



**Borough of Chester Heights  
53 W. Baltimore Pike, 2<sup>nd</sup> Floor  
Chester Heights, PA 19017  
Regular Council Meeting Minutes  
July 7, 2025**

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

**Members Present** Natalie Young, Vice President  
Drew Baum, Councilmember  
Philip Block, Councilmember  
Anne Searl, Councilmember  
Ginamarie Ellis, Mayor

**Officials Present** Kyle Miller, Esq., Solicitor  
Mike Kissinger, P.E., Engineer

**Public Comment:** No Report

**Approval of the June 2025 Meeting Minutes:**

June 2, 2025, Regular Council Meeting Minutes

**MOTION** Upon Motion, Council (Baum | Block) voted and approved the Regular Council Meeting Minutes from June 2, 2025.

June 16, 2025, General Meeting Minutes

**MOTION** Upon Motion, Council (Baum | Searl) voted and approved the General Meeting Minutes from June 16, 2025.

**Approval of the Cash Disbursements from June 3, 2025, through July 7, 2025:**

General Funds in the amount of \$74,190.54



**MOTION** Upon Motion, Council (Baum | Searl) voted and approved the General Fund in the amount of \$74,190.54.

Liquid Fuel Funds in the amount of \$1,154.27

**MOTION** Upon Motion, Council (Searl | Block) voted and approved the Liquid Fuels Fund in the amount of \$1,154.27.

CHFC Fund: Balance Sheet Only

ARPA Fund: Balance Sheet Only

**Correspondence:** Secretary Kurten reported on multiple pieces of correspondence including the PA State Police Report and the Chester Heights Fire Company Report.

**Solicitor's Report:** Solicitor Miller updated Council: Walnut Hill's sewer proposal, Borough Code allows for the Borough to establish a sewer district, if Council, chooses to do so. Solicitor's office received information from the Delaware County Board of Assessment Appeals regarding the reclassification of different parcels and properties in the Borough. Letters of intended use will be submitted to obtain tax exemptions for the properties.

**Engineer's Report:** Engineer Kissinger requested a Motion to approve two (2) M950AAA which allows Pennoni to act as the agent for the Borough.

**MOTION** Upon Motion, Council (Block | Baum) voted and approved the two (2) M950AAA to be executed by the Secretary, these forms allow Pennoni to act as the Boroughs agent.

Engineer Kissinger updated Council on the Stormwater applications for the pools at Octoraro Terrace.

Valleybrook Road Storm sewer and the Smithbridge Road sewer projects are on going.

**Roadmaster Report:** Roadmaster updated Council, on the storms in the area and the downed trees which caused emergency issues due to Valleybrook Road closures.  
PA One Calls: Received and cleared.



**Fire Marshal Report:** No Report

**BCO | Zoning Officer:** Patrick McFadden updated Council on open projects and the Zoning Hearing held on July 2, 2025.

**Committee Reports:**

**Finance & Administration**

- Resignation of Administrative Assistant Christiana Barbour.

Requested a Motion to advertise for the Part-time Administrative Assistant Position

***MOTION***

Upon Motion, Council (Baum | Block) voted and approved the advertisement for the Part-time Administrative Assistant Position.

Resolution #2025.07.07 Disposition of Records, the Records Management system and how the staff processes the disposition of records was discussed and Council would like to include electronic files as well with this resolution.

**Community Engagement**

Debbie Miller announced the Rachel Kohl Library will be hosting a Fund Raiser on September 16, 2025 at the Crown Tavern tickets are \$100 per person.

Councilmember Searl updated Council on the Community Day on October 4, 2025, from 11:00 AM to 2:00 PM. If you would like to volunteer, please contact the office. The Armchair travel to South Korea is Tuesday, July 22<sup>nd</sup> at 6:30 PM. The Fall Newsletter articles are due by mid August. Recycling Day is September 20<sup>th</sup>, postcards will be mailed out mid July.

**Public Safety – No Report**

**Infrastructure & Public Works**



Scape Worx – request for Motion to remove the corn barn in the amount of \$1,452.00.

**MOTION** Upon Motion, Council (Searl | Young) voted and approved the removal of the corn barn by ScapeWorx in the amount of \$1,452.00.

**Mayor's Report:** Mayor Ellis in honor of the 80<sup>th</sup> anniversary of the Borough reported on an article from July 12, 1978 from the Town Talk reporting, the more things change the more they stay the same. The article referenced Valleybrook Road, the speeding, large trucks and how the Borough tried to contact the PA Department of Transportation to takeover a portion of Valleybrook Road and was denied three times.

**Old Business:** No Report

**New Business:** Borough Winter Services – move to next meeting.

Resignation of Melinda Kerry – over twenty years with the Borough Planning Commission.

**Public Comment:** Marc Hanlan – Concerns with downed trees on wires and residents, responsibilities. PECO is called in first to limit any danger.

Sara Rosenbaum – Stormwater | Pools Octoraro Terrace concerns.

Patrick McFadden – Request to update the zoning ordinance to include fencing for pools.

**ADJOURNMENT:** Upon Motion, Council (Baum | Searl) voted and approved to adjourn the Regular Council Meeting at 8:01 PM.

Recording Secretary,  
Darlene Kurten