

A G E N D A
April 11, 2022
Deliberative Meeting

Resolutions

1. Authorize approval for the installation of handicap parking zones;
2. Authorize approval for the appointment of the Crossing Guard Clerks position;
3. Authorize approval for the appointment of the Part-time Secretary position;
4. Authorize approval for the appointment of the Building Compliance Monitor position;
5. Authorize approval for the appointment of the Clerk/Typist position;
6. Authorize approval for the appointment of a Laborer position;
7. Authorize approval for the appointment of a Laborer position;
8. Authorize approval for the appointment of a Laborer position;
9. Authorize approval for the appointment of a Laborer position;
10. Authorize approval for the advertisement of the 6th Street Bridge repair;
11. Authorize approval for the issuance of a road opening permit for DELCORA;
12. Authorize approval for the issuance of a road opening permit for Chester Water Authority;
13. Authorize approval for the reverse subdivision of 2706-2710 Swartz Street;
14. Authorize approval for a grant agreement with Pennsylvania Environmental Council;
15. Authorize approval to enter into an Addendum with E-Collect;
16. Authorize approval to engage the services of Accountemps;
17. Authorize approval to engage the services of a CPA firm;
18. Authorize approval to engage the services of an independent accounting contractor;
19. Authorize approval to amend the 2022 Real Estate Tax payment schedule;
20. Authorize approval to refund fire escrow funds;
21. Authorize approval of a refund for the overpayment of taxes;
22. Authorize approval of Expenditure List;

Ordinance

1. First Reading – Amendment to Elected Officials Salary

RESOLUTION

NO. 53-2022

WHEREAS, the following individuals have requested a handicapped parking zone:

1. Maryanne Czernek, 2817 W. 6th Street, Chester, PA 19013;
2. Delores DeLeon, 914 W. 9th Street, Chester, PA 19013;
3. Teresa White, 811 Barclay Street, Chester, PA 19013; and
4. Kevin Williams, 102 W. 22nd Street, Chester, PA 19013;

WHEREAS, after a thorough investigation by the Department of Public Works, it has been determined the aforementioned individuals have met all of the required criteria and have a need for said handicapped parking zone.

NOW, THEREFORE, THE COUNCIL OF THE CITY OF CHESTER DOES RESOLVE:

That it does hereby authorize the proper City officials to install a handicapped parking zone in the 2800 Block of W. 6th Street; in the 900 Block of W. 9th Street; in the 800 Block of Barclay Street; and in the 100 Block of W. 22nd Street in the City of Chester.

WE HEREBY CERTIFY that this Resolution passed Council this 13th day of April, A.D. 2022.

MAYOR

Attest: _____
CITY CLERK

R E S O L U T I O N

NO. 54 - 2022

THE COUNCIL OF THE CITY OF CHESTER DOES RESOLVE:

That it does hereby ratify the appointment of Beverly Harris, to the position of Crossing Guard Clerk, Department of Public Affairs, effective Aril 4, 2022, with a sixty (60) day probationary period, not to exceed 37.5 hours per week, with no benefits, at the salary range as provided in the Annual Appropriation Ordinance.

WE HEREBY CERTIFY that this Resolution passed Council this 13th of April, A.D. 2022.

MAYOR

Attest: _____
CITY CLERK

R E S O L U T I O N

NO. 55 - 2022

THE COUNCIL OF THE CITY OF CHESTER DOES RESOLVE:

That it does hereby ratify the appointment of Harriet Ward, to the position of Part-time Secretary, Department of Accounts and Finance, effective Aril 4, 2022, with a sixty (60) day probationary period, not to exceed 20 hours per week, with no benefits, at the salary range as provided in the Annual Appropriation Ordinance.

WE HEREBY CERTIFY that this Resolution passed Council this 13th of April, A.D. 2022.

MAYOR

Attest: _____
CITY CLERK

RESOLUTION

NO. 56 - 2022

THE COUNCIL OF THE CITY OF CHESTER DOES RESOLVE:

That it does hereby ratify the appointment of Elease Elam to the position of Building Compliance Monitor, Department of Public Affairs, effective April 4, 2022, with a thirty (30) day probationary period, not to exceed 37.5 hours per week, with no benefits, at the salary as provided in the Annual Appropriation Ordinance.

