



BOROUGH OF CHESTER HEIGHTS

53 W Baltimore Pike 2nd floor

P. O. Box 658

Chester Heights, PA 19017

Regular Council Meeting Minutes

March 4, 2024

Call to Order President Driscoll call the meeting to order at 7:00 PM and led those in attendance in reciting the Pledge of Allegiance.

Roll Call Marta Driscoll, President
Natalie Young, Vice President
Jeanne L. Montgomery, Pro Tem
Natalie M. Anderson, Councilmember
Timothy Hudak, Councilmember
Mayor Ginamarie Ellis

Officials Present Michael Kissinger, PE
Alex Baumler, ESQ.

DELCO Vision Zero Presentation & Survey:

Kevin Voight the Safety Ambassador for DELCO Planning Districts Five and Six for the Vision Zero Program with the county. Division Zero is a plan that is being put together by the county to help make the county safer for driving, biking, and walking. Mr. Voight advised that there is a survey and presented survey cards to Council and the public to participate in. Information will be posted at the Borough office and on the Borough Website and Facebook Page.

Public Comment: No Report

Approval of Meeting Minutes

- a. Regular Council Meeting Minutes February 5, 2024, Consider Motion

MOTION Upon Motion, Council (Young | Anderson) voted and approved the Regular Council Meeting Minutes for February 5, 2024.

- b. Work Session Meeting Minutes February 26, 2024, Consider Motion

MOTION Upon Motion, Council (Young | Hudak) voted and approved the Work Session Meeting Minutes for February 26, 2024.



Approval of Cash Disbursements: February 6, through March 4, 2024:

- c. General Fund: \$69,441.28

MOTION

Upon Motion, Council (Young | Anderson) voted and approved the Cash Disbursements for the General Fund in the amount of \$69,441.28.

- d. Liquid Fuels Fund: 9,720.64

MOTION

Upon Motion, Council (Hudak | Montgomery) voted and approved the Cash Disbursements for the Liquid Fuels Fund in the amount of \$9,720.64.

- e. Fire Protection Fund: Balance Sheet
- f. ARPA Fund: Balance Sheet

Correspondence:

- a. Walking Trail – Engineer Houtmann is notifying the contractor to fix the washed-out trail.
- b. Complaint about a dirt access road creating dust. Consulted Borough Solicitor and the Borough does not have any authority over the two privately owned properties.
- c. A resident expressed interest in hearing back from SEPTA to discuss train noise and possibility of noise barriers being installed. An email was sent to Joseph Connolly for an update.
- d. Scott – Scotts Lawn Service will make sure the Chester Heights Community Park grass is cut prior to the Easter Egg Hunt on March 23rd.
- e. Concern: Madison Road Bridge needing repair, the bridge is county owned and we need to determine who the responsible party is for repairs.

Solicitor's Report: Solicitor Baumler reported on routine matters, waiting for Labor and Industry to review the draft Ordinance.

Engineer's Report: Engineer Kissinger is waiting for 479 Valleybrook Road to resubmit plans for review and routine matters.

Fire Marshal Report

Fire Marshal Iannucci reported: 479 Valleybrook Road, waiting on plans to be resubmitted, some inquiry on the vacant Bank on Baltimore Pike.

There were about 95 letters sent out to rental properties in Darlington Woods and Valleybrook Townhomes about Fire Safety Inspections. The timeline is 20 days for a response and the Borough office will resend a letter after 20 days for the second notice. There will be a third notice and a 15 day grace period before any violations will begin.



Also, met with Madison apartments for a pre-meeting inspection and will be sending the invoice out this week once payment is received inspections can begin. There have been a couple of parking issues with a car parked in front of a fire hydrant at Madison two (2) warnings have been issued.

There were three (3) fire calls in the Borough, 226 Bishops Drive was a hot water heater fire the blue pipe was disintegrated and on the ground. Fire & carbon monoxide detectors were given to homeowners. Fire Marshal went back twice and no answer. Two (2) fire calls made from Madison due to fireplace misuse.

Wawa Check Received in the amount of \$550.00, no permit was received this was a check only. The Fire Marshal advised Council that the new Fee Schedule under Section F, Number 7 Operational Commercial Additional Hazard Check Notification, states tents require notifying the Borough with details of tent, no charge required.

MOTION

Upon Motion, Council (Hudak | Montgomery) voted and approved to send the Check, along with a letter from the Fire Marshal explaining no permit is needed, just notify the Borough for tent events.

Roadmaster's Report

Roadmaster Ward reported all the PA One calls were cleared. PECO is still putting gas mains in at Old Ivy and they are also clearing dead trees and over growth along Darlington Road. PECO will cut the wood into 16" to 20" inch pieces if anyone wants to pick up wood.

Mayor's Report

Mayor Ellis reported that she was in communication with the Zoning Enforcement Officer about complaints received about signs in the Borough. Just a reminder, we don't allow any real estate signs, any directionals in the Borough, unless the properties are within the Borough. Open House signs are permitted during the open house, not before, not after and not during the week. The Zoning Officer will be removing the signs. Also, complaints about the trash being dumped on the Madison property at Route 1 & Valleybrook Road. There is two mattress's, two recliners and a person dumping liquids daily. This has been reported to the Borough BCO and Zoning Officer.

