



BOROUGH OF CHESTER HEIGHTS

53 w. Baltimore Pike 2nd Floor

P.O. Box 658

Chester Heights, PA 19017

Regular Council Meeting Minutes

January 2, 2024

Call to Order President Driscoll called the meeting to order at 7:31 PM.

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

Public Comment: No Report

Approval of Meeting Minutes:

Approval of the Regular Council Meeting Minutes for December 4, 2023.

MOTION Upon Motion, Council (Anderson | Hudak) voted and approved the Regular Council Meeting Minutes from December 4, 2023. Natalie Young voted Nay.

Approval of the Cash Disbursements: GF | LF | Fire Protection: December 5, 2023 through January 2, 2024:

Approval of the Liquid Fuels Cash Disbursement: \$386.61

MOTION Upon Motion, Council (Hudak | Anderson) voted and unanimously approved the Liquid Fuels Fund in the amount of \$386.61.

Approval of the Fire Protection Fund Cash Disbursement: -\$30.00

MOTION Upon Motion, Council (Young | Hudak) voted and unanimously approved the Fire Protection Fund in the amount of -\$30.00.

Approval of the General Fund Cash Disbursement: \$89,979.04

MOTION Upon Motion, Council (Anderson | Hudak) voted and unanimously approved the General Fund in the amount of \$89,979.04.



Treasurer Report:

Check signer procedure update and discussion.

Consider a Motion to establish a separate bank account for LST (Local Service Tax).

MOTION

Upon Motion, Council (Young | Montgomery) voted and unanimously approved to establish a separate bank account for LST (Local Service Tax).

Correspondence:

Chester Heights Fire Department Election Results
Sam Iannucci, Jr., Chief
Rob Hazlett, Deputy Chief
Larry Ward, Assistant Chief

Samuel Iannucci, Sr., President
Phillip Block, Vice President
Susan Cody, Secretary
Larry Ward, Treasurer
Kelly Block, Financial Secretary

Relief Association:
Samuel Iannucci, Sr., President
Phillip Block, Vice President
Jerry Shoemaker, Secretary
Larry Ward, Treasurer

Chester Heights Fire Company: Month of December – 27 Calls

13 Calls in Chester Heights

January 4th, Company Meeting and work night, January 11th, Airpack confidence course, January 18th, Clandestine Lab response (Bucks), January 25th, Autism Awareness responses (Bucks).

Chester Heights Fire Company 2023 Year End Report – 242 Total Calls

Prior Year's Calls:

- 217 calls in 2022



- 228 calls in 2021

129 calls in Chester Heights (up from 101 previous year)

242 - calls for service – avg. turnout 7 – over 750 hours spent on emergency calls

50 – Department Training Activities – avg. turnout 13 – over 2,500 hours spent training

179 – calls from 7:00am – 7:00pm, 63 calls from 7:00pm – 7:00am

11 – working fires

1 – Vehicle Extraction

Fire Marshal Report: 2023 Yearly Report – Mike Ciocco:

No major fires in Chester Heights for 2023, no deaths and/or fire related deaths.

Incidents for the Fire Marshal were down by 1%, the number cause of home fires start in the kitchen, and that is 49%. Main reasons for this is unattended cooking.

Tips: keep a lid nearby and a fire extinguisher. 15% of home fires are attributed to fireplaces, home heaters and/or space heaters. 10% of home fires are credited to electrical, outlets, small appliance, lighting fixtures. 5% of home fires are credited to smoking, cigarettes, cigars and inhaling devices.

Roadmaster | EMC:

Roadmaster Ward reported: PA One calls have increased because of updates PECO is responding to or replacing a lot of telephone | electric poles by upgrading them down Valleybrook & Ivy Mills Road. All calls have been cleared.

Emergency Management Coordinator Ward reported: The quarterly meeting at the 911 center was well attended. They are starting to regionalize emergency management in Delaware County.

All Councilmembers need to be NIM Certified. This will be added to the Work Session on January 22, 2024.

Solicitors Report: No Report

Engineers Report: Mike Kissinger, PE gave small introduction.

New Committee Structure:

Finance & Administration:

- Finance
- Fire Co. Finance
- Vacancy
- Personnel
- Administration



Chair Marta Driscoll, Member Jeanne Montgomery, Member Sue Timmins, Member Darlene Kurte

Community Engagement:

- Communication
- Events (formerly Mayor's Events)
- Historical
- Recycling Event
- Library & School Board

Debbie Miller reported for the library:

In December the Wiley's made a \$250,000.00 donation and the Keystone grant was awarded as well. The children's library is brand new, and there is now extra space for adult sections with multiple crafting classes starting on January 9th. Story time is still on Monday's and Friday's.

Chair Jeanne Montgomery, Member Natalie Anderson, Member Ginamarie Ellis, Member Anne Searl

Public Safety:

- Planning
- Zoning
- Engineering
- Construction
- Inspections
- Public Safety
- Environmental
- Fire Company
- Police

Chair Tim Hudak, Member Natalie Young, Member Drew Baum, Member Marta Driscoll

Infrastructure:

- Borough Property
- Parks
- Open Space
- Highways
- Transportation
- Utilities
- Trash | Recycling

Chair Natalie Young, Member Drew Baum, Member Larry Ward, Member Ginamarie Ellis



Old Business:

Consider Motion to send the Historic Preservation Ordinance to the Public Safety Committee for review and update based on feedback provided by the Planning Commission.

