



BOROUGH OF CHESTER HEIGHTS
53 W Baltimore Pike 2nd floor
P. O. Box 658
Chester Heights, PA 19017
Regular Council Meeting Minutes
May 5, 2025, at 7:00 pm

Call to Order President Marta Driscoll called the meeting to order at 7 pm 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
Timothy Hudak, Councilmember
Anne Searl, Councilmember Ellis, Mayor

Officials Present Kyle Miller Esq., Solicitor

Public Comment: Dr. Om Amin discussed people visiting Chester Heights Community Park and trespassing on his property.
Council discussed strategies to decrease people trespassing on Dr. Amin’s property

- This concern will be added to the Park Plan discussion
- We can install landscape buffering showing the property line
- A sign stating “This is private property you’ve reached the end of public property” is also an option to decrease trespassing

Approval of Meeting Minutes

Regular Council Meeting Minutes for April 7, 2025

MOTION: Upon Motion, Council (Hudak | Young) voted and unanimously approved the Regular Council Meeting Minutes for April 7, 2025.

General Meeting Minutes for April 21, 2025

MOTION: Upon Motion, Council (Young | Hudak) voted and unanimously approved the General Meeting Minutes for April 21, 2025.

Approval of Cash Disbursements – From April 8th through May 5th, 2025



MOTION: Upon Motion, Council (Young | Montgomery) voted and unanimously approved the General Fund cash disbursements in the amount of \$49,971.92 which includes the personal reimbursement balance of \$496.08 for President Marta Driscoll in purchasing Survey Monkey.

MOTION: Upon Motion, Council (Hudak | Young) voted and unanimously approved the Liquid Fuels cash disbursements in the amount of \$1,075.60.

MOTION: Upon Motion, Council (Hudak | Young) voted and unanimously approved the Citadel credit card payment in the amount of \$1,519.85.

Council will review invoices from check numbers 136 and 1351

Fire Protection Fund Balance sheet only

ARPA Balance sheet only

Secretary's Report:

- Darlene Kurten thanked Council for the acknowledgements and recognition for Administrative Day
- Catania and Christiana Barbour are transitioning the permit process with current BCO/Zoning Officer Pat McFadden
- The grant report for ARPA was submitted on April 30th
- The ARPA funds must be used by December 2026
- Discussed Comprehensive Plan Task Force communications using a shared borough email
- Currently working on reimbursement for the DCNR grant
- Research signage requirements for all grants and Council will review the requirements at the May 19th General Meeting
- There was a discussion about the park access to Powell Property and the ash trees that need to be removed because they are a safety hazard
- Mayor Ginamarie Ellis suggested that the public be discouraged from walking on the Powell Property because of the hazardous ash trees

Solicitors' Report:

- Solicitor Kyle Miller discussed the emergency declaration issued for Crozer medical closure
- Work is underway on the Steep Slope Ordinance the draft is complete
- Work is underway on the draft for the Historical Preservation Ordinance
- A list needs to be compiled of all the properties that meet age requirements for the Historical Preservation Ordinance
- The request was received from Darlene Kurten regarding the DCNR reimbursement grant, work is underway to complete the paperwork
- Councilmember Drew Baum discussed a "Right to Know" request, attorney-client privilege, and council members access to communications



Engineer's Report: No report

Road Master's Report:

- The "Stop" signs and the "School" signs along Ivy Lane are installed
- All PA1 calls have been cleared

Fire Marshal's Report:

- 95% of rental property owners have responded to completing the annual fire safety inspections
- The communication between the Fire Marshal and Steve Ross discusses the sprinkler system for 227,228, and 229 Windsor Ct.
- The Fire Marshal communicated to Steve Ross that all the homes being rebuilt will need a sprinkler system
- There was a discussion on the fire code, water connections, and appeal process for sprinkler ordinance

BCO | Zoning Officer Report:

- BCO/Zoning Officer Pat McFadden discussed the transition between building code officials
- Pat is following up on permit fees
- There was an update about the new business in Darlington Shopping Center being converted into an ice cream shop
- Pat discussed the permits they are needed to convert the pizza shop into an ice cream shop

