



BOROUGH OF CHESTER HEIGHTS

53 W Baltimore Pike 2nd floor

P. O. Box 658

Chester Heights, PA 19017

Work Session Meeting Minutes

January 22, 2024

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

Roll Call Marta Driscoll, President
Natalie Young, Vice President
Jeanne L. Montgomery, Pro Tem
Natalie M. Anderson, Councilmember
Drew J. Baum, Councilmember
Timothy Hudak, Councilmember

Officials Present Alex Baumler, Esq., Solicitor
Allie Robinson, Associate – Kilkenny Law, LLC
Michael Kissinger, P.E., Engineer

Public Comment: No Report

Chester Heights Fire Company Recognition – State of Emergency January 9, 2024.

Councilmember Hudak reported on January 9th rain and windstorm. The Chester Heights Fire Company responded to 15 emergency calls within an 18-hour period.

The recognition of members are as follows:

Sam Iannucci, Jr., Sam Iannucci, Sr., Philip Block, Mike Brees, Austin Turner, Larry Ward, Ron Haslett and the Water Rescue Team: Kyle Oliver, Richie Oliver and Tim Searl.

Thank you to the Chester Heights Fire Company and the dedicated volunteer members and staff.

Natural Lands Trust – Borough of Chester Heights Mini Parks, Recreation and Open Space – Rick Tralies

Mr. Tralies is going to start work on the Chester Heights Borough mini parks, recreation and open space. Natural Lands will be using maps to study the landscape, to analyze what is there and clarify what is county owned land, agricultural easements, township parks and or conservation easements. They will also look at existing streets, trails, conserved land and figure out where people want to go. Is there a need for trails for commuting, new train station, exercise or enjoying nature. This is how the trail plan is on based on those needs in the community.

Mr. Tralies will be looking at the borough's parks and going to work with the public and will be giving recommendations.

Agriculture Board Review – Presented by Fred Wood

The Agriculture Board was started back in 1999 to create an agricultural security area allowing farm preservation. This allowed residents with farm land to apply for state money to help preserve the land and with 295 acres in the borough it allowed us to set up an agriculture security area recognized by the state.



The Agriculture Board is made up of five members and this is a 7 year term, through discussion Council will review all information and make recommendations to bring, to another meeting in the future.

Engineers Report – Transition and Workflow Review:

The list of open projects was reviewed during a Zoom Meeting Friday including President Driscoll, Councilmember Hudak, Mike Kissinger and Megan Todaro and the office staff. The list of projects for review and are transitioning from GD Houtmann. The expectation is that Matt from GD Houtmann will meet with Mike Kissinger from Pennoni at some point over the next two weeks to transfer any documents and information necessary. There are three (3) projects that GD Houtmann asked to retain for completion, which include, the park walking trail, a Land Disturbance permit and the final review and sealing of the survey plans for the Powell Property.

MOTION

Upon Motion, Council (Young | Hudak) voted and unanimously approved 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.

MOTION

Upon Motion, Council (Baum | Hudak) voted and unanimously approved Catania Engineering, Mike Ciocco, S.E.O. to completed Old Quarry Knoll, Rose Hill projects.

Social Media Policy review:

Councilmember Montgomery, through discussion of pros and cons of social media and the types the Borough should participate in along with allowing comments to posts and confusing residences with not responding to their comments or concerns and directing them to the Borough office.
Councilmember Montgomery will draft an updated document to submit for review.

NIMS Certification:

Emergency Management Coordinator Ward reported: All elected officials are required by sate federal mandate to take the NIMS course. This course can be taken independently by going online to FEMA.gov and\or the county 911 center offers a condensed course, which there aren't any scheduled at this time. The condensed course is called 400, to take independently you need to complete 100, 200, and 700. These course(s) prepare each elected official in case of an emergency event. EMC Ward will notify office of the next in person testing. Upon completion of the course please send a copy of the certificate to the Borough office.

Salt Contract – Review and Discussion:

President Driscoll reported on the Salt Delivery contract issues. Through multiple phones calls and emails at this point the Borough doesn't have a location to have the Costars Salt Contract to deliver too and the Borough will use MOR Construction for salt purchases moving forward for the 2024 Winter Services Agreement.

