



BOROUGH OF CHESTER HEIGHTS
53 W Baltimore Pike 2nd floor
P. O. Box 658
Chester Heights, PA 19017
Regular Council Meeting Agenda
May 6, 2024, at 7:00 pm

EXECUTIVE SESSION 6:00 pm: In accordance with Act 84, the Sunshine Law, Council will meet in Executive Session before the meeting to discuss employee matters, job descriptions of the Borough Treasurer and Secretary and potential litigation for Brookefield and Old Quarry Knoll.

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
Drew Baum, Councilmember
Timothy Hudak, Councilmember
Anne Searl, Councilmember
Ginamarie Ellis, Mayor

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

Public Comment: No Report.

Approval of Meeting Minutes:

April 1, 2024, Regular Council Meeting Minutes

MOTION Upon Motion, Council (Young | Hudak) voted and approved the April 1, 2024 Regular Council Meeting Minutes.

April 15, 2024, Work Session Meeting Minutes

MOTION Upon Motion, Council (Montgomery | Anderson) voted and approved the April 15, 2024, Work Session Meeting Minutes. Councilmember Driscoll, Anderson, Baum, Hudak, Montgomery, Searl voted Aye and Councilmember Young Abstained.



Approval of Cash Disbursements from April 2, 2024, through May 6, 2024:

General Fund in the amount of \$66,479.59.

MOTION Upon Motion, Council (Young | Anderson) voted and approved the Cash Disbursements for the General Fund April 2, 2024, through May 6, 2024, in the amount of \$66,479.59.

Liquid Fuels Fund in the amount of \$737.01.

MOTION Upon Motion, Council (Montgomery | Young) voted and approved the Cash Disbursements for the Liquid Fuels Fund in the amount of \$737.01.

Fire Protection Fund in the amount of -\$503.63 Tax Duplicates

MOTION Upon Motion, Council (Anderson | Hudak) voted and approved the refund of Tax Duplicates for the Fire Protection Fund in the amount of -\$503.63.

Correspondence: Multiple pieces of correspondence for the month of April 2024.

Solicitor's Reports: 36 Baltimore Pike – Tax Assessment Appeal

Assessed Value	
2021 & 2022	\$3,000,600.00
2023	\$2,620,000.00
2024	\$2,368,000.00

MOTION Upon Motion, Council (Young | Hudak) voted and approved the 36 Baltimore Pike Tax Assessment.

Conflict of Interest Fire Company Review

Specifically, if you are an elected public official and you serve as an elected member of the board of directors or hold a leadership position in that capacity as a board member, then you are technically, ethically conflicted from voting on those banners and that you have to recuse yourself from all council voted regarding the fire company. However, After speaking with both councilwomen, we determined that both of them and their family members are simply members of the volunteer fire company here, and they do not serve a director or officer positions within, and therefore they are not conflicted on the matter.



Business Privilege Tax

Consider Motion to authorize Solicitor Baumler to draft an ordinance to repeal the business privilege tax ordinance.

MOTION

Upon Motion, Council (Young | Hudak) voted and unanimously approved to authorize Solicitor Baumler to repeal the business privilege tax ordinance.

Consider Motion to authorize Solicitor Baumler to draft a letter to Berkheimer to cease all collections on the business privilege tax from May 6, 2024, forward.

MOTION

Upon Motion, Council (Young | Hudak) voted and unanimously approved to authorize Solicitor Baumler to draft a letter to Berkheimer to cease all collections on the business Privilege tax from May 6, 2024, forward.

Engineer's Reports:

479 Valleybrook Road

Consider Motion to approve the preliminary final plans for 479 Valleybrook Road.

MOTION

Upon Motion, Council (Baum | Montgomery) voted and unanimously approved the preliminary final plans for 479 Valleybrook Road.

Ashley's Restaurant – Sewer

Consider Motion to authorize Engineer Kissinger to reply to Engineer Houtmann's letter requesting them to put together an agreement for Borough Council's review on connecting Ashley's Restaurant to Concord Townships Public Sewer.

MOTION

Upon Motion, Council (Young | Hudak) voted and unanimously approved to authorize Engineer Kissinger to reply to Engineer Houtmann's letter dated April 11th, requesting them to put together an agreement for Borough Council's review on connecting Ashley's Restaurant to Concord Townships Public Sewer.

Quarry Knoll Escrow Release Discussion

Engineer Kissinger reviewed the Old Quarry Knoll request for escrow release. Once Engineer Kissinger reviews the remaining items release will be brought to Council for Consideration.



Fire Marshal's Report:

Fire Marshal reported on Month of April 2024.

Fire inspections are progressing. A number of homes have failed and been given a grace period to rectify.

Inspections have started at Madison Apartments approximately 144 of the 250 units have been inspected. There are two locations in the development that are going to undergo major drainage work.

Fire Calls: Two fire calls this Month, one at Madison Apartments and one at 250 Wawa Road.

Roadmaster | EMC Report:

Other Municipalities on the western end of Delaware County are circulating a Memorandum of Understanding allowing EMCs to fill in slots for other Emergency Management Centers, should spots open up, in the event of an emergency.

As soon as a copy is received, EMC Ward will submit it to the Solicitor and Council for review.

Two quotes for potholes were received.

1. For Walnut Hill Blvd – AF Damon quote \$2,500.00.

2. For Mattson Road Bridge – MOR Construction \$7,200.00- concrete repair.

Roadmaster Ward will review with MOR Construction and present to Council at the Work Session Meeting on Monday, May 20, 2024.

