

A G E N D A
March 22, 2023

Prayer

Pledge of Allegiance

Roll Call

Approval of Minutes

Public comment on actions items, only

Resolutions

1. Authorize approval for the installation of handicap parking zones;
2. Authorize approval for amendment of Resolution 185-2022;
3. Authorize approval to hire a Deputy Director of Inspectors;
4. Authorize approval of the Redevelopment Agreement for 1900-1910 W. 2nd Street;
5. Authorize approval of an Agreement of Sale for 722 McIlvain Street;
6. Authorize approval of the F.Y. 2023 Annual Action Plan;
7. Authorize approval of the amendment to the F.Y. 2021 Annual Action Plan;
8. Authorize approval to award the contract for RFP 2023-01;
9. Authorize approval to enter into a Temporary Easement Agreement;
10. Authorize approval to issue a road opening permit to PECO;
11. Authorize approval of the designation of PENNDOT e-signor;
12. Authorize approval of the Property Review Policy;
13. Authorize approval for the advertisement of an RFP;
14. Authorize approval for the advertisement of a bid;
15. Authorize to approve Expenditure List;

Presentations

COVID-19 Update by Covid Specialist
Amachi Program update by Jamar Daniels

Public Comment

Adjournment

RESOLUTION

NO. 41 - 2023

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

1. Michael Bell, 605 Central Avenue, Chester, PA 19013; and
2. Danielle Tillery, 1231 Pine Lane, 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 600 Block of Central Avenue; and in the 1200 Block of Pine Lane, in the City of Chester.

WE HEREBY CERTIFY that this Resolution passed Council this 22nd day of March, A.D. 2023.

MAYOR

Attest: _____
CITY CLERK

RESOLUTION

NO. 42 - 2023

WHEREAS, the City of Chester hired Stephanie Moyer as the Human Resource Director, effective December 5, 2022, and due to staffing limitations Ms. Moyer had to complete another assignment within the Department of Accounts and Finance; and

WHEREAS, the City would like to amend Resolution No. 185-2022 to read as follows:

WHEREAS, the City of Chester hired Stephanie Moyer as the full-time Human Resource Director, Department of Accounts, Finance and Human Resources, effective February 27, 2023, for 37.5 hours per week, with no benefits and a sixty (60) day probationary period; and

WHEREAS, said employment is contingent upon said individual successfully completing a sixty (60) day probation from the date of hire; and

WHEREAS, the City is required by law to offer said employee medical benefits after sixty (60) consecutive days of employment, which is completed on April 28, 2023; and

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

FURTHER, if said employee fails to meet the job expectations within the sixty (60) day probation, said employee will no longer be eligible for the position and will be subject to termination from said position.

WE HEREBY CERTIFY that this Resolution passed Council this 22nd day of March, A.D. 2023.

MAYOR

Attest: _____
CITY CLERK

R E S O L U T I O N

NO. 43 - 2023

WHEREAS, the City of Chester hired Judy Richards for the full-time Deputy Director of Inspectors, Licenses and Inspections, effective March 27, 2023, for 37.5 hours per week, with no benefits and a sixty (60) day probationary period; and

WHEREAS, said employment is contingent upon said individual successfully completing a sixty (60) day probation from the date of hire; and

WHEREAS, the City is required by law to offer said employee medical benefits after sixty (60) consecutive days of employment, which is completed on May 26, 2023; and

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

FURTHER, if said employee fails to meet the job expectations within the sixty (60) day probation, said employee will no longer be eligible for the position and will be subject to termination from said position.

WE HEREBY CERTIFY that this Resolution passed Council this 22nd day of March, A.D. 2023.

MAYOR

Attest: _____
CITY CLERK

RESOLUTION

NO. 44 - 2023

WHEREAS, Holding Brothers, LLC wishes to purchase and redevelop certain real property located at 1900-1910 W. 2nd Street to develop a take-out restaurant; and

WHEREAS, the Board of the Redevelopment Authority of the City of Chester has approved the Redevelopment Authority entering into a Redevelopment Agreement conditioned upon approval of the Agreement by the Chester City Council; and

WHEREAS, the subject properties at 1900-1910 W. 2nd Street are located in a redevelopment area in the City of Chester and as such, the sale, lease or transfer of such property is subject to approval by Chester City Council under the Urban Redevelopment Law, at 35 P.S. Section 1709(k).

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

That it does hereby approve the Redevelopment Agreement between the Redevelopment Authority of the City of Chester and Holding Brothers, LLC., for the purchase of certain real property at 1900-1910 W. 2nd Street, for the development of a take-out restaurant.

WE HEREBY CERTIFY that this Resolution passed Council this 22nd day of March, A.D. 2023.

