



BOROUGH OF CHESTER HEIGHTS
53 W Baltimore Pike 2nd floor
P. O. Box 658
Chester Heights, PA 19017
Regular Council Meeting Agenda
September 3, 2024, at 7:00 pm

Call to Order President Driscoll called the meeting to order at 7:00 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
Natalie Anderson, Councilmember
Drew Baum, Councilmember
Timothy Hudak, Councilmember
Anne Searl, Councilmember
Ginamarie Ellis, Mayor

Officials Present Alex Baumler, Esq., Solicitor
Mike Kissinger, Engineer

Public Comment: The President of Darlington Woods HOA Jordan Goldberg expressed gratitude towards members of Council, the Fire Marshal, and surrounding fire departments for their support in responding to an emergency of the Labor Day weekend.

Public Hearing to adopt Ordinance #220 – Limited Industrial District

MOTION Upon Motion, Council (Young | Hudak) unanimously voted to open the Ordinance Hearing for Ordinance #220 – Limited Industrial District.

Ordinance Hearing

An Ordinance amending Article XIV, Limited Industrial Districts, Section 185-81, stating use regulations by adding Paragraph F, allowing a use required by law to be permitted which is not specifically permitted in any other zoning district of the Borough, shall be permitted by conditional use.

Public Comment: Eileen Lehmann – State Legislative use and if its lawful for the Borough to opt out.

Hearing Adjournment: Upon Motion, Council (Young | Searl) voted to adjourn the Public Hearing to adopt the Limited Industrial District Ordinance #220.



Ordinance #220 – Limited Industrial District Ordinance –

MOTION Upon Motion, Council (Young | Hudak), voted and approve to adopt Ordinance #220 Limited Industrial District Ordinance.

Approval of Meeting Minutes:

August 12, 2024, Regular Council Meeting Minutes

MOTION Upon Motion, Council (Young | Anderson) voted and unanimously approved the Regular Council Meeting Minutes for August 12, 2024.

August 19, 2024, Work Session Meeting Minutes

MOTION Upon Motion, Council (Montgomery | Hudak) voted and unanimously approved the Work Session Meeting Minutes for August 19, 2024. Councilmember Young Abstained.

Approval of Cash Disbursements: August 13th, through September 3rd, 2024.

General Fund

The total disbursements from the General Fund which includes the BPT first reimbursement release in the amount of \$65,311.03

MOTION: Upon Motion, Council (Young | Hudak) voted and unanimously approved the General Fund cash disbursement in the amount of \$65,311.03

Liquid Funds

The total disbursements from the Liquid Fuels Fund requested is \$694.44.

MOTION: Upon Motion, Council (Young | Anderson) voted and unanimously approved the disbursement of the Liquid Fuels Fund in the amount of \$694.44.

Fire Protection Fund

The balance sheet for the Fire Protection Fund were reviewed by Council and did not require action.

ARPA Fund

The total cash disbursement for the ARPA Fund is \$14,248.25 to pay MOR Construction for the first emergency repair to Valleybrook Road.



MOTION

Upon Motion, Council (Young | Searl) voted and unanimously approved the disbursement of ARPA Funds in the amount of \$14,248.25 to MOR Construction for the first emergency repair to Valleybrook Road.

Secretary's Report: Multiple pieces of correspondence

- Discussed price quotes from Verizon for updating cellphones and Rothwell for purchasing two desktop phones.
- Reviewed monthly report for Brian Razzi, BCO:
 - Six building permits (building, demolition, plumbing, roofing, and HVAC)
 - Four permits needed additional information
 - Performed two requested permit inspections
 - Performed plan examinations for three properties (8 Smithbridge Rd, 31 Baltimore, and 479 Valleybrook Rd.)
 - Answered multiple calls from borough staff and responded to emails from contractors and staff.

Reviewed monthly report for Pat McFadden, Zoning Officer:

- Submitted a report for 4 Rolling Heights (building permit for a fence)

Engineer's Report

Walnut Hill Utility – More information has been provided from Walnut Hill Association. Once reviewed there will be an update made to Council.

479 Valleybrook Road – Made their application for HOP Fees and will start construction soon.

One Smithbridge – Plans were submitted to be signed. Next Step would be to execute the agreements.

Smithbridge Sewer Project – Going well, meant with Southwest Sewer Authority to discuss what they are going to need. The last piece of information that they need at this time is an escrow account to review our documents, Engineer Kissinger will prepare the estimate for the next meeting.

Ongoing items – Brookefield – bus stop, Logtown Road – sewer and 8 Smithbridge Road.

Solicitor's Report:

Quiet Zone- Intergovernmental Agreement & Engineer's Agreement



On August 19th there were a couple updates but no changes to date.

