



BOROUGH OF CHESTER HEIGHTS
53 W Baltimore Pike 2nd floor
P. O. Box 658
Chester Heights, PA 19017
General Meeting Minutes
June 16, 2025, at 7:00 pm

Executive Session: In accordance with the Sunshine Law – Council met to discuss legal matters regarding real estate starting at 6 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
Philip Block, Councilmember
Timothy Hudak, Councilmember
Anne Searl, Councilmember
Ginamarie Ellis, Mayor

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

Public Comment: Eileen Lehmann discussed the Comprehensive Plan Task Force survey

Solicitor's Report: Routine matters

Engineer's Report:

Concord Intermunicipal Agreement – Mattson Road

- Concord Township is going to repave Mattson Road almost up to the Willets Way intersection and proposed that Chester Heights pay for 100 ft. of the road within borough property boundary
- The intermunicipal agreement will give Concord the permission to do the work to repave that portion of the road
- The agreement will require the borough to repay Concord for the 100 ft. portion which will cover the engineering and bidding cost
- The estimated construction value is under \$5,000 for our 100 ft. of the road



- Council will review the contract before voting on the agreement with Concord
- The road program is complete and all of the borough roads are scanned
- There are two areas that need attention
- Mike Kissinger will review this year's road budget to see what resources are available to repair the road

MOTION: Upon Motion, Council (Young | Baum) voted and unanimously approved to allow Concord to replace the 100-meter road not to exceed \$5,000 with Liquid Fuels funds Available.

Signal Contractor

- There have been complaints about the timing of the signal on Valleybrook Rd.
- An email was sent to PennDOT regarding revisiting the timing of the traffic signal

Old Business:

Consider Motion to Purchase Community Park Signage

- A resident requested the borough to purchased signage to mark the end of the borough property line in the Community Park
- Council expressed concerns about enforcement without the presence of police

MOTION: Upon Motion, Council (Young | Searl) voted and unanimously agreed to purchase signage to be posted at the property line of the Community Park not to exceed \$500 including taxes.

Consider Motion to Initiate and Update the Fee Schedule

President Marta Driscoll presented a proposal to update the fee schedule which includes the following changes:

- A non-refundable application fee of \$175 was proposed to cover the administrative and
- Preliminary BCO review
- The updated calculation contract cost divided by 1,000 times 2.5% for renovations
- If the contract cost is less than 50% of the RS Means estimate \$90 sq. ft fee
- DIY exception allows property owners doing their own work to submit a declaration
- form to avoid RS Means pricing
- New construction rate is proposed to be 3.5% vs 2.5% for renovations due to increased
- inspection requirements



- Plan review fee will be \$175 an hour for code compliance review
- Follow up with Catania about invoicing for the permits that were already issued and for the properties inspected

MOTION: Upon Motion, Council (Young | Hudak) voted and unanimously agreed to approve the \$175 non-refundable application fee and \$200 minimum residential permit fee.

Consider Motion – Springfield Tree’s Correctional Tree Maintenance at the Community Park

- Springfield Tree submitted a proposal to address clearing the dead branches and sight line, along with tree elevation at the Community Park

MOTION: Upon Motion, Council (Baum | Searl) voted and unanimously approved the park maintenance proposal from Springfield Tree in the amount of \$1,665.00

Consider Motion – to purchase Dropbox for 1 year & External Storage for Chester Heights Comprehensive Plan Task Force

MOTION: Upon Motion, Council (Searl | Montgomery) voted and unanimously approved to purchase Dropbox Professional subscription and a 10-terabyte desktop hard drive in the amount of \$400.00.

New Business:

PA State Police Report for May 2025 – Councilmember Timothy Hudak

- Councilmember Timothy Hudak reviewed the PA State Report for May which includes the following incidents: two noise complaints, five motor vehicle accidents, twelve traffic enforcement stops.
- There was a total of 43 incidents

Removal of Corn Barn on Powell Property

- Councilmember Philip Block discussed removing the old corn barn on the Powell property and submitting a proposal from ScapeWorx
- Councilmember Block proposed burning the remains of the barn but will follow up with ScapeWorx to get a quote on getting a dumpster to haul it away

Public Comment:

Eileen Lehmann discussed a criminal case involving suspects from the Chester Heights area.



Adjournment: Upon Motion, Council (Young | Hudak) voted and unanimously approved to adjourn the meeting at 8:06 pm.

Recording Secretary,
Christiana Barbour