Committee Reports:

Finance and Administration

Consider Motion: Draft DCED Annual Audit and Financial Report

- Barbacane & Thorton and Company completed the 2024 annual audit and financial report
- The financial report was submitted to the Pennsylvania Department of Community and Economic Development
- The key findings from the audit indicated a clean opinion with a surplus of \$277,626.00
- President Marta Driscoll discussed financial trends from 2020-2023
- The discussion on financial trends reviewed that there were financial deficits during 2020-2022 and there was surplus during 2023

MOTION: Upon Motion, Council (Young | Hudak) voted and unanimously approved to receive and file the 2024 audit report.

Community Engagement:

- There will be a Memorial Day event on Monday, May 26th



- On Wednesday, May 28th there will be a peony tour and a vase flower arrangement workshop
- Raina Whitwright is the new director of the Rachel Kohl library

Public Safety:

EMS Coverage Review – Crozer Closure Impact & Recommendation – Rob Hazlett

- The CHFC does not provide EMS transportation for the residents
- Concordville Fire Company is the primary EMS provider
- EMS calls over the past six years have increased
- Most of the EMS calls are from Merrill Gardens
- Travel distances for paramedics will increase
- Riddle Hospital is preparing a portion of their facility to accommodate emergency staff services

Pennsylvania State Police Report for April 2025 – Councilmember Timothy Hudak

- There were sixty-one incidents in April (1 aggravated assault incident, 2 incidents of assault, 1 DUI, 8 motor vehicle crashes, and 13 request for services)
- Councilmember Hudak will present the 12-month crime trend report during a meeting in June

Chester Heights Fire Company Report for April

- Chester Heights Fire Company reported twenty-four calls in April (8 building responses, 6 automatic fire alarms, 12 calls in Chester Heights, 10 in Concord, 1 in Thornbury, 1 in Middletown)
- The CHFC will host a live burn on May 31st
- There will be a mock crash at Garnet Valley H.S. on May 21st
- CHFC will participate in the community Memorial Day event May 26th
- CHFC meets on Thursday evenings

Infrastructure and Public Works – No report

Mayor's Report:

History Lesson & Marriage

- Mayor Ginamarie Ellis received a call from a couple in need of a government official to sign their marriage license
- On Sunday, April 27th Mayor Ellis witnessed a brief exchange of marriage vows then signed the marriage license

This month's history less highlighted the history of Wilson's Auction

- The owner of Wilson's Auction Mike Wilson made a public post that his father George Wilson passed away March 13, 2025
- Mike Wilson will host a pig roast at the auction house to celebrate George Wilson's legacy



- Former Mayor Stacey Smith authored an article about Wilson’s Auction in the Spring/Summer Newsletter in 2019
- Highlights from the article stated:
 - Wilson’s is the oldest Auction House in Delaware County dating back to 1911
 - The history of the Wilson family from farming to creating a legacy of entrepreneurship as auctioneers and appraisers
- Wilson’s will host auctions soon

Old Business:

Consider Motion: Task Force Email Address

MOTION: Upon Motion, Council (Hudak | Young) voted and unanimously approved to issue a shared email address for the Comprehensive Plan Task Force.

Consider Motion : Planning Commission Email Address

MOTION: Upon Motion, Council (Young |Hudak) voted and unanimously approved to issue a shared email address for the Chester Heights Planning Commission.

Borough Newsletter – Councilmember Drew Baum

- Councilmember Drew Baum discussed the article from the spring newsletter about permit fees
- There was also a discussion on the borough’s fee schedule
- Councilmember Baum discussed the content accuracy regarding the Powell Property Acquisition article

New Business:

Tax Letter to Residents – Councilmember Drew Baum

- Councilmember Baum asked for clarification regarding the pie chart in the tax letter portion of the newsletter
- There was a discussion about the “other expenses” portion of the pie chart
- President Marta Driscoll explained that the “other expenses” referred to borough tax

Public Comment – No report

Adjournment: Upon Motion, Council (Hudak | Young) voted and unanimously agreed to adjourn the meeting at 8:36 pm.

Respectfully Submitted,
Christiana Barbour