MAYOR

Attest: _____
CITY CLERK

RESOLUTION

NO. 45 - 2023

WHEREAS, Diego Nieves-Melecio, Jr. and Dorothy Jackson wish to purchase and redevelop certain real property located at 722 McIlvain Street as a side yard; and

WHEREAS, the Board of the Redevelopment Authority of the City of Chester has approved the Redevelopment Authority entering into an Agreement of Sale with Mr. Melecio, Jr. and Ms. Jackson conditioned upon approval of the Agreement by the Chester City Council; and

WHEREAS, the property is located in a redevelopment area in the City of Chester and as such, the sale, lease or transfer of such property is subject to approval by Chester City Council under the Urban Redevelopment Law, at 35 P.S. Section 1709(k).

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

That it hereby approve the Agreement of Sale between the Redevelopment Authority of the City of Chester and Diego Nieves-Melecio, Jr. and Dorothy Jackson for the development of a side yard at the certain real property located at 722 McIlvain Street.

WE HEREBY CERTIFY that this Resolution passed Council this 22nd day of March, A.D. 2023.

MAYOR

Attest: _____
CITY CLERK

RESOLUTION

NO. 46 - 2023

WHEREAS, under Title I of the Housing and Community Development Act of 1974, as amended, the Secretary of the U.S. Department of Housing and Urban Development is authorized to extend financial assistance to communities in the prevention and elimination of slums or urban blight, carry out activities which will benefit low- and moderate-income persons or address other urgent community development needs; and

WHEREAS, under the HOME Program created by the National Affordable Housing Act of 1990, as amended, the Secretary of HUD is authorized to extend financial assistance to participating jurisdictions to expand the supply of decent, safe, sanitary and affordable housing; and

WHEREAS, the City of Chester has been notified that the F.Y 2023 Community Development Block Grant (CDBG) Program allocation will be \$1,261,211.00 and its HOME Investment Partnerships Program (HOME) allocation will be \$407,146.00; and

WHEREAS, the City of Chester intends to reprogram prior year CDBG funds in the amount of \$125,000 that are currently unprogrammed and \$25,000 for the Penn Home Health Care Foundation public service activity that did not move forward; and

WHEREAS, the City of Chester, in collaboration with the Chester Economic Development Authority, has prepared a draft Annual Action Plan for Fiscal Year 2023, which proposes how the entitlement grant funds will be expended to address the housing and community development needs identified in the City's Five Year Consolidated Plan; and

WHEREAS, a draft of the F.Y. 2023 Annual Action Plan was on public display from February 1, 2023 through March 3, 2023, and the City held a series of public meetings and hearings on the said Plan, and the comments of various agencies, groups, and residents were taken into consideration in the preparation of the final document; and

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

Section 1. That the Annual Action Plan for the Fiscal Year 2023 CDBG and HOME Programs is hereby in all respects approved, and the City Clerk is hereby directed to file a copy of said Annual Action Plan for Fiscal Year 2023 with the Official Minutes of this Meeting of this Council.

Section 2. That the City Council of the City of Chester is cognizant of the conditions that are imposed in the undertaking and carrying out of the Community Development Block Grant Program and the HOME Investment Partnerships Program with Federal financial

assistance under Title I, including those relating to (1) the relocation of site occupants, (2) the prohibition of discrimination because of race, color, age, religion, sex, disability, familial status, or national origin, and (3) other assurances as set forth under the certifications.

Section 3. That the Mayor of the City of Chester, on behalf of City Council, is authorized to file an Application for financial assistance with the U.S. Department of Housing and Urban Development for the F.Y. 2023 CDBG Program and HOME Program.

Section 4. That the Mayor, on behalf of the City of Chester, Pennsylvania, is authorized to provide assurances and/or certifications as required by the Housing and Community Development Act of 1974, as amended, and any other supplemental or revised data which the U.S. Department of Housing and Urban Development may request in review of the City's Application.

WE HEREBY CERTIFY that this Resolution was passed by City Council this 22nd day of March, A.D. 2023.

