



BOROUGH OF CHESTER HEIGHTS
53 W Baltimore Pike 2nd floor
P. O. Box 658
Chester Heights, PA 19017
Regular Council Meeting Minutes
October 6, 2025, at 7 pm

- Call to Order** Acting President Young called the meeting to order at 7:00PM and led those in attendance in reciting the Pledge of Allegiance.
- Roll Call** Natalie Young, Acting President
Jeanne Montgomery, Acting Vice President
Drew Baum, Councilmember
Philip Block, Councilmember
Tim Hudak, Councilmember
Ginamarie Ellis, Mayor
- Members Absent** Marta Driscoll, Councilmember
- Officials Present** Alex Baumler, Esq., Solicitor
Mike Kissinger, P.E., Engineer
- MOTION:** Upon Motion, Council (Hudak | Montgomery) voted and approved to appoint Albert Cochrane to the Vacancy of Anne Searl's remaining term ending on December 31, 2025.
- Oath of Office** Mayor Ellis administered the Oath of Office for Albert Cochrane.
- I, Albert Cochrane, do solemnly swear (or affirm) that I will support, obey and defend the Constitution of the United States and the Constitution of this Commonwealth and that I will discharge the duties of my office with fidelity.
- Sworn and subscribed to before me this 6th day of October, A.D. 2025.
- Public Comment** Vikas Viswas – 4 Rose Hill Way – Rose Hill Development and residential concerns.
Eileen Lehmann – Expressed concerns for Rose Hill Residents.
Steve Iacobucci – Rose Hill Developers LP – Answered concerned residents from Rose Hill and directed them to the HOA for future issues.



Mayor Ellis introduced Pat Smith presenting a historical highlight for the Borough's 80th Anniversary.

Pat Smith, president and historian of the Chester Heights Camp Meeting and board member of the Aston Historical Society, presented on the history of the Chester Heights Camp Meeting, which was founded in 1872 by Philadelphia Methodist Episcopal clergy seeking a rural site accessible by railroad. The 179-acre property featured boardwalks, stables, a large tabernacle, and recreational areas, drawing over 18,000 visitors its first summer and contributing to the local economy. The site was later designated a "Save America's Treasure" and listed on the National Register of Historic Places in 2001. Pat shared personal connections to early camp founders and noted current efforts to verify whether one cottage on the property was once the Chester Heights Railroad Station. She also expressed appreciation for the Borough's support during the recent 80th anniversary celebration and presented original newspaper articles from 1945 announcing the incorporation of Chester Heights as a Borough.

Approval of the September 2, 2025, Regular Council Meeting Minutes

MOTION

Upon Motion, Council (Baum | Hudak) voted and approved the September 2, 2025, Regular Council Meeting Minutes.

Approval of the September 15, 2025, General Meeting Minutes

MOTION

Upon Motion, Council (Baum | Hudak) voted and approved the September 15, 2025, General Meeting Minutes.

Approval of the Cash Disbursements from September 3, 2025, through October 6, 2025.

General Fund Cash Disbursements in the amount of \$119,097.63.

MOTION

Upon Motion, Council (Montgomery | Hudak) voted and approved the General Fund Cash Disbursements in the amount of \$119,097.63.

Liquid Fuels Fund Cash Disbursements in the amount of \$1,479.93.

MOTION

Upon Motion, Council (Montgomery | Hudak) voted and approved the Liquid Fuels Fund Cash Disbursements in the amount of \$1,479.93.



CHFC Fire Protection Fund – Reviewed Balance Sheet Only.

ARPA Fund Cash Disbursements in the amount of \$18,000.00.

MOTION

Upon Motion, Council (Hudak | Montgomery) voted and approved the ARPA Fund Cash Disbursements in the amount of \$18,000.00.

Secretary's Report – Routine business and researched switching the Borough's office cell's phones to desk top devices. Will also research headsets and report to Council.

Solicitor's Report – 2025-2026 Winter Services Review and authorize Solicitor Baumler to draft the Winter Services Contract and advertise for bidding.

