



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  
September 16, 2024, 7:00 pm

**Call to Order** President Driscoll called the meeting to order at 7:01 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 Bauml, Esq., Solicitor  
Kyle Miller, Esq., Solicitor  
Megan Todaro, P.E., Engineer

**Public Comment:** Road Master Larry Ward discussed an informational survey based on the medical calls received this year. There have been 300 calls to date and 198 calls to Merrill Gardens.

**Draft 2023 Audit Report Review**

Jeffrey Kowalczyk presented the 2023 audit report. Serving as independent auditor for the Borough our audit consisted of a combination of internal control process testing as well as transactional testing. No journal entries found, as result of financial error or problems. An unmodified (clean) audit opinion issued. No material weaknesses or significant deficiencies identified.

Also presented the audit for the Tax Collections using the same process of internal control process testing as well as transactional testing. An unmodified (clean) audit opinion issued. BTC did not find any weaknesses or significant deficiencies identified. The largest expenditure is public safety, followed by administrative professional services, which is engineering, legal, accounting, etc. BTC will file both audits which is included with services.



**Solicitor's Report:** No report

**Engineer's Report:**

- Old Quarry Knoll submitted an escrow release. Once the final house is built the road can be dedicated. Old Quarry Knoll plans on moving their bus stop from the proposed left side to the right side for flatter ground, this would place the bus stop in Concord Township. The Borough would still need to purchase Bus Stop signage for safety. Road Dedication not completed or requested as of now.
- Various Land Disturbance permits being processed.
- One Smithbridge Road sewer documents were sent, and are waiting on feedback.
- Valleybrook Road & Route 1, emergency work completed by MOR Construction.

**Old Business:**

**Resolution #2024.09.A – A Resolution appointing Brian Murphy to the Zoning Hearing Board.**

***MOTION***

Upon Motion, Council (Hudak | Young) voted and unanimously approved Resolution #2024.09.A – Appointing Brian Murphy to the Zoning Hearing Board.

**Mutual Aid Agreement**

Road Master Larry Ward discussed that the yearly agreement would be between Aston, Brookhaven, Chadds Ford, Concord, Edgemont, Thornbury, and Middletown Township. The agreement is optional and provides aid through additional emergency resources to neighboring municipalities when needed.

**Event Updates**

- The Salvation Army will be assisting with Recycle Day.
- The Diwali event will be held on November 9<sup>th</sup>.
- Santa event will be held on December 7<sup>th</sup>.

**New Business: Public Safety- Fire Company Grant Update**

Councilmember Hudak applied for the Delaware County Interactive Gaming Revenue Authority Grant on behalf of the fire company. The fire company was awarded the grant in the amount of \$2,500 which will resource purchasing new uniforms.



**Budget Bulletin Acceptable Donations:**

A donation was made to the SPCA in memory for a family member of a previous Borough Official. This donation is not permitted to be made by the Borough. Instead, the donation must be made by individuals.

**Fee Schedule Review**

Fee schedule review, particularly for commercial permit fees. Comparison of permit fees with neighboring municipalities. Will review for future updates for 2025.

**Traffic Signs – Wawa Road - Mayor Ellis**

Mayor Ellis discussed the increase of traffic on Wawa Road. The need to have speed signs posted and concerns for the narrow bridge. Mayor Ellis suggested posting a 35mph speed sign and “Narrow Road Ahead” sign. An estimate of 1 to 4 signs is requested. The Engineer Kissinger can communicate with Roadmaster Ward for the correct locations that the signs are needed before we contact Higgins for signs and installation. Also, consider installing a Narrow Bridge sign without the weight limit.

**Public Comment:** Caroline – Walnut Hill and DEP for Nudies questions

Eileen - discussed public sewer approvals

Pat McFadden- Llewellyn Rd.

Pat discussed the speed limits of 35-40 mph on roads within the borough and items that should be included when assigning a permit fee. Pat expressed gratitude to the emergency medical response team for their assistance in helping his wife during an emergency.

**Adjournment:** Upon Motion, Council (Baum | Hudak) unanimously voted to adjourn the meeting at 7:40 pm.

**Respectfully Submitted**  
**Christiana Barbour**

**Land Development:**

One Smithbridge Road – Plans Submitted.