratified the Motion approving, the signing of the Awarded Small Sewer Grant.
- Ratify Motion*** Upon Motion, Council (Young | Anderson) voted and unanimously Ratified the Motion adopting Resolution #2024.01.C, a Resolution adopting Roberts Rules of Order.
- Ratify Motion*** Upon Motion, Council (Young | Searl), voted and unanimously Ratified the Motion Authorizing Solicitor Baumler to draft an ordinance for review to adopt the corrected and updated building and fire codes in compliance with Pennsylvania's codes.
- New Business:** No Report

Additional Period for Public Comment:

Larry Ward: Vandalism at the Chester Heights Park, send the police report to Anthony Silvo at Garnet Valley, siveoa@garnetvalley.org.
Eileen Lahmann: Newsletter Advertising, Contractors work quality.

ADJOURNMENT: Upon Motion, Council (Young | Anderson) voted and unanimously adjourned the Regular Council Meeting at 8:31 PM.

Respectfully Submitted,
Darlene Kurten

Land Development Dates:
479.Valleybrook Road: Plans Received, Planning Commission Reviewed 01.26.24