



BOROUGH OF CHESTER HEIGHTS  
53 W Baltimore Pike 2<sup>nd</sup> floor  
P. O. Box 658  
Chester Heights, PA 19017  
Regular Council Meeting Minutes  
March 3, 2025, at 7:00 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  
Jeanne Montgomery, Pro Tem  
Natalie Anderson, Councilmember  
Drew Baum, Councilmember  
Timothy Hudak, Councilmember  
Anne Searl, Councilmember  
Ginamarie Ellis, Mayor
- Officials Present** Kyle Miller Esq., Solicitor  
Mike Kissinger, Engineer
- Public Comment:** No Report

**AMEND THE MARCH 3, 2025 AGENDA - Funding for Powell Acquisition**

**MOTION:** Upon Motion, Council (Montgomery | Baum) voted and unanimously approved to amend the March 3, 2025, Regular Council Meeting Agenda by adding the discussion funding for Powell Acquisition under General Fund Cash Disbursements.

**Approval of Meeting Minutes**

**Regular Council Meeting Minutes for February 3, 2025**

**MOTION:** Upon Motion, Council (Marta Driscoll, Jeanne Montgomery, Natalie Anderson, Timothy Hudak, and Anne Searl) voted and approved the February 3<sup>rd</sup>, 2025, Regular Council Meeting Minutes. Councilmember Drew Baum voted “Nay”.

**General Meeting Minutes for February 18, 2025**

**MOTION:** Upon Motion, Council (Montgomery | Hudak) voted and unanimously approved the General Meeting Minutes for February 18, 2025.

**Approval of Cash Disbursements – From February 4, through March 3, 2025**

**MOTION:** Upon Motion, Council (Hudak | Searl) voted and unanimously approved the General Fund cash disbursements in the amount of \$84,464.61.



**MOTION:** Upon Motion, Council (Searl | Anderson) voted and unanimously approved the Liquid Fuels cash disbursements in the amount of \$31,753.23.

**Funding for the Powell Property Acquisition**

<b>TOTAL PURCHASE PRICE Settlement Fees</b>	<b>\$ 3,749,115.40</b>	
	Amount	Balance
Landowner Donation ( <b>No cash- price reduction</b> )	\$ 340,000.00	\$ 3,409,115.40
Loan from TNC* <i>Covered by LWCF grant to be received</i>	\$ 1,870,000.00	\$ 1,539,115.40
Private Donation Held By NLT	\$ 500,000.00	<b>\$ 1,039,115.40</b>
<b>SUBTOTAL on hand</b>	<b>\$ 2,710,000.00</b>	
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LSA - Reimbursable Grant	\$ 260,000.00	\$ 779,115.40
DELCO GREENWAYS GRANT - reimbursable (3/14/2025)	\$ 500,000.00	\$ 279,115.40
Borough Funds Committed (Purchase Price)	\$ 270,000.00	\$ 9,115.40
Borough Funds Committed (Settlement costs)	\$ 9,115.40	
<b>STUBTOTAL NEEDED FROM CHB ON 3/7/2025</b>	<b>\$ 1,039,115.40</b>	

Council reviewed the total purchase price and settlement fees for the Powell Property Acquisition.

**MOTION:** Upon Motion, Council (Marta Driscoll, Jeanne Montgomery, Natalie Anderson, Timothy Hudak, and Anne Searl) voted and unanimously approved the purchase price and settlement fees for the Powell Property Acquisition. Councilmember Drew Baum voted “Nay”.

**Fire Protection Fund** Balance sheet only

**ARPA** Balance sheet only

**Secretary’s Report:**

- Discussed correspondences to clear the roads after the storm.
- There were two “Right to Know” requests submitted to the office.

**Solicitors’ Report:**

**Powell Property Acquisition**

- The Solicitor’s opinion letter was submitted on the 21<sup>st</sup> and everything is on track with the seller and timelines.

**Open items that are in progress**

- The resolution letter is requesting PSAB to oppose SB238
- Resolution for the AARP Grant



### **Property Rental Attestation**

- The document was drafted for property owners to attest their name, address, how long they've owned the property, and whether the property is a rental.
- It refers to the property owner's obligation to update the borough should there be a change in the rental status of the property and maintain the property in accordance with the fire prevention code.
- There was a discussion between Mayor Ginamarie Ellis, President Marta Driscoll, Councilmember Drew Baum, and Fire Marshal Samuel Iannucci. The discussion topics were fire ordinance, rental fire inspections, and privacy for the residents of the borough and rental properties with Mayor.