Bank Update:

WSFS requires the previous signers and the new signers to show up in person with the approved minutes stating such. Previous signer Drew Baum has agreed to complete paperwork and go in person to WSFS Bank. New Signers are Marta Driscoll and Jeanne L. Montgomery.



MOTION Upon Motion, Council (Young | Anderson) voted unanimously approve the previous signer paperwork to be submitted by Drew Baum, and the new signers Marta Driscoll and Jeanne L. Montgomery for WSFS Bank.

Santander Bank will have New Signers: Marta Driscoll and Jeanne L. Montgomery.

MOTION Upon Motion, Council (Driscoll | Montgomery) voted unanimously approved signer paperwork for the new signers Marta Driscoll and Jeanne L. Montgomery.

Small Sewer Grant – Signing

MOTION Upon Motion, Council (Baum | Hudak) voted and unanimously approved the signing of the Awarded Small Sewer Grant.

Council Vacancy – Resolution #2024.01.B Anne Searl

Resolution #2024.01.B – A Resolution to fill Council Vacancy, Bob Adams resigned as of January 15, 2024 and his term expires December 31, 2025. Council appoints Anne Searl to fill the vacancy.

MOTION Upon Motion, Council (Hudak | Young) voted and unanimously approved Resolution 2024.01.B A Resolution accepting the resignation of Bob Adams on January 15, 2024 and filling the vacancy appointing Anne Searl.

Madison Noise Violation:

A noise violation letter was sent to Madison Apartments on September 22, 2023 due to the trash company coming to the complex prior to 7:00am, receiving multiple complaints from a resident of the complex. On December 20, 2023 the resident came back to the Borough because the trash company started showing up before 7:00am again and the certified letter was returned. Action to be taken is to resend the letter to the management team and also sent a letter to the vendor notifying them of said violation.

Madison Apartment Complex Sale:

Madison sent out letters to their residents notifying them of the sale of the apartment complex. The letter stated that the property sold on January 16th and no other notice was sent. The transfer of property requires in our fire code that an inspection for transfer is required. Solicitor Baumler notified Council that after research the title has not been completed as of yet.

State of Emergency Declaration – Documentation

Mayor Ellis informed Council that Solicitor Baumler drafted an Emergency Declaration document for official use moving forward.

Roberts Rules: Resolution #2024.01.C a Resolution adopting Roberts Rules of Order

MOTION Upon Motion, Council (Young | Anderson) voted and unanimously approved Resolution #2024.01.C a Resolution adopting Roberts Rules of Order.



Meeting Protocol: A sample of the meeting protocol was passed around to Council and the Mayor for review and opinions.

Ordinance Review and Updates to adopted Building Codes matching the States standards:

There are three (3) codes mentioned in our overall Borough Code. Two of them are construction references and one of them is in our Fire Code.

Consider a Motion to authorize Solicitor Baumler to draft and ordinance that would update our code to align with the 2018 ICC guidelines, which are the current UCC codes under the state.

MOTION

Upon Motion, Council (Young | Anderson) voted and unanimously approved to authorize Solicitor Baumler to draft an ordinance for review to adopt the corrected and updated building and fire codes in compliance with Pennsylvania's codes.

Fire Inspections – Fire Code 97-22:

Discussion of the Fire Code and inspections of Residential and Commercial Use & Occupancy for clarification and what these inspections require.

BCO Transition – Brian Razzi, Bocelli and Associates

Discussion of the appointment of the new BCO and clarification of being qualified and requested a list of employees and third-party contractors.

Catania – open projects

Catania has two open project violations: 1) for 34 Smithbridge Road, Addition no permits and the Madison Noise Notice that they will complete.

ADJOURNMENT: Upon Motion, Council (Young | Anderson) voted and unanimously adjourned the Work Session Meeting at 8:57PM.

Land Development Dates:

479 Valleybrook Road: Plan Submitted 01.02.2024.

**Respectfully submitted,
Darlene Kurten**