WE HEREBY CERTIFY that this Resolution passed Council this 13th day of April, A.D. 2022.

MAYOR

Attest: _____
CITY CLERK

R E S O L U T I O N

NO. 57 - 2022

THE COUNCIL OF THE CITY OF CHESTER DOES RESOLVE:

That it does hereby ratify the appointment of Benjamin Wilson, to the position of Clerk/Typist, Health Department, Department of Public Safety, effective April 4, 2022, with a sixty (60) day probationary period, not to exceed 37.5 hours per week, with no benefits, at the salary as provided in the Annual Appropriation Ordinance.

WE HEREBY CERTIFY that this Resolution passed Council this 13th day of April, A.D. 2022.

MAYOR

Attest: _____
CITY CLERK

R E S O L U T I O N

NO. 58 - 2022

THE COUNCIL OF THE CITY OF CHESTER DOES RESOLVE:

That it does hereby ratify the appointment of Braheim McClary, to the position of Laborer, Department of Public Works, effective April 4, 2022, with a thirty (30) day probationary period, not to exceed 40 hours per week, with no benefits, at the salary as provided in the Annual Appropriation Ordinance.

WE HEREBY CERTIFY that this Resolution passed Council this 13th day of April, A.D. 2022.

MAYOR

Attest: _____
CITY CLERK

R E S O L U T I O N

NO. 59 - 2022

THE COUNCIL OF THE CITY OF CHESTER DOES RESOLVE:

That it does hereby ratify the appointment of Christopher Brooks, to the position of Laborer, Department of Public Works, effective April 4, 2022, with a sixty (60) day probationary period, not to exceed 40 hours per week, with no benefits, at the salary as provided in the Annual Appropriation Ordinance.

WE HEREBY CERTIFY that this Resolution passed Council this 13th day of April, A.D. 2022.

MAYOR

Attest: _____
CITY CLERK

R E S O L U T I O N

NO. 60 - 2022

THE COUNCIL OF THE CITY OF CHESTER DOES RESOLVE:

That it does hereby ratify the appointment of Gquan Wesly, to the position of Laborer, Department of Public Works, effective April 4, 2022, with a sixty (60) day probationary period, not to exceed 40 hours per week, with no benefits, at the salary as provided in the Annual Appropriation Ordinance.

WE HEREBY CERTIFY that this Resolution passed Council this 13th day of April, A.D. 2022.

MAYOR

Attest: _____
CITY CLERK

RESOLUTION

NO. 61 - 2022

THE COUNCIL OF THE CITY OF CHESTER DOES RESOLVE:

That it does hereby ratify the appointment of Edward Gosa, to the position of Laborer, Department of Public Works, effective April 4, 2022, with a sixty (60) day probationary period, not to exceed 40 hours per week, with no benefits, at the salary as provided in the Annual Appropriation Ordinance.

WE HEREBY CERTIFY that this Resolution passed Council this 13th day of April, A.D. 2022.

MAYOR

Attest: _____
CITY CLERK

R E S O L U T I O N

NO. 62 - 2022

THE COUNCIL OF THE CITY OF CHESTER DOES RESOLVE:

That it does hereby authorize the proper City official to prepare the specifications for the advertisement of bids for the following:

1. 6th Street Bridge Repairs

FURTHER, that it does hereby authorize the City Clerk to advertise the aforementioned bids.

WE HEREBY CERTIFY that this Resolution passed Council this 13th day of April, A.D. 2022.

