



BOROUGH OF CHESTER HEIGHTS  
53 W Baltimore Pike 2<sup>nd</sup> floor  
P. O. Box 658  
Chester Heights, PA 19017  
Work Session Meeting Minutes  
November 18, 2024, 7:00 pm

**Call to Order** President Marta Driscoll called 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 Montgomery, Pro Tem  
Natalie Anderson, Councilmember  
Drew Baum, Councilmember  
Tim Hudak, Councilmember  
Anne Searl, Councilmember  
Ginamarie Ellis, Mayor

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

**Public Comment:** No comment

**Consider Motion to Adopt the Proposed 2025 Budgets**

- President Marta Driscoll reviewed the proposed 2025 Budget and discussed the following topics:
- There will be no changes in the property tax
- Increase the LST allocation of \$70,000 for the Chester Heights Fire Company
- Mayor Ginamarie Ellis stated for the record that “Councilmembers Marta Driscoll is a member of the Fire Company, Anne Searl’s family are members of the Fire Company, and Tim Hudak is a member of the Fire Company and are conflicted.” It was later clarified that Tim Hudak had no relationship with the Fire Company and Mayor Ellis took that part of her statement back.
- It was proposed to increase the LST allocation to \$70,000 for one year and place a referendum on the 2025 primary ballot for residents to decide on raising the fire tax
- Personnel merit and COLA increase proposed
- Powell property acquisition costs discussed



- Increased investments in park and trail maintenance
- Animal control contract with Brandywine Animal Hospital
- The borough allocated six months of payments for the Powell property loan until the borough is reimbursed from the grant

**MOTION:** Upon Motion, Council (Young | Hudak) voted and unanimously agreed to approve the proposed budget with the numbers as described.

**Consider Motion to Authorize the Secretary to Advertise the 10-Day Public Inspection & Public Hearing**

**MOTION:** Upon Motion, Council (Young | Hudak) voted and unanimously approved to advertise the 10-day Public Inspection and Public Hearing for the 2025 budget.

**MOTION:** Upon Motion, Council (Young | Hudak) voted and unanimously approved the proposed Fire Protection Fund Budget in the amount of \$143,303.19.

**MOTION:** Upon Motion, Council (Hudak | Young) voted and unanimously approved the proposed Liquid Fuels budget in the amount of \$90,311.23.

**MOTION:** Upon Motion, Council (Young | Hudak) voted and unanimously approved the proposed ARPA Fund budget in the amount of \$139,989.59

**Tropper Michelle Nabb's Report:**

State Trooper Michelle Nabb submitted the "10 Most Wanted List" for our area and discussed the recruitment process for becoming a State Trooper in Pennsylvania. Trooper Nabb reported that Chester Heights received 47 calls this month and most of the reports were from fraud against people. There were reports of thefts and calls regarding disabled vehicles. This month's report showed dog law violations and calls about the burn ban.

**Solicitors' Report:**

**Quiet-Zone Update** - The Quiet Zone Intergovernmental Cooperative Agreement states that the feasibility study will be completed by Jacob's Engineering. The study is looking for improvements for the intersection. Once the study is completed recommendations will be provided on what needs to improve the intersection. Middletown and Aston officials have signed the agreement.

**MOTION:** Upon Motion, Council (Young | Hudak) voted and unanimously approved the Intergovernmental Cooperation Agreement.



**Mutual Aid Agreement** Mutual Aid Agreement states that our borough’s emergency services will provide support to neighboring municipalities. There is a one-year agreement with a back-out clause of 30 days’ notice.

**MOTION:** Upon Motion, Council (Hudak | Young) voted and unanimously approved the Emergency Management Coordination Aid Agreement.

**Comcast Franchise Agreement-** The updated agreement states no complimentary internet services.

**MOTION:** Upon Motion, Council (Young | Searl) voted and unanimously approved to accept the franchise agreement as negotiated.