Mayor's Report: In Memory of Fred Wood

On April 23, 2024, former Mayor Fred Wood passed away after he had a stroke on April 6, 2024. Fred began his public service here in Chester Heights Borough on the Planning Commission, and then as a Councilmember, and then finished out his service as the Mayor for the late Mayor Stacey Smith. Fred was a volunteer at the USO in Philadelphia. Fred was a gentleman who was always compassionate, generous, gentle, resilient, caring, hardworking, reliable, honest, practical, responsible, loyal mature, creative, consistent, appreciative, capable, sensitive, perceptive, patient, thoughtful and trustworthy. He was somewhat of a renaissance man. Knowledgeable, educated, and adept in a wide range of subjects, such as farming and growing different types of crops and plants.

Fred was a friend Fred was a neighbor and Fred was family.

Moment of Silence for Fredrick B. Wood.



COMMITTEE REPORTS

Finance and Administration

Employee Manual – Consider Motion

MOTION

Upon Motion, Council (Young | Hudak) voted and unanimously approved the Employee Manual.

Hire Additional Inspectors: Jerry Shoemaker, Tim Markwart – replacing Rob & Cameron Hazlett.

MOTION

Upon Motion, Council (Hudak | Searl) voted and unanimously approved the new hire additional inspectors Jerry Shoemaker and Tim Markwart – replacing Rob & Cameron Hazlett.

Consider Motion to adopt the job descriptions for the Borough Treasurer & Secretary.

MOTION

Upon Motion, Council (Hudak | Searl) voted and unanimously approved the job descriptions for the Borough Treasurer & Secretary.

Consider Motion to set the hourly rate for the treasurer at the amount of \$33.35 per hour with a healthcare stipend of \$6,000.00 for this fiscal year.

MOTION

Upon Motion, Council (Montgomery | Anderson) voted and unanimously approved the hourly rate for the treasurer in the amount of \$33.35 per hour with a healthcare stipend of \$6,000.00 for this fiscal year.

Consider Motion to set the salary for the secretary as the amount of \$60,000.00 for the 2024 fiscal year.

MOTION

Upon Motion, Council (Montgomery | Young) voted and unanimously approved the 2024 fiscal year salary for the secretary in the amount of \$60,000.00.

Consider Motion to set the healthcare stipend for full time employee(s) in the amount of \$6,000.00 per year, and the part time employee(s) rate of \$4,500.00 per year. Any employee hired part time or full time in the middle of the year will receive a prorated healthcare stipend.



Community Engagement

Library Update – Debbie Miller reported the Rachel Kohl library is looking for sponsors for the children’s summer program. Kendra Scott Jewelers is sponsoring a give back, a week during children’s book week. The event is, May 7th through the 9th. Blood drive is May 20th, from 10:00 am to 3:00 pm. Please look at the library website for more information.

Scam Event Update – Thank you everyone for coming to this event it was a great success.

Vision Zero Update – This was a successful event as well 25 – 30 people showed up. Everyone participated in a survey that ended May 3rd.

Memorial Day Event – This is being planned currently.

Camp Cadet – State Police Summer Program for children that are interested.

Public Safety

Chester Heights Fire Company – Activity Report for Month of April 2024

16 Calls 11 Calls in Chester Heights

May – Structural Fire Rescue Class (16 hours) (methods of rescuing victims under fire conditions... search procedures, handling techniques, removing victims above and below grade situations)

Live burn drill conducted Saturday 4/27 – great training event.

Water Team conducted in-water training on 4/23.

Water Team will do another in-water training on 5/21.

Sub-Committee Historical Preservation – Appointment of Members

Jeff Durst -

Ron Surkin – Attorney and historic perspective

Pat McFadden – Zoning Officer

Beverlee Barnes – DCPC, manager of CHB Comprehensive Plan 2013

Infrastructure and Public Works

Vice President Young announced – due to the future personal work load she would be resigning from the Infrastructure and Public Works Chair position for now.

The new committee Chair will be Drew Baum.

Potholes at Walnut Hill Blvd. & Mattson Road Bridge will be reviewed and considered for a motion at the Work Session Meeting on May 20th.



Old Business: Residents Amber & Doug Osbourne had an inquiry about the fallen pillar at a property located in the Borough and requested information about it being rebuilt and having it in the line of sight. Engineer Kissinger will provide a letter to the homeowner with the requirements of the sight line at that intersection.

Quiet Study update: An engineer has been selected to do the Quiet Study and the quote for the study was received at \$31,000.00. The third party is contributing \$30,000.00, leaving approximately \$1,000.00 to be split three ways between municipalities.

Ironworkers CD Transition – Interest rate was 5.25% that dropped to 5.10% gives an loss of interest approximately at \$78.45.

Ashley’s Restaurant – Traffic pattern in parking lot. Customers are coming out of one side of the parking lot and entering on Route 1 headed against traffic to get to the larger parking lot. This has been witnessed multiple times and needs attention. The State Police will be notified.

New Business: State Police Report – 19 Traffic stops in April of 2024.

Public Comment: Eileen Lehmann – Darlington Woods – Concern’s with Fire Inspections and the HOA being notified in certain situations. Gratitude for former Mayor Fred Wood a round of applause.

ADJOURNMENT: Upon Motion, Council (Hudak | Young) voted and unanimously adjourned the Regular Council Meeting at 8:25 pm.

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, Preliminary Final Plans 05.06.2024.

Respectfully Submitted,
Darlene Kurten