MAYOR

Attest: _____
CITY CLERK

RESOLUTION

NO. 63 - 2022

THE COUNCIL OF THE CITY OF CHESTER DOES RESOLVE:

That it does hereby grant permission and authorize the issuance of a road opening permit to DELOCRA, in accordance with the documents on file in the City Engineer's Office, at the location listed below:

1. Townsend Street from the North End near Amtrak to a Point approximately 100 feet North of Seaport Drive

FURTHER, said permit is contingent upon all work being performed in a manner that is satisfactory to City Council and DELCORA's compliance with all of the following conditions as outlined by the City Engineer:

1. DELCORA performs a full width mill and overlay of Townsend Street within City R.O.W.'s for the full length of the proposed stormwater management piping.
2. DELCORA provides appropriate traffic control measures subject to approval by the Fire Commissioner and City Engineer.
3. DELCORA obtains all required Road Opening Permits from the City as well as a Highway Occupancy Permit from PENNDOT.
4. DELCORA obtains any and all required permits for this project, including sidewalk and curb permit.
5. DELCORA obtains any required easements for the construction of the new stormwater management pipe.
6. Reconstruction of ADA Compliant Curb Ramps at the following Intersections:
 - a. W. 4th Street and Townsend Street
 - b. W. 3rd Street and Townsend Street

WE HEREBY CERTIFY that this Resolution passed Council this 13th day of April, A.D. 2022.

MAYOR

Attest: _____

CITY CLERK

RESOLUTION

NO. 64 - 2022

THE COUNCIL OF THE CITY OF CHESTER DOES RESOLVE:

That it does hereby grant permission and authorize the issuance of a road opening permit to Chester Water Authority for the installation of approximately 4,130 linear feet of water main renewal and retirement, at the following locations within the City of Chester, in accordance with the documents on file in the City Engineer's Office:

1. East 6th Street from McIlvain Street to Caldwell Street;
2. McIlvain Street from East 6th Street to Green Street;
3. Caldwell Street from East 6th Street to Green Street;
4. East 7th Street from Morton Avenue to Hinkson Street;
5. East 8th Street from Morton Avenue to Hinkson Street;
6. Green Street from Morton Avenue to Caldwell Street; and
7. Hinkson Street from East 6th Street to East 8th Street

FURTHER, said permit is contingent upon all work being performed in a manner that is satisfactory to City Council and Chester water Authority's compliance with all of the following conditions as outlined by the City Engineer:

1. Chester Water Authority performs a half width mill and overlay of all roads and/or full width mill and overlay of all roads paved in the last 3 years.
2. Chester Water Authority provides appropriate Traffic Control Measures.
3. Chester Water Authority obtains any and all necessary permits for completion of the project, which includes sidewalk and curb permit.
4. If the construction requires the excavation of a curb ramp, Chester Water Authority replaces the Curb Ramp with an ADA Compliant Curb Ramp subject to approval by the City Engineer.

WE HEREBY CERTIFY that this Resolution passed Council this 13th day of April, A.D. 2022.

MAYOR

Attest: _____

CITY CLERK

RESOLUTION

NO. 65 - 2022

THE COUNCIL OF THE CITY OF CHESTER DOES RESOLVE:

That in accordance with recommendations of the Chester City Planning Commission dated February 9, 2022 and reviewed by the Delaware County Planning Commission on February 17, 2022, it does hereby grant final approval to Kevin Perry to reverse subdivide 3 (three) lots into 1 (one) at 2706-2710 Swartz St. as shown on a plan prepared by Catania Engineering Associates 520 W. MacDade Blvd. Milmont Park, PA 19033, dated January 17, 2022.

WE HEREBY CERTIFY that this Resolution passed Council this day 13th of April A.D. 2022.

MAYOR

Attest: _____
CITY CLERK

RESOLUTION

NO. 66 - 2022

WHEREAS, the City of Chester (“City”) has received funding in the amount of \$50,000.00 from the Pennsylvania Department of Conservation and Natural Resources (DCNR), pursuant to the Community Conservation Partnership Program, to hire a professional engineering firm for the design of a multi-use trail on Norris Street as part of the East Coast Greenway; and

WHEREAS, the City has also received Coastal Zone Management Grant funding in the amount of \$60,000.00 from the Department of Environmental Protection (DEP) and National Oceanic and Atmospheric Administration (NOAA) to be used for engineering services for the design of a multi-use trail on Norris Street; and

WHEREAS, the City and the Pennsylvania Environmental Council (“PEC”) previously entered into a Grant Agreement whereby the City joined with PEC to utilize the engineering services of Michael Baker International for the development of final design documents for a trail connection on Highland Avenue, which is also part of the East Coast Greenway; and

WHEREAS, in order to maintain uniformity of design on Highland Avenue and Norris Street, PEC agrees to add the Norris Street trail design to their existing Agreement with Michael Baker International.

