

**Minutes of the Work Session  
Of the Borough of Chester Heights  
222 Llewelyn Road  
Chester Heights, PA 19017**

**June 26, 2017**

- MEMBERS PRESENT** Susan H. Clarke, President  
Jordan Goldberg, Vice President  
Philip Block, Ph.D.  
Marta Driscoll  
Jeffrey D. Durst  
Joseph McIntosh, Esq.
- OFFICIALS PRESENT** Frank Daly, Esq., Solicitor
- CALL TO ORDER** President Clarke called the public meeting to order at 7:00 p.m. and led those in attendance in a moment of silence and the reciting of the Pledge of Allegiance.
- PUBLIC TO ADDRESS** No response.  
**COUNCIL**
- 2017 INITIATIVES** President Clarke reported on completed initiatives.
- Fill emergency manager/road master position
  - Develop process for funding fire department
  - Finalize insurance renewal
  - Facebook page
  - Demolish abandon house on Llewelyn
  - Codified all new ordinances
- Council discussed various issues concerning grants, recycling events, rules of council, policy development, website redesign, borough signage, mail delivery and traffic light issues.
- PROPERTY MAINTENANCE ORDINANCE** Solicitor Daly and Councilman McIntosh presented council with a sample property maintenance ordinance. Council discussed various issues such as, landscaping, diseased or dangerous trees, refuse, notification issues, running bamboo.
- TRAVEL POLICY** President Clarke presented council with a proposed Travel Policy that would provide guidance to Borough appointees, employees, and officials when the need arises for travel outside the Borough. Council discussed various issues with travel expense. Council stated that the travel expense should be within the current years budget unless council decides by motion that additional spending is

needed. Travel expenses of council members are approved in advance by the President and the Vice President will review expenses of the President.

- ENGINEER UPDATE** President Clarke presented a written report from the engineer.
- Working on bid documents to re-surface Chester Heights Park
  - Coordinating with Concord Township on up-grades to Stoney Bank Road traffic signal advance detection up-grades
  - Working on specs for infrared cameras at Valleybrook and Route
- LOGO TRADEMARK** Councilwoman Driscoll updated council on the logo trademark. The estimate for legal services from Mr. Mark Garzia would be \$ 1,000.00 inclusive of the \$ 400.00 trademark fee, per class of use. The expense was approved at the May 1, 2017 council meeting.
- RECYCLING DAY** President Clarke updated council on the September 16<sup>th</sup> Annual Recycling Day. Council discussed providing t shirts for the volunteers. Mrs. Timmins will request beverages and muffins from Wawa.
- NEW BUSINESS** No report.
- OLD BUSINESS** No report.
- ADDITIONAL PERIOD  
PUBLIC COMMENT** No response.
- ADJOURNMENT** Upon motion (Driscoll/Block) council unanimously voted to adjourn the meeting at 9:01 p.m.

**Land Development Dates**

1. **STF Crier** – Submitted Plans 4/30/07, Reviewed Planning Commission 5/24/07 - Open Ended Extension
2. **S. B. Conrad/CH Market** - Submitted Plans 2/18/10, Reviewed Planning Commission 3/25/10 - Extension 7/19/2017

Respectfully submitted,  
Susan Timmins  
Secretary/Treasurer