MOTION

Upon Motion, Council (Baum | Hudak) voted and approved Solicitor Baumler to draft the contract & bidding documents for advertising for the 2025-2026 Winter Services Contract.

Solicitor Baumler updated Council on 19 Smithbridge Road. Chronic zoning violations and illegal business operations at this property involving landscaping and dumpster services without proper permits, causing noise, traffic, and environmental concerns. Stop work order issued in 2021 and ongoing zoning appeals. The property owner failed to comply with required stormwater management and building permits, expanding nonconforming uses beyond allowed limits. Solicitor Baumler is drafting a Settlement Agreement between the Zoning Hearing Board, the applicant and the Borough as to the terms and conditions that they would like to see property owner comply with.

Fee Schedule for construction permits is being drafted.

The Zoning Ordinance will be amended with the approval of the Council for the pool fencing requirements and to put in catch-all use language.

Engineer's Report Engineer Kissinger updated Council on Powell Park Parking Lot.

ScapeWorx submitted a quote for the temporary parking lot for Powell Park in the amount of \$24,008.00 which is over the threshold for \$23,800.00. Engineer Kissinger will review with ScapeWorx to determine how to proceed and/or to lower costs. The engineer team and Borough staff will continue liaising with the County and Grant Administrators to optimize scope and compliance.

Councilmember Block requested a Motion to authorize a contract for the temporary parking lot and mowed walking path at Powell Park not to exceed the amount of \$23,800.00.



MOTION Upon Motion, Council (Block | Baum) voted and approved to authorize a contract for the temporary parking lot at Powell Park not to exceed the amount of \$23,800.00.

Councilmember Block requested a motion to approve ScapeWorx to create a walking trail and mowed parking area at Powell Park in the amount of \$2,463.44.

MOTION Upon Motion, Council (Block | Baum) voted and approved to authorize ScapeWorx to create a walking trail and mowed parking area at Powell Park in the amount of \$2,463.44.

Engineer Kissinger reviewed the Rose Hill concerns and firmed up what the developer stated. Rose Hill residents have a copy of the punch list and they are to report their concerns to their HOA.

Deed of Dedication – Octoraro Terrace – Old Quarry Knoll

MOTION Upon Motion, Council (Montgomery | Hudak) voted and approved the Deed of Dedication for Octoraro Terrace – formerly Old Quarry Knoll.

Smithbridge Road Sewer – Update – Engineer Kissinger
Southwest has requested that the Borough manage the construction of the One Smithbridge piece with the owner of the property still constructing the piece of property.

Roadmaster | EMC Report – Roadmaster Ward reported 9 Ivy Lane had been repaired and PA 1 Calls were all cleared.

Zoning Officer Zoning Officer McFadden reported he posted the Zoning hearing for 14.18 Smithbridge Road. One sign had been taken down and reposted as soon as he was notified. Routine matters.

Fire Marshal Fire Marshal Iannucci reported inspections at Madison Apartments have been started with some repairs requested. St. Thomas wants to install a Teacher Lock which is a safety device. Waiting for a response from Catania Engineering to see if they can proceed. Mail delivery has been an ongoing project.

Mayor's Report Mayor Ellis is drafting a letter and/or proclamation honoring the next Eagle Scout, the presentation is expected to be November 20th.



Mayor's Report – Proposed Park and Open Space Initiative

The Mayor presented a proposal for the creation of a new park in Chester Heights, initiated through a potential land donation from Jay and Joanne Townsend. The proposed site includes approximately 20 acres of undeveloped land along Chester Creek, historically part of the Thatcher Farm, located across Baltimore Pike from the Wawa Corporate campus.

The Mayor explained that the project is being coordinated through a new nonprofit organization, on whose Board she serves. The plan envisions preserving open space, restoring the 18th-century farmhouse currently known as the Locust Hill Professional Center as a park facility, and connecting this property to existing open spaces in both Chester Heights and Middletown Township.

A key feature of the proposal is the construction of a pedestrian bridge over Chester Creek to link the new park with Middletown Township's Darlington Trail and, ultimately, the Wawa Preserve and Tyler Arboretum trail network. Preliminary cost estimates for the bridge range from \$500,000 to \$1 million, to be funded by the nonprofit.