NOW, THEREFORE, THE COUNCIL OF THE CITY OF CHESTER DOES RESOLVE:

1. That the Grant Agreement between the City and PEC for Chester City East Coast Greenway Norris Street Engineering, hereto attached, is hereby approved.
2. That the Mayor and/or his designee is hereby authorized to execute the Agreement and to take such steps as may be necessary to implement the intent of this Resolution.

WE HEREBY CERTIFY that this Resolution passed Council this 13th day of April, A.D. 2022.

MAYOR

Attest: _____
CITY CLERK

R E S O L U T I O N

NO. 67 - 2022

THE COUNCIL OF THE CITY OF CHESTER DOES RESOLVE:

That it does hereby ratify the acceptance of the Second Addendum to the Agreement between e-CollectPlus, LLC and the City of Chester, dated April 2, 2013, extending the term of the agreement for an additional three (3) year period, ending June 30, 2022, with an option to extend the service for an additional one (1) year period.

FURTHER, said Addendum is contingent upon final review and approval of the City Solicitor.

WE HEREBY CERTIFY that this Resolution passed Council this 13th day of April, A.D. 2022.

MAYOR

Attest: _____
CITY CLERK

RESOLUTION

NO. 68 - 2022

THE COUNCIL OF THE CITY OF CHESTER DOES RESOLVE:

That it does hereby authorize the proper City official to engage the services of Accountemps, a division of Robert Half Talent Solutions, for the purpose of hiring a temporary individual to fill the vacant position in the Payroll Department.

FURTHER, at a rate no more than Fifty-three Dollars (\$53.00) per hour all inclusive.

WE HEREBY CERTIFY that this Resolution passed Council this 13th day of April, A.D. 2022.

MAYOR

Attest: _____
CITY CLERK

R E S O L U T I O N

NO. 69 - 2022

THE COUNCIL OF THE CITY OF CHESTER DOES RESOLVE:

That it does hereby authorize the proper City official to engage the services of _____, to provide a thorough reconciliation of all 941s, W2s and W3s submitted to the Internal Revenue Service (IRS) for tax years 2016-2018, expected to begin the week of April 25, 2022.

WE HEREBY CERTIFY that this Resolution passed Council this 13th day of April, A.D. 2022.

MAYOR

Attest: _____
CITY CLERK

R E S O L U T I O N

NO. 70 - 2022

THE COUNCIL OF THE CITY OF CHESTER DOES RESOLVE:

That it does hereby authorize the engagement of [_____], as a part-time independent accounting contractor, to assist the Department of Accounts and Finance, with the reconciliation of bank accounts and general ledger account analyses for the calendar years 2020 and 2021.

FURTHER, said individual shall be paid no more than Fifty-five Dollars (\$55.00) per hour.

FURTHER, said individual is an independent contractor and is not an employee of the City of Chester and shall not be entitled to any of the benefits normally provided to a City employee. As an independent contractor, the City will not deduct federal income tax or earned income tax from any payments made to consultant.

WE HEREBY CERTIFY that this Resolution passed Council this 13th day of April, A.D. 2022.

MAYOR

Attest: _____
CITY CLERK

RESOLUTION

NO. 71 - 2022

WHEREAS, the City of Chester updated its financial software and is experiencing technical difficulties with the system conversion, which has affected the City’s ability to issue tax notices; and

WHEREAS, in an effort to ensure property owners are still afforded the opportunity to take advantage of the two percent (2%) discount for 2022 City Real Estate Taxes, the City desire to extend the discount deadline period.