**Engineer’s Report:**

**Bids from Valleybrook Rd. - Stormwater Project**

The tabulation of the bids received on November 18, 2024 at 10:00 a.m. for the stormwater project are below:

<b>Contractor</b>	<b>Base Bid</b>
N. Abbonizio Contractors, Inc.	\$131,343.00
Jurich, Inc.	\$136,582.00
MOR Construction	\$143,022.05
Road-Con, Inc.	\$162,067.00
Albert G. Cipolloni & Sons, Inc.	\$178,339.70
Buck Frank Excavation, Inc.	\$181,483.00
Lawrence Site	\$233,729.00

The lowest qualified candidate was N. Abbonizio Contractors, Inc. of Conshohocken, PA with a base bid of \$131,343.00. N. Abbonizio Contractors, Inc. have provided references, a history of completed work, and the required bid bond and Pennoni has reviewed the documents. Based upon this information, Pennoni recommends that this project be awarded to N. Abbonizio Contractors, Inc. in the base bid amount of \$131,343.00, contingent upon their execution of the Contract and supply of the required Bonds and insurance.

Residents will be notified a week before the construction begins. The final pave for the project will not be completed until the spring by PennDot regulations.



**MOTION:**

Upon Motion, Council (Young | Baum) voted and unanimously approved to accept the bid from N. Abbonizio Contractors, Inc. for \$131,343.00.

**156 Logtown Rd. Update** - The homeowner of 156 Logtown Rd. has a sewer system that is failing. The homeowners have proposed fixing the problem. DEP requires that the borough review, approve, and sign off on the plans. Pennoni is requesting that the contractor and the homeowner notify the residents affected property owner of the project. The homeowner and contractor of 156 Logtown Rd will discuss this project during the December 2, 2024, Regular Council meeting.

**Stoney Bank | Walnut Hill Update** – Council would like to meet with Walnut Hill Utility to receive an update on the capacity report of the sewage treatment system. A sewer district would need to be in place in order to move forward with an Oversight Agreement.

**Old Business:**

**Burn Ban – Update – Consider Motion** – Mayor Ginamarie Ellis authorized to extend the burn ban through Tuesday, December 24, 2024.

**MOTION:**

Upon Motion, Council (Young | Searl) voted and unanimously approved to extend the burn ban through December 24, 2024.

**New Business:**

**PLIGIT- Check Writing Authorization Form- Due 11.30.2024** – Signers need to be updated to sign on the PLIGIT account before the deadline of November 30, 2024.

**Federal Funding Accountability and Transparency Act Subrecipient Data Sheet** – The Borough needs to complete this form so that we can received federal funding.

**Consider Motion to approve Resolution to apply for LSA Grant Application – to improve the Chester Heights Park**

The LSA Grant will provide resources to fund the paved ADA compliant trail at Chester Heights Park. Engineer Mike Kissinger estimated the cost to be \$256,844.25 which would include \$50,000 in stormwater and includes paving the entire area. The resolution to apply will be ratified at the Regular Council Meeting scheduled for Monday, December 2<sup>nd</sup>.

**MOTION:**

Upon Motion, Council (Young | Montgomery) voted unanimously to approve a resolution to apply for the LSA grant in the amount of \$256,844.25



**Mini Pros Park** – Rick Trailes from Natural Lands has resources from the Department of Conservation and Natural Resources. It is recommended that instead of mini pros that this is on a larger scale.

**Public Comment:** Road Master Larry Ward of 64 Bishops Dr. is a lifetime resident of Chester Heights Borough of 65 years. Expressed his concern about Council and conflict of interest. He does not feel that there is a conflict because the Fire Company is operated by all volunteers.

Robyn Jennings from Natural Lands discussed progress with the Powell Open Space Acquisition. The borough has all of the funding now totaling \$3.79 million. She also spoke about transitioning to a new position at the end of November. Our new contact for Natural Lands will be Jack Root.

**Adjournment:** Upon Motion, Council (Young | Hudak) voted unanimously to adjourn the meeting at 8:17 pm.

Respectfully submitted,  
Christiana Barbour