**MOTION:** Upon Motion, Council (Marta Driscoll, Jeanne Montgomery, Natalie Anderson, Timothy Hudak, and Anne Searl) voted and approved the Non-Renters Attestation. Councilmember Drew Baum voted "Nay".

### **Engineer's Report:**

#### **Review Type 5 Map**

- Council reviewed the following roads for the Type 5 map in which the maintenance of the roads will be covered by funds from Liquid Fuels.
  - Octoraro Terrace – will be dedicated to the borough
  - Miller Way – borough road
  - Arbor Way – private road
  - Rose Hill – the status to dedicate the road is uncertain

#### **The Road Program**

- The roads will be scanned to analyze maintenance issues that need to be addressed. After the roads are scanned a three-to-five-year plan will be created to address the maintenance needs of the road.

### **Consider Motion – County Aid Draft Resolution 2025.03.A & MS339 County Aid**

**MOTION:** Upon Motion, Council (Hudak | Montgomery) voted and unanimously approved Resolution 2025.03.A for the County Aid application.

#### **479 Valleybrook Rd. Escrow Release #3**

Mike Kissinger, PE suggested the release of \$19,950.00 which will leave a remaining escrow balance of \$30,364.40.

**MOTION:** Upon Motion, Council (Searl | Baum) voted unanimously to approve the escrow release for 479 Valleybrook Rd. in the amount of \$19,950.

#### **Road Master Report:**

- The office staff handled opening the road very well.



- PA 1 calls and routine matters were cleared.
- Road Master Larry Ward will follow up on ordering barriers for road closures.

**Fire Marshal Report:** No report

**Zoning Officer Report:**

- Pat McFadden discussed errors in the Zoning Code and routine matters were addressed.

**Building Code Official Report**

**Monthly Permit Update**

The following permits were issued during February:

- 3 electrical permits
- 2 plumbing permits
- 4 building permits
- Plan review for 227, 228, and 229 Windsor Ct.

The building, electrical, plumbing, and HVAC permits were approved for 227-229 Windsor Ct.

**Building Code Official, Permit Fees – Councilmember Baum**

- Councilmember Drew Baum expressed concerns about the building permit process and fees for 5 Miller Way
- President of Council Marta Driscoll discussed adjusting the building permit fees due to concerns from the property owner.
- President Driscoll discussed how the original building permit fee was calculated at \$90 per square foot and the permit was recalculated based on the borough's fee schedule.
- Councilmember Baum also expressed concerns about the resignation of our current BCO Brian Razzi

**MOTION:** Upon Motion, Council (Searl | Hudak) voted and approved to end discussion on Building Code Official and Permit Fees and continue with agenda items.

**Mayor's Report**

**History Lesson**

Mayor Ginamarie Ellis discussed the history of Chester Heights which included the following highlights:

- The first borough meeting took place on January 7, 1946, at 8pm at the Old Rosehill School.
- The meeting opened with a prayer by Father Sylvester McCarthy.
- The mayor was sworn in first, then sworn in the members of council.
- J. Tami Wilcox was the first President of Council.
- The signage on Logtown Rd. was establish by the Ellis family and the land is connected to the soldiers that served in the American Revolutionary War.
- The petition to establish Chester Heights from Aston Township.



### Mayor's Office Hours

- Mayor Ellis' office hours will be held at least two Wednesdays a month around lunchtime.
- One meeting will be held at 5:30 pm before the General Meeting

### Committee Reports

#### Finance & Administration

##### Consider Motion – Resolution 2025.03.B – PSAB to oppose SB238

Senator Coleman is proposing a bill 238 that would eliminate borough's access to receiving real estate taxes.

**MOTION:** Upon Motion, Council (Hudak | Montgomery) voted unanimously approved Resolution 2025.03.B

##### Consider Motion – Resolution 2025.03.C – to approve the application for AARP Grant in the amount of \$25K for benches in Brookfield Trail – application due March 5<sup>th</sup>

**MOTION:** Upon Motion, Council (Hudak | Anderson) voted and unanimously approved Resolution 2025.03.C

##### Consider Motion – to appoint the Comprehensive Plan Task Force

- The borough applied for the Comprehensive Plan Grant. It was included in the grant application that the borough would put together a task force. President Marta Driscoll discussed the list of participates:
  - Marc Hanlan, Ph.D.- representative of the Planning Commission and Task Force Chair
  - Thayer Schroeder – a business representative and Planning Commission Member
  - Eileen Lehmann – a resident representative with the knowledge of sewer infrastructure
  - Natalie Young – serve a Council liaison with expertise in legal and zoning and land development
  - Pat McFadden – serving as a Zoning Officer and former BCO for insight into future zoning impacts and past zoning impacts
  - Tim Hudak – is the Public Safety Committee Chair
  - Tim Searl – a resident that lives in a historic home and will bring historic preservation concerns. He is also a member of the Chester Heights Fire Company
- President Marta Driscoll reported that Chairman of the Planning Commission John Lesky resigned.



