



BOROUGH OF CHESTER HEIGHTS
53 W Baltimore Pike 2nd floor
P. O. Box 658
Chester Heights, PA 19017
Regular Council Meeting Minutes
January 6, 2025, at 7:00 pm

Call to Order President Marta Driscoll called the meeting to order at 7pm and led all those in attendance in reciting the Pledge of Allegiance.

Roll Call Marta Driscoll, President
Natalie Young, Vice President
Jeanne Montgomery, Pro Tem
Drew Baum, Councilmember

Officials Present Kyle Miller, Esq., Solicitor
Mike Kissinger, Engineer

Public Comment: No comment

Approval of Meeting Minutes:

Approval of December 2, 2025, Regular Council Meeting Minutes

MOTION: Upon Motion, Council (Young | Montgomery) voted and unanimously approved the Regular Council Meeting Minutes for December 2, 2024.

Approval of December 16, 2024, Work Session Meeting Minutes:

MOTION: Upon Motion, Council (Young | Montgomery) voted and unanimously approved the Work Session Meeting Minutes for December 16, 2024.

Approval of Cash Disbursements from December 3, 2024 through January 6, 2024:

MOTION: Upon Motion, (Young | Montgomery) voted and unanimously approved the General Fund cash disbursements in the amount of \$81,227.83.

MOTION: Upon Motion, (Young | Montgomery) voted and unanimously approved the Liquid Fuels disbursement in the amount of \$4,722.82
Council reviewed the balance sheets for the Fire Protection Fund and ARPA Fund.



Secretary's Report:

Awaiting response from Jim Allen regarding adding the referendum to the 2025 ballot.

Appointments for Professional Service Providers and Borough Officials:

President Marta Driscoll presented the following appointments of professional and service providers for the Borough of Chester Heights:

- Borough Secretary/Assistant Treasurer – Darlene Kurten
- Borough Treasurer/ Assistant Secretary – Sue Timmins
- Open Records Officer – Darlene Kurten
- Solicitor – Cook County Law
- Zoning Hearing Board Solicitor – Samantha Newell Esq.
- Engineer - Mike Kissinger of Pennoni Associates
- Sewer Enforcement Officer - Pennoni Associates
- Borough Auditor – Barbacane, Thornton & Company
- Building Code Official/Building Inspector – Bocelli & Associates
- Electrical Inspector – United Inspections
- Fire Marshal – Sam Iannucci
- Senior Emergency Management Coordinator/Road Master – Larry Ward
- Animal Control Officer – Alan Strickler
- Fire Chief – Sam Iannucci Jr.
- Zoning Officer – Patrick McFadden

MOTION:

Upon Motion, Council (Young | Montgomery) voted and unanimously approved to appoint the professional service providers and borough officials for 2025 as read.

Inspector's Report:

Building Inspector: 13 permits were issued within the month of December varying from demo, building, electrical, sprinkler, plumbing, and HVAC.

Fire Marshal: No report

2024 Yearly Chief's Report: There were 149 calls from Chester Heights, 265 calls for service, an average turnout of 5 over 720 hours spent on emergency calls. There were 58 department training activities with an average turnout of 13, and over 2,500 hours. There were 189 calls between 7 am to 7 pm, 76 calls from 7 pm to 7 am and in the previous year's activity, 2023 there were 242 calls, 2021 there were 228.



EMC | Roadmaster: No report

EMC Mutual Agreement Version 2 – There were some minor changes made to the agreement such as names of the parties and contact information. Outside of those changes the agreement remains the same.

MOTION: Upon Motion, Council (Young | Montgomery) voted and unanimously approved the EMC Mutual Agreement Version 2.

Zoning Officer: Routine Matters

Solicitors' Report: A resolution will be drafted for Mr. Chris Leiser of the Planning Commission.

Engineer's Report: There is a request for a second escrow release for 479 Valleybrook Rd. in the amount of \$137,446.65. The remaining balance in the escrow account would be a little over \$50,000.00.

MOTION: Upon Motion, Council (Young | Baum) voted and unanimously approved the escrow release for 479 Valleybrook Rd. in the amount of \$137,446.65.