NOW, THEREFORE, THE COUNCIL OF THE CITY OF CHESTER DOES RESOLVE:

That it does hereby authorize the following as the updated 2022 City of Chester Real Estate Tax payment schedule:

Tax bills will be mailed	April 7, 2022
Two Percent (2%) Discount Period	May 31, 2022
Base rate for 2022 real property taxes will begin	June 1, 2022
Last payment of face value (base)	June 30, 2022
10% Penalty begins	July 1, 2022
Last payment for 2022 city property taxes	February 15, 2023
No payments for 2022 city property taxes are accepted by the City of Chester	February 15, 2023

WE HEREBY CERTIFY that this Resolution passed Council this 13th day of April, A.D. 2022.

MAYOR

Attest: _____
CITY CLERK

RESOLUTION

NO. 72 - 2022

WHEREAS, the City of Chester received fire escrow monies for the properties listed below; and

WHEREAS, Article 1509.02(d) provides for the return of funds after all necessary repairs, removal or securing of the property has been completed and approved by the proper City official.

NOW, THEREFORE, THE COUNCIL OF THE CITY OF CHESTER DOES RESOLVE:

That it does hereby authorize the Department of Accounts and Finance to issue payment of the fire escrow funds in the stated amounts, for the listed owners for the following properties:

<u>Owner</u>	<u>Property Address</u>	<u>Amount of Payment</u>
Daryl Carter	1218 Clover Lane, Chester PA 19013	\$7,577.86
Harlan Johnson	2412 Upland Street, Chester, PA 19013	\$6,450.44

WE HEREBY CERTIFY that this Resolution passed Council this 13th day of April, A.D. 2022.

MAYOR

Attest: _____
CITY CLERK

R E S O L U T I O N

NO. 73 - 2022

THE COUNCIL OF THE CITY OF CHESTER DOES RESOLVE:

That it does hereby authorize the Department of Accounts and Finance to refund the stated amount to Delaware County Tax Claim, which represents a refund for the overpayment of 2021 delinquent real estate taxes, for the following property:

<u>Owner</u>	<u>Property Address</u>	<u>Refund Amount</u>
Harlan Johnson	2412 Upland Street Chester, PA 19013	\$215.56

WE HEREBY CERTIFY that this Resolution passed Council this 13th day of April, A.D. 2022.

MAYOR

Attest: _____
CITY CLERK

RESOLUTION

NO. 74 - 2022

THE COUNCIL OF THE CITY OF CHESTER DOES RESOLVE:

That it does approve and order payment of a series of bills and refunds as prepared by the Department of Accounts and Finance and as shown on Expenditure Approval List for the period of March 8, 2022 through March 29, 2022 attached hereto and made a part hereof, subject to approval from the Department of Accounts and Finance.

WE HEREBY CERTIFY that this Resolution passed Council this 13th day of April, A.D. 2022.

MAYOR

Attest: _____
CITY CLERK

BILL NO. 3

1st READING 4/13/2022

PASSED _____

NO. _____, 2020

A N O R D I N A N C E

AN ORDINANCE OF THE CITY OF CHESTER, DELAWARE COUNTY, PENNSYLVANIA, FIXING THE SALARIES OF THE MAYOR, COUNCILMEMBERS AND THE CITY CONTROLLER, OF THE CITY OF CHESTER, PENNSYLVANIA, AND REPEALING ALL ORDINANCES INCONSISTENT HEREWITH.

THE COUNCIL OF THE CITY OF CHESTER DOES ORDAIN:

SECTION 1. That the salaries of the Mayor, Councilmembers and the City Controller be and they are hereby fixed as follows:

MAYOR - per annum	\$65,000
COUNCILMEMBERS, other than Mayor- per annum	\$50,000
CONTROLLER, per annum	\$50,000

SECTION 2. That all ordinances or parts of ordinances inconsistent herewith be and they are hereby repealed.

SECTION 3. That this Ordinance is in compliance with the provisions as outlined in 53 P.S. §36208, § 36016 and §36703.

WE HEREBY CERTIFY that this Ordinance passed Council this _____ day of _____, A.D. 2022.

MAYOR

Attest: _____
CITY CLERK