- Mayor Ginamarie Ellis expressed her interest in joining the Comprehensive Plan Task Force and was respectfully declined by President Marta Driscoll.
- Thayer Schroeder recused himself from participating on the Comprehensive Plan Task Force.
- Brian Razzi’s resignation will be distributed to Council.
- Mr. Razzi’s resignation will be effective March 14<sup>th</sup>, and Council will vote on accepting his resignation letter at the General Meeting scheduled for March 17<sup>th</sup>.

**MOTION:** Upon Motion, Council (Marta Driscoll, Jeanne Montgomery, Natalie Anderson, Timothy Hudak, and Anne Searl) voted and approved members of the Comprehensive Task Force Councilmember Drew Baum voted “Nay”.

#### **Consider Motion – Sarcinello Contract and Agreement**

**MOTION:** Upon Motion, Council (Hudak | Searl) voted and unanimously approved the Sarcinello contract and agreement.

#### **Review – Insurance premium history**

- Council reviewed the insurance premium history.
- The insurance premiums have fluctuated over the years due to rate changes

#### **Ratify Motion – to approve Gallagher Insurance Premium**

**MOTION:** Upon Motion, Council (Hudak | Montgomery) voted and unanimously approved to ratify the Gallagher Insurance purchase.

#### **Consider Motion – 2024 Tax Interim Delinquents**

**MOTION:** Upon Motion, Council (Hudak | Baum) voted and unanimously approved to exonerate the three small penalty amounts for the 2024 Chester Heights tax claim report.

#### **Community Engagement:**

##### **Mini Pros Meeting Update: 02.26.2025**

- A group from Lands Trust came to the meeting to review maps of the borough and give an overview.
- The next meeting will be in April.

##### **Easter Egg Hunt**

- The East Egg Hunt event will be held on Sunday, April 6<sup>th</sup> and volunteers are needed.
- The rain location will be at the office instead of having a rain date.

##### **Community Day**



- There is discussion of having Community Day on October 4<sup>th</sup>.
- Meetings will be held to formulate teams for this event.

**Library Update**      No report

**Public Safety**

Councilmember Timothy Hudak gave the following report:

**February 2025 Chester Heights Fire Company Report. There were 26 calls.**

- 8- Building Responses
- 4- Automatic Fire Alarms
- 3- Medical Assist
- 3- Gas Leaks
- 3- Wires
- 3- Car Accidents
- 1-Carbon Monoxide Incidents, Cover Assignment
- 1-Cover Assignment

**Emergency calls made this month**

- 13 calls in Chester Heights
- 11 calls in Concord Township
- 1 call in Upper Chichester
- 1 call in Middletown Township

**Upcoming Events**

- CHFC meeting and work night – March 6<sup>th</sup>
- Scuba training and Course Test – March 13<sup>th</sup>
- Emergency Vehicle Operations Class – March 20<sup>th</sup>
- Emergency Vehicle Operations Road Test – March 22<sup>nd</sup>
- Engine Company Ops/Hose Stretch Training – March 27<sup>th</sup>

**Infrastructure & Public Works:** No report

**Old Business:**      No report

**New Business:**

**Resignation of the Building Code Official Brian Razzi -**

- The motion to accept Brian Razzi's resignation letter and motion to appoint a new Building Code Official will be discussed at the March 17<sup>th</sup> General Meeting.
- President Marta Driscoll will distribute Brian Razzi's resignation letter to Council for review in preparation for March 17<sup>th</sup> General Meeting.



### **Public Comment**

- Gloriann Ellis discussed the residents submitting contracts from the contractor during the permit process.
- Desiree Phillips discussed accessing the borough code on website.
- Fire Marshal Samuel Iannucci discussed making sure there are sprinkler plans for new homes that will be built on Windsor Court.

### **Adjournment**

***MOTION:*** Upon Motion, Council (Hudak | Searl) voted and unanimously approved to adjourn the meeting at 8:50 p.m.

Respectfully Submitted,  
Christiana Barbour