MAYOR

Attest: _____
CITY CLERK

EXHIBIT "A"
F.Y. 2022 ACTION PLAN BUDGET
CITY OF CHESTER, PENNSYLVANIA

CDBG Program	
Senior Community Services – Chester Senior Center Services	\$20,000.00
Wesley House Community Corp. – Wesley House Shelter Operations	\$40,000.00
Domestic Abuse Project – Counseling and Legal Advocacy	\$20,000.00
Salvation Army Chester Corps – Stepping Stone Case Management	\$10,000.00
Chester Community Improvement Project – Pre-purchase Counseling	\$20,000.00
Boys & Girls Club of Chester – Afterschool Programs	\$10,000.00
Making A Change Group – Connected Visions Management Services	\$10,000.00
Infrastructure Improvements – Streets, Inlets, Sidewalks/ADA, etc.	\$571,042.00
Fire Department – Truck Payment 3 of 7	\$105,127.00
Demolition and Site Clearance	\$150,000.00
Section 108 Loan – Principal and Interest Repayment	\$202,800.00
Administration/Planning	\$252,242.00
Total CDBG Budget	\$1,411,211.00
<u>HOME PROGRAM</u>	
Pulaski Affordable Housing Development	\$285,012.00
CCIP CHDO Set-Aside for Affordable Housing Development	\$61,070.00
CCIP CHDO Operating Expenses	\$20,350.00
Administration/Planning	\$40,714.00
Total HOME Budget	\$407,146.00

RESOLUTION

NO. 47 - 2023

WHEREAS, Congress approved the American Rescue Plan Act of 2021 and appropriated American Rescue Plan (ARP) funds to be administered through the Department of Housing and Urban Development’s HOME Investment Partnerships Program; and

WHEREAS, HOME-ARP funds are to be used to perform the following four (4) activities for qualifying individuals and families who are homeless, at risk of homelessness, or in other vulnerable populations: Development and support of affordable housing; tenant-based rental assistance (TBRA); provision of supportive services; and acquisition and development of non-congregate shelter units; and

WHEREAS, the Department of Housing and Urban Development has allocated a total of \$1,318,782 in HOME-ARP funds to the City of Chester; and

WHEREAS, the City has prepared a Proposed HOME-ARP Allocation Plan in accordance with HUD HOME-ARP Allocation Plan requirements; and

WHEREAS, the City of Chester has met the requirements for the public comment period and public hearing.

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

Section 1. The Amendment to the City of Chester’s F.Y. 2021 Annual Action Plan to add \$1,318,782 in HOME-ARP funding is hereby approved, to be utilized pursuant to the City’s Proposed HOME-ARP Allocation Plan.

Section 2. The proposed use of HOME-ARP funding as set forth in the Proposed HOME-ARP Allocation Plan is as follows:

Development of Affordable Housing	\$ 989,087.00
Supportive Services	\$ 131,878.00
Non-Profit Operating	\$ 65,939.00
Administration and Planning	<u>\$ 131,878.00</u>
Total	<u>\$1,318,782.00</u>

WE HEREBY CERTIFY that this Resolution was passed by City Council this 22nd day of March, A.D. 2023.

MAYOR

Attest: _____
CITY CLERK

RESOLUTION

NO. 48 - 2023

WHEREAS, the City of Chester (“City”) requires the services of a firm that provides management of Information Technology/Systems (IT/IS) support services and will provide a complete IT infrastructure assessment within the first 30 days of award; and

WHEREAS, the City issued Request For Proposal (“RFP”) 2023-01 for IT/IS Management through the Commonwealth of Pennsylvania Cooperative Purchasing Program (COSTARS); and

WHEREAS, as a COSTARS member, the City has met all the requirements of the Commonwealth Procurement Code; and

WHEREAS, the proposals were due back on February 20, 2023 and the Scoring Committee met to review the three (3) proposals that were received and found no discrepancies with the proposals.

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

That it does hereby award the contract for RFP 2023-01 for IT/IS Management to Wake Technology, as the lowest, most qualified and responsible bidder, for a total price of Two Hundred and Forty Thousand Dollars (\$240,000.00) annually for three years.

FURTHER, said bidder submitted an initial IT infrastructure assessment price of Fifty Thousand Dollar (\$50,000.00) which shall be paid with American Rescue Plan Act of 2021 (ARPA) funds.

FURTHER, all other proposals for the above services are hereby rejected.

FURTHER, the proper City official shall provide a copy of the contract to be reviewed by the Solicitor’s Office and the successful bidder shall furnish a Performance Bond in the full amount of the contract in accordance with the RFP, and to the satisfaction of City Council.

WE HEREBY CERTIFY that this Resolution passed Council this 22nd day of March, A.D. 2023.

MAYOR

Attest: _____
CITY CLERK

R E S O L U T I O N

NO. 49 - 2023

WHEREAS, the City of Chester has commenced a public improvement project for the Reconstruction of the Lloyd Street Bridge, (“Project”); and

WHEREAS, it has been determined in order for the Project to move forward, the City will have to enter a Temporary Easement For Construction agreement for the real property located at 1029 West 5th Street, owned by Penn Street Apartments, LP; and

WHEREAS, this will allow for the entry and re-entry of City employees, agents, and contractors to do any and all work necessary for the completion of the Project; and

WHEREAS, the City agrees to restore the area covered by the easement to a condition consistent with the balance of the property.