MOTION

Upon Motion, Council (Young | Hudak) voted and unanimously approved to send the Historic Preservation Ordinance to the Public Safety Committee for review and update Based on feedback provided by the Planning Commission.

Delco Green Ways Plan Grant: Project was awarded and 50% of grant monies were received by the Borough. Rick Trailis will be presenting the next steps at the Work Session Meeting on Monday, January 22, 2024.

Sewer Grant Award update: Engineer Houtmann and Mike Ciocco, S.E.O. helped and applied for the American Rescue Small Sewer Grant that was awarded on December 19, 2023. The grant is loosely for the two projects, a sewer extension down Smithbridge Road to the end of town and from Rose Hill down towards Valleybrook Road on Llewellyn. The total budget for those two projects \$479,000.00. It requires a 15% match from the Borough. Thank you to the engineers and Laura Lim for initiating the grant.

Resolution # 2024.01.A: A Memorial Resolution for Mark Carroll

MOTION

Upon Motion, Council (Baum | Anderson) voted and unanimously approved Resolution #2024.01.A – A Memorial Resolution for Mark Carroll.

8 Smithbridge Road – Extension Letter

MOTION

Upon Motion, Council (Baum | Hudak) voted and unanimously approved the Extension Letter for 8 Smithbridge Road extending from January 18, 2024 through March 18, 2024.

Resolution # 2024.01.B: A Resolution Approving the Preliminary | Final Land Development Application Plan for 8 Smithbridge Road.

MOTION

Upon Motion, Council (Baum | Hudak) voted and unanimously approved Resolution #2024.01.B – A Resolution approving the Preliminary | Final Land Development Application Plan for 8 Smithbridge Road.



New Business:

Consider Motion to approve an increase of bond from \$100k to \$250k for the Treasurer and Secretary.

MOTION

Upon Motion, Council (Baum | Anderson) voted and unanimously approved to increase the bond amounts from \$100k to \$250k for the Treasurer and Secretary.

Consider Motion to approve the purchase of the bond for the Treasurer and Secretary in the amount of \$1,149.18.

MOTION

Upon Motion, Council (Young | Hudak) voted and unanimously approved to purchase the bond for the Treasurer and Secretary in the amount of \$1,149.18.

Consider Motion to advertise for Part-Time Administrative Assistant Position with PSAB, Borough Website, social media, and through Constant Contact.

MOTION

Upon Motion, Council (Hudak | Young) voted and unanimously approved the advertisement for the Part-Time Administrative Assistant Position with PSAB, Borough Website, social media, and through Constant Contact.

Consider a Motion to accept the resignation of Councilmember Bob Adams effective January 15, 2024.

MOTION

Upon Motion, Council (Anderson | Montgomery) voted and unanimously approved the resignation of Councilmember Bob Adams effective January 15, 2024.

Consider a Motion to approve posting of vacancy on Borough Council to Borough social media page, website, and constant contact by January 4, 2024 with a due date to receive letters of interest by January 18, 2024.

MOTION

Upon Motion, Council (Young | Hudak) voted and unanimously approved to post the the vacancy on Borough Council to Borough social media page, website, and constant contact by January 4, 2024 – due date to receive letters of interest January 18, 2024.

Consider Motion to authorize solicitor to review Business Privilege Tax Ordinance for legality and enforceability and grant a written opinion, not to exceed 3 hours without prior approval.

MOTION

Upon Motion, Council (Hudak | Montgomery) voted and unanimously approved to authorize solicitor to review Business Privilege Tax Ordinance for legality and enforceability and grant written opinion, not to exceed 3 hours without prior approval.



Committee Items For Review:

Community Engagement Committee – Review and update Social Media Policy.
Finance & Administration – Review and update job description & compensation for Sue Timmins and present at the next Work Session Meeting.
Finance & Administration – Review and update job description & compensation for Darlene Kurten and present at the next Work Session Meeting.

Consider a Motion to establish a subcommittee to create a process for Fire Inspection Pursuant to Borough Code 97.22.

MOTION

Upon Motion, Council (Hudak | Montgomery) voted and unanimously approved to establish a subcommittee to create a process for Fire Inspection Pursuant to Borough Code 97.22.

Consider Motion to authorize Borough Secretary to work with the Finance and Administration Committee to prepare an RFP for accounting services to be reviewed for approval at the next Work Session Meeting.

MOTION

Upon Motion, Council (Hudak | Montgomery) voted and unanimously approved the authorization to allow the Borough Secretary to work with the Finance and Administration Committee to prepare an RFP for accounting services to be reviewed for approval at the next Work Session Meeting.

Consider Motion to advertise updates to Borough Meeting & Holiday Calendar.

MOTION

Upon Motion, Council (Young | Anderson) voted and unanimously approved the authorization to advertise the updates to the Borough Meeting & Holiday Calendar.

Additional Period for Public Comment:

Eileen Lehmann – Darlington Woods – Questions regarding 8 Smithbridge Road.
Pat McFadden – New appointed Zoning Officer made introductions.

ADJOURNMENT: Upon Motion, Council (Young | Hudak) voted and unanimously adjourned the Regular Council Meeting at 8:42 PM.

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, extended until October 20, 2023, extended Until January 18, 2024, **Extended until March 18, 2024.**

**Respectfully Submitted,
Darlene Kurten
Secretary**

