



BOROUGH OF CHESTER HEIGHTS  
53 W Baltimore Pike 2<sup>nd</sup> floor  
P. O. Box 658  
Chester Heights, PA 19017  
Regular Council Meeting Agenda  
June 3, 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 the 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

**Officials Present** Alex Baumler, Esq., Solicitor  
Michael Kissinger, P.E., Engineer

**Consider Motion to Amend the Regular Council Meeting Agenda for June 3, 2024, to include the approval of a letter of financial commitment provided to DCED regarding the grant application previously approved. Upon Motion, Council (Anderson | Young) voted and approved the Amended Agenda for the Regular Council Meeting on June 3, 2024.**

**Public Comment:** No Report

**Approval of Meeting Minutes:**

May 6, 2024, Regular Council Meeting Minutes

**MOTION** Upon Motion, Council (Young | Hudak) voted and approved the Regular Council Meeting Minutes for May 6, 2024.

May 20, 2024, Work Session Meeting Minutes

**MOTION** Upon Motion, Council (Young | Hudak) voted and approved the Work Session Meeting Minutes for May 20, 2024.



**Approval of Cash Disbursements: May 7, 2024, through June 3, 2024:**

**General Fund**

The cash disbursement statement reads that our total is \$63,310.89. Check number 14270 from 21<sup>st</sup> Century Media is deducted from the balance and the updated total is \$63,035.26.

**MOTION:** Upon Motion, Council (Young | Hudak) voted and approved the disbursement in the amount of \$63,035.26.

**Liquid Fuels Fund**

The Liquid Fuels Fund resources the Borough's utilities and light maintenance for Valleybrook and Smithbridge Road. The total for the disbursement is \$1,454.70.

**MOTION:** Upon Motion, Council (Young | Anderson) voted and approved the disbursement in the amount of \$1,454.70.

**Fire Protection and ARPA Funds**

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

**Correspondence:**

- During the month of May we had six "Right to Know" requests
- The potholes on Walnut Hill Blvd. and Mattson Rd. Bridge has been repaired.
- PennDOT assessed the bamboo on Valleybrook Rd. The bamboo is behind the fence and the homeowner should be notified to address the issue.
- The lawyer of the homeowner will address the removal of the low hanging tree on Lenni Road.
- Scotts have cleared the storm drains.
- The parts to bring the front door in compliance with ADA have been ordered.
- Darlene Kurten and Christiana Barbour completed a PSAB Sunshine Act course.

**Solicitor's Report: Consider Motion to Repeal the BPT**

An advertisement for the repeal of the BPT ordinance is needed for the June 17<sup>th</sup> Work Session meeting.



**MOTION:** Upon Motion, Council (Sear | Young) voted and approved to authorize the advertisement of the repeal of the BPT.

**Quiet Zone-Feasibility Study Agreement Proposal**

Representatives and Attorneys from Aston, Middletown, and Chester Heights met to discuss the proposal. The total cost of the study is \$38,000.00. Middletown Township has secured a grant for \$30,000.00. The remaining balance of \$8,000.00 will be divided three ways between Aston, Middletown, and Chester Heights.

**Engineer's Report**

A draft of the letter for Smithbridge Rd. was reviewed by Council. Mr. Conrad intends to install the sewer line for Smithbridge. A signature line needs to be added to the letter for Mr. Conrad to sign. The sewer authority is requesting a letter stating the Borough intends to install the rest of the line in one phase and confirm the timeline. The completion date is September 2026.

**MOTION:** Upon Motion, Council (Young | Hudak) voted and approved the letter with the additional signature line for Mr. Conrad.

**411 Valleybrook**

The letter regarding the pillar on 411 Valleybrook is drafted. A meeting between the Borough, School District, and PennDOT will take place to discuss the bus stops for next school year.

**Fire Marshal Report:**

**Octoraro Terrace (Old Quarry Knoll)**

Mail delivery service is not available for Octoraro Terrace.

**Rental Inspections- No response to 3<sup>rd</sup> Notice**

**MOTION:** Upon Motion, Council (Young | Hudak) voted and unanimously approved to issue citations.

**Roadmaster | EMC Report:**

The potholes located on Mattson Road bridge and Walnut Hill Blvd. have been repaired. The Mattson Road bridge is due to be replaced. Information in writing is needed to confirm who owns the bridge and who is financially responsible for replacing the bridge.



## **COMMITTEE REPORTS:**

### **Finance and Administration**

#### **GTRP Grant for Powell Property**

A letter is needed stating that we have committed \$100,000.00 towards the grant to purchase the Powell property.

**MOTION:** Upon Motion, Council (Young | Montgomery) voted and approved the signing of the \$100,000.00 commitment letter for the purchase of the Powell property.

#### **Consider Summer Office Hours**

The office will be closed to the public on Fridays beginning June 7<sup>th</sup> through September 7<sup>th</sup>.

**MOTION:** Upon Motion, Council (Young | Anderson) voted and unanimously approved to close the office to the public on Fridays from June 7<sup>th</sup> through September 7<sup>th</sup>.

### **Community Engagement:**

#### **Memorial Day Celebration**

The Memorial Day Celebration was well attended along with guests from VFW.

#### **Recycling Day Event**

Our Recycling Day event is scheduled for Saturday, September 21<sup>st</sup>. Postcards will be mailed within two weeks.

#### **Gardening Event**

The Gardening Event will be held at our office on June 25<sup>th</sup> at 2 p.m.

#### **Chester Heights Day**

The event was advertised in the newsletter but there was low feedback. Chester Heights Day may take place next year during our anniversary year.

#### **Library Update**

Our librarian is researching how to increase funding for the library. The library received a donation of \$200.00 which went towards purchasing mulch for the garden.

#### **Fall Newsletter**

New stories and articles are being accepted for the upcoming fall newsletter. The deadline for all submissions is August 15<sup>th</sup>.

### **Public Safety:**

#### **Public Safety Report for the month of May**

There were twenty calls made this month. Five calls were made from Chester Heights.



## **Infrastructure and Public Works**

### **Walking Trail**

Walking trail needs repair. The contractor has been nonresponsive to our Engineer. Our Solicitor will draft a letter to the contractor who did the work stating our engineer's specifications. If the trail is not repaired, we will solicit a bid to have the trail completed and deduct the cost from our current contractor's fee.

**MOTION:** Upon Motion, Council (Young | Searl) voted and approved to authorize the Borough Solicitor to notify the contractor: Joseph J. Danielle LLC 710 Trainer St., Trainer, PA 19013

**Old Business**      **No Old Business to report.**

### **New Business: Ashley's Sanitary Sewer Request**

Concord Township has asked Chester Heights to be the applicant for the new connection. We will ask for a maintenance agreement with Ashley. The borough would have the right and ability to maintain the line and be reimbursed by Ashley's.

### **Comcast Franchise Agreement**

Discussion of the franchise agreement will take place at the next meeting.

**Public Comment:** Eileen Lehmann Sewage System in Chester Heights- spoke about the borough managing the capacity of our sewage system.

Pat McFadden – 282 Llewellyn Road - Private Mail Delivery - shared his concerns about home mail delivery and the cost of paying for a P.O. Box.

**ADJOURNMENT: Upon Motion, Council (Anderson | Hudak) voted and adjourned the Regular Council Meeting at 8:06pm.**

#### 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