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

That it does hereby authorize the Mayor to execute the Temporary Easement For Construction agreement for the real property located at 1029 West 5th Street, owned by Penn Street Apartments, LP, permitting access to the property for the Reconstruction of the Lloyd Street Bridge Project.

FURTHER, it does authorize payment of the Final Settlement for this Project by the Department of Accounts and Finance, in an amount not to exceed Three Thousand Eight Hundred Dollars (\$3,800.00).

WE HEREBY CERTIFY that this Resolution passed Council this 22nd day of March, A.D. 2023.

MAYOR

Attest: _____

CITY CLERK

RESOLUTION

NO. 50 - 2023

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 PECO for the installation of 690 feet of new electrical lines within the City of Chester, at the following locations:

1. PA State Route 291 from Ridley Creek to Hinkson Street;
2. Hinkson Street from PA State Route 291 to E. 6th Street; and
3. E. 7th Street from E. 6th Street to Caldwell Street

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

1. PECO performs a half mill and overlay on all road openings exceeding 100' or three (3) patches within 100'.
2. PECO provides appropriate traffic control measures to ensure continual operation of City Streets.
3. PECO obtains all required Road Opening Permits from the City as well as any other required permits.
4. PECO obtain a PENNDOT Highway Occupancy Permit.

WE HEREBY CERTIFY that this Resolution passed Council this 22nd day of March, A.D. 2023.

MAYOR

Attest: _____
CITY CLERK

R E S O L U T I O N

NO. 51 - 2023

WHEREAS, Chester City Council approved the submission of an application to the Pennsylvania Department of Transportation (“PENNDOT”) for an ARLE grant for the construction and installation of a new Automated Traffic Signal at the Intersection of PA State Route 291 and Jeffrey Street; and

WHEREAS, all grant documents must be signed through Commonwealth’s electronic signature portal.

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

That it does hereby approve Michael Galante, City Engineer, to electronically sign all documents necessary for completion of the PENNDOT ARLE grant application for traffic signal improvements.

WE HEREBY CERTIFY that this resolution passed Council this 22nd day of March, A.D. 2023.

MAYOR

Attest: _____
CITY CLERK

RESOLUTION

NO. 52 - 2023

WHEREAS, a Property Review Policy, (“Policy”) has been developed to outline the steps necessary to sell or rent vacant or surplus City owned real estate for fair market value; and

WHEREAS, the Policy requires the creation of a Property Review Committee, (“Committee”), which will consist of one (1) Chairperson and five (5) regular members, who will make recommendations to the Mayor, Council, and Chief of Staff regarding the disposition of vacant or surplus City real estate which have been determined by the Committee to be non-essential to providing current or future public services to the citizens of the City; and

WHEREAS, the Committee shall meet on an as needed basis and shall periodically review a list of City owned real estate to determine the advisability of selling or leasing vacant City owned real estate; and

WHEREAS, the Committee shall address requests from elected officials, department directors, City staff, interested citizens and organizations that maintain valid interest concerning matters related to City owned real estate; and

WHEREAS, the Committee shall summarize its recommendations which will include the method of disposition for each property and shall prepare a final report containing the Committee’s recommendations, Director’s comments and supporting documentation to be reviewed by the Mayor and Chief of Staff and then forwarded to Council for consideration.

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

That it does hereby approve the Property Review Policy and does appoint the following individuals to the Property Review Committee:

- Chairperson - Director of Planning or designee
- Director of Public Works or designee
- Superintendent of Parks /Recreation Coordinator
- Building Code Official, or designee
- Assistant City Solicitor
- Engineer

WE HEREBY CERTIFY that this Resolution passed Council this 22nd day of March, A.D. 2023.

MAYOR

Attest: _____
CITY CLERK

R E S O L U T I O N

NO. 53 - 2023

THE COUNCIL OF THE CITY OF CHESTER DOES RESOLVE:

That the Receiver has authorized the proper City official to prepare specifications for the advertisement for Request for Proposals (RFP) for Temporary Parking Management Services & Development of Comprehensive Parking Plan for the entire City of Chester.

FURTHER, that it does authorize the designated City official to advertise for the aforementioned RFP and accept bids in consultation with the Receiver.

WE HEREBY CERTIFY that this Resolution passed Council this 22nd day of March, A.D. 2023

MAYOR

Attest: _____
CITY CLERK

R E S O L U T I O N

NO. 54 - 2023

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 for the following bid:

Street Light Maintenance

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

WE HEREBY CERTIFY that this Resolution passed Council this 22nd day of March, A.D. 2023.

MAYOR

Attest: _____
CITY CLERK

RESOLUTION

NO. 55- 2023

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 dated March 10, 2023, 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 22nd day of March, A.D. 2023.

MAYOR

Attest: _____
CITY CLERK