



BOROUGH OF CHESTER HEIGHTS

53 W Baltimore Pike 2nd floor

P. O. Box 658

Chester Heights, PA 19017

Regular Council Meeting Agenda

July 1, 2024, at 7:00 pm

Call to Order President Driscoll called the meeting to order at 7:00 pm 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
Natalie Anderson, Councilmember
Timothy Hudak, Councilmember
Anne Searl, Councilmember
Ginamarie Ellis, Mayor

Officials Present Alex Baumler, Esq., Solicitor
Megan Todaro, EIT, Engineer

Public Comment: No Report

Approval of Meeting Minutes:

June 3, 2024, Regular Council Meeting Minutes

MOTION Upon Motion, Council (Young | Hudak) voted and unanimously approved the Regular Council Meeting Minutes for June 3, 2024.

June 17, 2024, Work Session Meeting Minutes

MOTION Upon Motion, Council (Young | Anderson) voted and unanimously approved the Work Session Meeting Minutes for June 17, 2024.

Approval of Cash Disbursements: June 2, 2024, through July 1, 2024.

General Fund

MOTION: Upon Motion, Council (Young | Montgomery) voted and unanimously approved the cash disbursement in the amount of \$101,026.42

Liquid Fuels Fund



MOTION:

Upon Motion, Council (Young | Anderson) voted and unanimously approved the Liquid Fuels Fund in the amount of \$3,195.73

Fire Protection and ARPA Funds

The balance sheets for Fire Protection and ARPA Funds were reviewed by Council and did not require action.

Secretary's Report: Multiple pieces of correspondence

- There was a concern about bamboo growing within the borough
- Postal delivery concerns
- A noise violation complaint from Madison
- An emergency water leak in Darlington Woods
- Administration staff completed the "Municipal Secretary & Administrator" training through PSAB
- It was suggested that the Fire Marshal, BCO, and Zoning Officer submit a monthly report that addresses any topics that the council needs to review.

Solicitor's Report:

Quiet Zone- Intergovernmental Agreement & Engineer's Agreement

There has been no further movement from Jacob's regarding the contract. Progress on finalizing the final version of the contract will be discussed at our next meeting.

Franchise Agreement

The franchise agreement has not been finalized. Council will be updated on the progress of the agreement at our next meeting.

Ashley's – Concord Township Letter

The letter was reviewed by Council and will be sent to Concord Township.

Engineer's Report by Megan Todaro

Inspection Update

Pennoni is preparing preliminary plans for the sewage system. The goal is to have the final plans completed by the end of July. The target date to submit a bid for the Smithbridge portion is August.



Mayor's Report: No report

Fire Marshal Report: No report

Roadmaster | EMC Report:

There was a tree down between Valleybrook Rd. and Llewellyn Rd. A sinkhole developed near the curblin near Valleybrook and Route 1. MOR repaired the sinkhole. Pennoni will review how we will address sinkhole repairs and the cost. There are resources in the ARPA grant if needed to repair the sinkholes.

COMMITTEE REPORTS

Finance and Administration

Powell Property Engineer Bid Update

The Powell family would like to subdivide the east portion of Valleybrook. As part of the Agreement of Sale Extension the Powell family requested that the Council conduct some of the due diligence including the environmental study now rather than waiting until the grant funds were received. The Council reviewed the Engineer bids and was chosen.

The amendment to the agreement of sale extended the deadline for sale to approve the subdivision of the property on the east side of Valleybrook Road for sale prior to the acquisition, and the Borough agreed to the additional engineering costs estimated at \$2,500.00 that would be incurred to subdivide the eastern parcel.

MOTION: Upon Motion, Council (Young | Hudak) voted and unanimously approved the amendment to the agreement of sale.

Community Engagement

Library

- The adult program has more participants. There are 16 volunteers working during the summer. There are four Eagle Scouts projects that are underway. The dine and donate fundraiser at Pizzeria Maki was a successful event for the library.

Advisory Meeting Diwali Update

- The advisory group met, and plans are still underway. The date still needs to be confirmed along with budget. The event will take place during the fall.

Recycling Day

- The postcards for Recycling Day were mailed.

Fall | Winter 2024 Newsletter

- Eight to ten articles will be featured in the upcoming newsletter.



Septa Event

- There may be another Septa event in September.

Public Safety

The state police have new software which streamlines all of the crime data and distributes it to local municipalities. Our report from May is as follows:

- 53 crimes reported in Chester Heights
- 20 were requests for services, speech, and mental health, patrol checks, and wellness checks
- 1 investigation of vehicle theft
- 1 noise complaint
- 1 hit and run incident without injuries

Infrastructure and Public Works

Madison Trash Hauler – Noise Complaint

A resident complained about Madison's trash company picking up trash at odd hours.

Action: BCO to contact Madison and inform them about the borough's noise ordinance.

If there are noise violations the cost is \$25 per incident with a filing cost of \$75. We will wait and see if there are any more incidents.

Parks Mini Pros – Young | Montgomery

The committee met virtually and discussed assessing the needs of the four parks. It was recommended that it would be enriching to have committee members who have small children to participate in the discussion. This would give insight into how families experience our parks. Community engagement committee to include the need for parents in our upcoming newsletter.

Old Business: No Report

New Business St. Thomas

Councilman Tim Hudak received an email from a member of the Knights of Columbus regarding repairs for the shed at St. Thomas. He wanted to clarify if there is an ordinance prohibiting repairs at St. Thomas. Council clarified that there is no ordinance that prohibits repairs at St. Thomas.

Public Comment: The Trail

The trail should be in good repair now. Matt Houtman will complete a final inspection of the trail. Upon completing the final inspection and acceptance by Council, the remaining balance will be paid.

ADJOURNMENT: Upon Motion, Council (Young | Hudak) voted and unanimously approved to adjourn meeting at 7:36 pm.



Land Development Dates:

479. Valleybrook Road: Plans Received 01.02.2024, Plans reviewed 01.25.2024, Revised Plans received 02.08.2024, Revised Plans 02.12.2024 (incomplete), DCPC Ltr Received 02.20.2024, Extension Letter 06.01.2024, Revised Plans Received 03.11.2024, Presented to Council 04.15.2024.

Respectfully Submitted,
Christiana Barbour

Darlene Kurten, Secretary