Mayor's Report: No report

Committee Reports

Finance and Administration

Consider Motion – Municipay Agreement for Tax Collection

- Tax Collector Maryann Furlong proposed using the Municipay platform to collect taxes
- Any fees that are associated with residents paying online will be covered by the payer not the borough
- The last line of the agreement is subject to change by our Solicitor and should read, "This agreement shall be governed by the laws of the state of Pennsylvania, and any actions arising out of this agreement shall be brought in the Pennsylvania Court of Common Pleas of Delaware County"

MOTION: Upon Motion, Council (Young | Montgomery) voted and unanimously approved the Municipay Agreement.

Consider Motion – Update WSFS Tax Account Signer – Removing Susan Clarke and approve new signer



MOTION: Upon Motion, Council (Young | Montgomery) voted and unanimously approved to remove Susan Clark from the WSFS Tax Account and add Marta Driscoll and Jeanne Montgomery to the account as signers.

Consider Motion - USPAP appraisal for the Powell Property Acquisition hiring Jacob's in the amount of \$1,800.00.

In order to meet the requirements for a loan from the Land Conservation Fund the borough needs the appraisal affirmed with a new date. Jacob's will complete the appraisal for \$1,800.00.

MOTION: Upon Motion, Council (Baum | Young) voted and approved the expenditure of \$1,800 for the updated appraisal on the Powell Property.

Rename Work Session Meeting – 2nd Meeting of the month

Due to recent case law in Delaware County, it might be misleading to the public to name the second meeting of the month "Work Session". Instead, the second meeting of the month will be called "General Meeting". The dates will remain the same except for the 20th to the 21st due to the observance of Martin Luther King Jr. Day.

MOTION: Upon Motion, Council (Young | Montgomery) voted and unanimously approved to rename the "Work Session Meeting" to "General Meeting". The 20th meeting will be moved to the 21st due to the observance of Martin Luther King Jr. Day.

Consider Motion – Purchase subscription for Survey Monkey

Survey Monkey is a tool that can be used to collect input from residents as we prepare to work on the Comprehensive Plan.

MOTION: Upon Motion, Council (Young | Montgomery) voted and unanimously approved to purchase Survey Monkey at the rate of \$500.00.

Consider Motion – Resolution #2025.01.A for CHFC Grant Funding

The Fire Chief found funding through a Hazard Mitigation Grant Program to update the generator. The cost of the generator is \$50,000.00. The grant requires 25% match of non-federal funding. A letter of intent is required that states our commitment to pay \$12,500.00.

MOTION: Upon Motion, Council (Young | Montgomery) voted and approved letter of intent allowing the borough to apply for a grant on behalf of the Chester



Heights Fire Company with a match required from the borough in the amount of \$12,500.00 and a grant for the generator being \$50,000.00.

Community Engagement

Upcoming Events

- Spring Magazine deadline (February 10th)
- Card Game event (January 17th at 1 pm)
- Senior Scam event (January 23rd)
- Committee Meeting (January 13th)
- Library Report – The fundraiser was a success and the search for a new director is underway.

Public Safety No report

Infrastructure and Public Works No report

Old Business

Consider Motion – Appoint member to the Planning Commission

Mr. Ray Lewis and Mr. Marc Hanlan submitted applications for the Planning Commission vacancy. After careful review of both applicants, Mr. Hanlan possesses extensive public sector experience. Mr. Hanlan's comprehensive experience in planning and infrastructure projects positions him as a qualified candidate for this position.

MOTION: Upon Motion, Council (Montgomery | Young) voted and unanimously approved to appoint Mr. Marc Hanlon to the Planning Commission.

Fire Tax Referendum No report

New Business No report

Public Comment Bernie Miller suggested a microphone system to better hear Council during meetings

Adjournment Upon Motion, Council (Young | Montgomery) voted and unanimously approved to adjourn the meeting at 7:43 pm.

Respectfully submitted,
Christiana Barbour

Upcoming Meetings
January 23, 2025 - Planning Commission Meeting



February 3, 2025 – Regular Council Meeting
February 10, 2025 – Committee Meeting as needed
February 18, 2025 – General Meeting
February 27, 2025 – Planning Commission Meeting