One Smithbridge Road – Ready to start construction, Solicitor Baumler has collaborated with the attorney and will put together the Agreements needed. The procedure is for the plans to be signed and recorded first, issue the agreements and have them signed and recorded along with letter of credit and/or payments prior to the land development starting.

Draft for the Historical Preservation Ordinance

Solicitor Alex Baumler is working on a draft of the ordinance. A final draft will be ready for review in the fall.

Mayor's Report:

Mayor Ginamarie Ellis spoke with neighbors of the affected residents from the fire at Darlington Woods. Madison apartments had six places, currently not being used and at least one family is moving into Madison for the foreseeable future. The outreach for those five or six families will originate from the Darlington Woods Board.

Roadmaster's Report

All PA One call were cleared.

Memorandum of Understanding for EMC needs to be placed on the next agenda for review. At the intersection of Valleybrook & Route 1, construction has started with MOR Construction replacing the underground pipe.

Fire Marshal Report:

Fire Marshal Samuel Iannucci updated Council on the following topics:

- 39 units in Valleybrook were inspected, 6 removed – deemed not rentals
- 25 units inspected, 4 still completing the process, 4 units have not complied

The majority of findings in the development were mainly electrical panels being replaced over the years and not having the third-party inspection take place. This is a requirement, and everyone was notified. Other issues included: grounding wires, sump pumps without GFI receptacles etc.

Citations

- 29 citations were submitted to property owners
- 15 citations were withdrawn due to the property owners submitting the fire safety application and paying the inspection fee

Darlington Square

- 64 units were identified, 14 removed – deemed not rentals
- 38 units completed, 4 units still completing the process
- There was a complaint about people parking in the fire lane



- It was recommended that Darlington Square put up additional fire lane signs

Hollow At Fox Valley

- 16 units were identified, 9 units inspected, 7 units still in the process

Commercial Properties

- 33 Commercial Properties were identified – 88 businesses, 84 establishments are completed

Camp Meeting

- Recreational Cabins – (Summer and/or Hunting Cabins)
- They do not have to adhere to the guidelines or building codes which was issued in 2004
- Recommendations – proof of insurance, proof of non-rentals

Madison Apartments

- 244 units plus two buildings/offices and sewer plant

Residential Rentals

- 5 units identified these are harder to identify, these are residential homes that rent out a portion of their property
- For Residential & Condo & Townhome Rentals they can send the office proof of the electric bill, etc. proving that family is occupying the space and claim it is not being rented.

Report: Two fires – One in August a stove fire, resident put the fire out with an extinguisher and One last night at 227 Windsor Court with damage to 228, 229, 230 and 235. The investigation is ongoing. Both of them in Darlington Woods.

Zoning Officer Report: Routine Matters

COMMITTEE REPORTS

Finance and Administration:

Fire Hydrant Reimbursement, there was delay in billing, and we are working towards implementing the process. Discussion of working on having the fire hydrants billed directly to the HOA's and eliminate the Borough's responsibility.

Community Engagement

Library Report:

The fourth annual dinner fundraiser is posted on the website for those who wish to attend. It will be held at the Crown Tavern, Wednesday September 18th. Support would be greatly appreciated. Raffle baskets and tickets are available.



Committee Meeting:

Monday, September 9th, budget & 2025 event discussion

- Recycling Day is Saturday, September 21st, 1st Year using the Salvation Army, still accepting volunteers to help.
- Pros meeting was Tuesday, August 27th, good information about plants, trees (natural species and overgrown invasive species) and some cleanup ideals. Fun demographic data. Chester Height Borough grew 14.1% from approximately 12%. So, we grew 14% since 2010.

Public Safety

Councilmember Hudak expressed sympathy for the residents at Darlington Woods for the tragedy that happened and it's a time for healing. Jordan Goldberg and the staff at Darlington Woods have our full support. 7 Fire Companies were at Darlington Woods: Media, Rocky Run, Bethel, Concord, Chester Heights. Engineer Kissinger, BCO Brian Razzi, Rich Roberts Pennoni, Mayor Ellis thank you for all the support in the time of need.

Chester Heights Fire Company:
17 calls total

Infrastructure and Public Works No report

Old Business: **Chester Heights Trail**

Council is waiting for Matt Houtman to submit the report final report for the trail. Darlene Kurten will follow up with Matt Houtman regarding the progress of receiving the final report. The final report will assist us in paying the contractor for the work done on the trail.

New Business No report

Public Comment: Eileen Lehmann, Darlington Woods, One Smithbridge Road – Sewer

ADJOURNMENT: Upon Motion, Council (Hudak | Young) voted and unanimously approved to adjourn meeting at 8:27 pm.

Respectfully submitted
Christiana Barbour

Land Development Dates:
One Smithbridge: Plans submitted 09.04.2024.