The project has received positive feedback from the Middletown Township Planning Commission, and discussions with the Pennsylvania DEP and local property owners are ongoing regarding environmental approval and potential trail connections. The overarching goal is to preserve open space, create community access to nature, and establish a new public park and environmental education resource in Chester Heights.

COMMITTEE REPORTS

Finance & Administration

Acting President Young reported that budget committee meetings are in the process of being scheduled, with at least one or two expected to take place within the month as part of the ongoing FY2026 budget planning process.

Council then discussed the need to update authorized signatories on the Borough's bank accounts (Citadel, PLGIT, and WSFS) following the recent resignation of the Council President and subsequent reorganization. Per Borough code, only the Council President, Secretary, and appointed Treasurer may serve as account signatories. A motion was made to approve the updated list of authorized signers for all Borough accounts to reflect current officeholders.

MOTION

Upon Motion, Council (Hudak | Baum) voted and approve to update the Citadel, PLGIT, and WSFS bank signers.



Community Engagement – ProTem Montgomery reported:

The Borough will issue a \$17,000 check to the Rachel Kohl Library for Chester Heights' annual contribution. The library recently held a successful fundraiser and expanded its programs; residents are encouraged to visit and get library cards. The recycling event was successful, with thanks to Austin Turner and council members for traffic assistance.

Upcoming event: Holiday Pictures with Santa – December 7, 2025.

The Delaware County Planning Department will hold an E-Scooter Safety Roundtable (Friday, 10 a.m.–noon) for those interested in ordinance updates. The recent community day was a great success. Thanks were given to Chief Sam Iannucci Jr., the fire company, Camp Meeting group, and Council members for organizing and supporting the event. Residents gave positive feedback, especially about the emergency vehicles and Camp Meeting tours.

Public Safety

Mayor Ellis – PSP Report for September 2025

Between September 1 and September 30, 2025, there were a total of 75 calls in Chester Heights. Of these, 38 were traffic stops, 1 was a DUI, 3 were motor vehicle accidents, and 2 were false alarms. The remaining calls were general officer service calls.

Councilmember Hudak – Chester Heights Fire Company Report

The Fire Company responded to 21 calls in September, including six building fires, four automatic fire alarms, one car accident, a brush fire, an elevator rescue, and a smoke investigation. Fourteen calls were within Chester Heights, four in Concordville, and three in other municipalities. The company participated in Community Day. Upcoming events include fire prevention activities at St. Thomas on October 14, at Smart Start Preschool on October 16, and Halloween fire prevention throughout the Borough on October 31, where the fire company will hand out candy at multiple locations and allow children to explore the fire trucks. A live burn with Concordville is scheduled for October 21 at the West Chester training station.

Councilmember Hudak reported on the Fee schedule and permit for 82 Baltimore Pike. The committee addressed permit fee adjustments discussed on the Verizon commercial permit, currently estimated at approximately \$70,000 under the



existing fee schedule. The committee agreed that Verizon may pay the current fee to begin work, with the difference to be reimbursed once the new permanent fee schedule is established by the end of the year. A motion was proposed to place the reimbursement in an escrow account until the new fees are finalized.

MOTION

Upon Motion, Council (Baum | Young) voted and approved to place payment in an escrow account and when the fee schedule is completed and new permit fees are established a reimbursement can be made.

Infrastructure & Public Works – No Report

Old Business : **No Report**

New Business: ProTem Montgomery informed Council: A library member highlighted the wide range of services available beyond borrowing books, including board games, videos, and family passes to local attractions such as the zoo and gardens. Passes typically accommodate two adults and two children and can be returned like library materials, providing significant savings at no cost. Additional services include reservable items and internet hotspots for use while traveling or camping.

Public Comment: Gary Papa – Smithbridge Road – Concerns about business across from his home.
Larry Ward – Bishops Drive – Concerns about Winter Services Agreement and Village of Valleybrook.

ADJOURNMENT: **Upon Motion, Council (Hudak | Baum) voted to adjourn the Regular Council Meeting at 9:01 PM.**

Recording Secretary,
Darlene Kurten