



**BOROUGH OF CHESTER HEIGHTS**

53 W Baltimore Pike 2<sup>nd</sup> Floor  
P.O. Box 658  
Chester Heights, PA 19017

**WORK SESSION MEETING MINUTES**

**June 20, 2023**

**Call to Order** President Baum called the public meeting to order at 7:06PM and led those in attendance in the reciting of the Pledge of Allegiance.

**Members Present** Drew Baum, President  
Laura Lim, Vice President  
Natalie Anderson, Pro Tem  
Susan Clarke, Councilmember  
Marta Driscoll, Councilmember  
Robert Sacks, Sr., Councilmember  
Ginamarie Ellis, Mayor

**Officials Present** Gerald C. Montella, Esq., Solicitor  
Matthew R. Houtmann, P.E., Engineer

**Executive Session** President Baum announced in accordance with Act 84 - the Sunshine Law, that Council met in Executive Session from 6:15pm – 7:06pm to discuss matters related to (1) Potential litigation related to application by Philadelphia Meeting Room, Inc, 479 Valleybrook Road, for Special Exception before Zoning Hearing Board on June 28, 2023 and (2) To discuss matters related to personnel and review by HR consultant.

President Baum announced in accordance with Act 84 - the Sunshine Law, that Council met in Executive Session on June 13, 2023 from 7:00 pm – 7:55 to discuss matters related to Personnel and review by HR consultant. No motions were approved.

**Amended Agenda** Amended Agenda to include 6 motions related to Job posting for administrative assistant position and Personnel matters.

***MOTION*** Upon Motion, Council (Lim, Sacks) voted and unanimously approved the amended Agenda to include 6 motions relating to job posting for administrative assistant position and matters related to personnel.

**Public Comments**

No comments.

**U&O Safety/Fire Inspection updated requirement list**

Catania Engineering and Borough requirement list to be combined to create a thorough and UCC compliant list.

Consideration of Approval of May 1, 2023 Regular Council Meeting Minutes, and May 22, 2023 Work Session Meeting Minutes.

**MOTION** Upon Motion, Council (Anderson, Sacks) voted and unanimously approved the May 1, 2023 Regular Council Meeting Minutes.

**MOTION** Upon Motion, Council (Sacks, Lim) voted and unanimously approved the May 22, 2023 Work Session Meeting Minutes.

Resident requests changes to public comment from April 17, 2023 Meeting Minutes. Council and recording secretary will review.

**Update on St Thomas re: Rectory demolition**

Solicitor Montella reported that on June 12, 2023 our BCO (Building Code Officer) sent a letter to the church referring to the PA DEP requirements regarding demolition, and until those requirements are fulfilled, demolition is halted. Contractor sent form to DEP.

**Update on Lenni Train Station – Quiet Zone**

Councilmember Sacks reported that no intermunicipal agreement has been distributed and grants would potentially be sought for a feasibility study if agreed upon. Councilmember discussion on cost distribution amongst Middletown, Aston, and Chester Heights. Reference to amount of complaints and issue of lack of railyard location or noise information disclosed.

**Job posting for administrative assistant position**

The open position for administrative assistant will be posted tomorrow June 23, 2023 on the Borough website and other social media.

**MOTION** Upon Motion, Council (Lim, Sacks) voted and unanimously approved the motion to close the Borough office to the public on Fridays going forward until September 1, 2023. Staff needs to report.

**MOTION** Upon Motion, Council (Baum, Sacks) voted and unanimously approved the motion to approve the six days Paid Time Off to be paid out to Amy Langa, at the hourly rate.

**MOTION** Upon Motion, Council (Baum, Driscoll) voted and unanimously approved the motion to set up an interview committee, consisting of Councilmember Lim, Councilmember Lim, and Consultant Furlong, to review applicants, conduct interviews, and suggest recommendations,

**MOTION** Upon Motion, Council (Clarke, Sacks) voted and unanimously approved the motion to post the administrative assistant job on the Borough website.

**MOTION** Upon Motion, Council (Baum, Lim) voted and unanimously approved the motion to temporarily hire Kathy Bradfield as a temporary Borough Staff, for office assistance, 3 hours, 3 days a week at \$25/hour.

**MOTION** Upon Motion, Council (Baum, Lim) voted and unanimously approved the motion to revise the February 21, 2023 motion regarding full time 10 days Paid Time Off. The amended motion to include a minimum of PTO annually or 6 2/3 hour per month accrued the same as in the offer letter provided at hire.

**Approval of Loan for Powell Property and Powell Property agreement update**

Councilmember Lim announced an agreement of sale for purchase of 40.2 acres at \$3.4 million, known as part of the Powell property located on Valleybrook Road to be used for open space

was finalized. Borough's consultant Natural Lands provided funding assistance on grants including private donations and borough commitments. Pending grant applications include DCED, DCNR, and a \$1.8M bridge loan to be finalized.

### **Clarification on Blight Act**

Borough to consider letter to draft to residents if taxes are delinquent at the time owner applies for permits. Blight Act is enforced by PA and include some exceptions.

### **Discuss with Council establishing a communication plan policy to include the Fire Department/Borough Fire Chief**

President Baum reiterated that an HOA is made aware of inspection issues. Councilmember discussion if timeframe should be agreed upon for reinspection and a return date. Discussion that HOA post violations to their residents.

### **Additional Period for Public Comment**

Joseph Dragon – address provided, non CHB resident – St Thomas demo topic, read email correspondence between himself and Pastor Shott of St Thomas. Comments about demolition costs and other church projects completed or planned.

Solicitor Montella noted documents submitted to Council by residents are not part of an official record.

Recording Secretary noted that Council previously voted that Minutes are action based and not a full summary.

Eileen Lehmann – address provided – appreciation of clarification and resident support from Councilmember Driscoll, inquiry to sewer pump station at Brookefield.

Mark Wilcox – address provided – noted report by architect John Milner. Comments about premature demolition and main church building integrity during demolition.

Pat McFadden – address provided – noted report by nationally recognized architect, John Milner and his letter regarding historical significance of the St Thomas rectory.

Krystyna Gallogly – address provided, not CHB resident – inquiry about interior demolition.

Trish Lesner – address provided – St Thomas demo topic.

Councilmember discussion about demolition, DEP requirements and any subsequent penalties if work started. Solicitor would advise inspector as to alleged violation. President Baum reiterated that inspector will be on site before demolition begins.

### **Upcoming meetings:**

Next Planning Commission Meeting – June 22, 2023 at 6:30pm.

Next Regular Council Meeting – July 10, 2023 at 7pm.

Next Committee Meeting – July 17, 2023

Next Work Session – July 24, 2023 at 7pm.

Zoning Hearing Board meetings

- June 28, 2023, 479 Valleybrook Rd
- July 18, 2023, 415 Valleybrook Rd
- July 20, 2023, 19 Smithbridge

**ADJOURNMENT:** Upon Motion, Council (Sacks, Anderson) voted and unanimously approved to adjourn the meeting at 8:25pm.

**Land Development Dates:**

**Rose Hill S/D – submitted Jan 24, 2021, extension needed July 2024.**

Respectfully submitted,  
Amy Langa  
Recording Secretary