Mail received for the Mayor included the association of "Mayors of the Boroughs of PA", dues are due in the amount of \$60.00.

Soon the Mayor will be sending a letter out to residents and making an announcement that starting in April, the Mayor will be starting "office hours with the Mayor" for a few hours a month.



COMMITTEE REPORTS

g. Finance & Administration

- Vacancies: Appointment of Fire Marshal for 2024

MOTION

Upon Motion, Council (Hudak | Montgomery) voted and approved the appointment of Samuel Iannucci as the Fire Marshal for the remainder of 2024.

- Vacancies: Appointment of Debbie Miller – Library Representative

MOTION

Upon Motion, Council (Anderson | Young) voted and approved the appointment of Debbie Miller as the Borough Library Representative.

- Vacancies: Appointment of ZHB Vacancy – Brian Murphy

MOTION

Upon Motion, Council (Hudak | Young) voted and approved the appointment of Brian Murphy to the Zoning Hearing Board to fill the vacancy of Natalie R. Young.

President Driscoll put together an RFP and reached out to three (3) “New” CPA firms who are eager to submit the Borough a quote for the 2023 Audit. President Driscoll also contacted DCED to let them know the 2023 Audit will not be completed by April 1, 2024. Instead of approving the engagement letters, President Driscoll would like Council to consider a Motion to approve sending out the RFP to the CPA firms that have shown interest in replying to the RFP and posting it on our website and requesting a return proposal by March 11, 2024 for the Finance Committee to review and bring to Council at the Work Session Meeting on March 18, 2024.

MOTION

Upon Motion, Council (Young | Hudak) voted and authorized to send the prepared RFP to three (3) “New” CPA firms to submit proposals for the 2023 Audit, with the deadline of March 11, 2024.

Resolution #2024.03.A – A Resolution designating and authorizing a Borough Official to sign form SF434B for the Powell Acquisition Grant.

MOTION

Upon Motion, Council (Young | Hudak) voted and approved the authorization of a Borough Official to sign form SF434B for the Powell Acquisition Grant.

WSFS Accounts – Update to Require two (2) signers.

MOTION

Upon Motion, Council (Montgomery | Young) voted and approved to update the WSFS accounts to require two (2) signers.



h. Community Engagement

- CRC's Streams Cleanup 2024

The Chester, Ridley and Crumb creeks that we have in our county the cleanup is going to be on March 16th, from 9:00 am to 11:30 am. CRC sent a thank you letter to the Borough of Chester Heights thanking for the generous sponsorship for the 2024 cleanup.

- Easter Egg Hunt

The Easter Egg Hunt planning and preparation is going well. If you would like to volunteer, please let Jeanne know and be at the Chester Heights Community Park by 10:00 am on March 23rd, the Egg Hunt starts at 11:30 am.

- Library Report

Debbie Miller updated Council on the Library news – The Library finished up on their annual fundraising, and now they are looking for sponsors for the children's program for summer. The Library is looking for sponsors also to help create a story walkway around it. The cost for each story walk is approx. \$250.00 and that is quarterly.

i. Public Safety

- Historical Preservation Ordinance

Councilmember Hudak would like to propose engaging Beverlee Barnes, Historic Preservation Manager, at the Delaware County Planning Commission for possible assistance and a quote for possibly creating the Borough's Historical Ordinance.

- State Police Report

Councilmember Hudak reported four (4) crimes were reported in February 2024, two (2) theft, one (1) retail theft and one (1) fraud.

PSPD seized 15.7 million in drugs for the fourth quarter of 2023.

j. Infrastructure | Public Works

- COSTARS Salt Contract – Deadline March 15th – Pre-authorization to enter into a contract with COSTARS for the 2024 – 2025 Winter Salt Contract.

MOTION

Upon Motion, Council (Driscoll | Hudak) voted and approved the pre-authorization for the COSTARS 2024-2025 Winter Salt Contract.



OLD BUSINESS

Ratify Motion Upon Motion, Council (Young | Hudak) voted and Ratified the Motion for Resolution #2024.02.C Fee Schedule.

Ratify Motion Upon Motion, Council (Anderson | Young) voted and Ratified the Motion and approved the fee of \$65.00 per unit for Madison's Apartment inspections.

Ratify Motion Upon Motion, Council (Young | Hudak) voted and Ratified the Motion for 479 Valleybrook Roads extension letter expiring on June 1, 2024.

NEW BUSINESS No Report

Additional Period for Public Comment:

Eileen Lehmann – Questions concerning the COSTARS Salt Contract, explained by Council.

Larry Ward – Roadmaster – 479 Valleybrook Road – DEMO, Permits, and Safety Concerns.

ADJOURNMENT Upon Motion, Council (Young | Anderson) voted and unanimously adjourned the Regular Council Meeting at 8:09 pm.

Land Development Dates:

479.Valleybrook Road: Plans Received 01.02.2024, Plans reviewed 01.25.2024, Revised Plans received 02.08.2024, DCPC Ltr Received 02.20.2024, Extension Letter 06.01.2024.

Respectfully Submitted,
Darlene Kurten
Secretary