A G E N D A
January 22, 2024
Deliberative Meeting

	Resolutions	Requestor
1.	Authorize approval to amend Resolution #223-2023 for the position of Payroll Specialist position	Janell Johnson - HR
2.	Authorize approval of the Agreement of Sale for 207 E. 10th Street	JoAnn Rurak – CEDA
3.	Authorize approval of the draft 2024 Action Plan for the CDBG/HOME program	JoAnn Rurak -CEDA
4.	Authorize approval of Change Order #1 for Project 36 (Fire Station Renovations)	Mike Galante – Engineer
5.	Authorize approval to accept a quote for professional services for Project 27 (Dock Street Garage)	Mike Galante – Engineer
6.	Authorize approval to award the contract for Project 27 (Public Works Garage Site Improvements)	Mike Galante - Engineer
7.	Authorize approval of Change Order 2 for Project 11 (Municipal Building Roof Replacement Option 2)	Mike Galante – Engineer
8.	Authorize approval of Emergency Operations Plan 2024	John-Paul Shirley – Fire Commissioner

R E S O L U T I O N

NO. 1 - 2024

WHEREAS, Chester City Council approved Resolution #223-2023 on December 13, 2023, which is amended to read as follows:

WHEREAS, the City of Chester hired Sonya Sutton for the position of Payroll Specialist, Department of Finance, effective January 2, 2024, 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 March 1, 2024.

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 24th day of January, A.D. 2024.

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MAYOR

Attest:_____
ACTING CITY CLERK

R E S O L U T I O N

NO. 2 - 2024

WHEREAS, Jorge Garcia wishes to purchase 207 E. 10th Street for use as a side yard for his property at 205 E. 10th Street; 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. Garcia conditioned upon approval of the Agreement by the City Council of the City of Chester; 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 approves the Agreement of Sale between the Redevelopment Authority of the City of Chester and Jorge Garcia in connection with sale of 207 E. 10th Street.

WE HEREBY CERTIFY that this Resolution passed Council this 24th day of January, A. D. 2024.

_____
MAYOR

Attest:_____
ACTING CITY CLERK

R E S O L U T I O N

NO. 3 - 2024

WHEREAS, the City of Chester intends to submit an application for Fiscal Year 2024 funding under the U.S. Department of Housing and Urban Development's (HUD's) Community Development Block Grant (CDBG) Program and HOME Investment Partnerships (HOME) Program; and

WHEREAS, one of the requirements of these programs is to inform the citizens of the City of Chester regarding the City's intended uses for the funds requested from HUD under the CDBG and HOME Programs; and

WHEREAS, the City of Chester is required to prepare a draft of the Fiscal Year 2024 CDBG and HOME Action Plan, which identifies the projects and program activities on which the Program Year 2024 CDBG and HOME funds are proposed to be spent.

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

That it authorizes the Chester Economic Development Authority (CEDA) to take the appropriate steps to ensure that the requirements for Action Plan preparation and public notification are met and to advertise the availability of the draft F.Y. 2024 CDBG/HOME Action Plan in accordance with the appropriate federal regulations.

WE HEREBY CERTIFY that this Resolution passed Council this 24th day of January, A.D. 2024.

_____
MAYOR

Attest:_____
ACTING CITY CLERK

R E S O L U T I O N

NO. 4 - 2024

WHEREAS, Chester City Council approved Resolution #106-2023, on June 15, 2023, to award the contract for professional services for Fire Station #81 Addition and Renovations (Project 36), to S. J. Thomas, for which responses were received through Keystone Purchasing Network (KPN), for the award amount of Eighty-six Thousand Two Hundred Seventeen Dollars and Ninety Cents ($86,217.90), which is to be paid from American Rescue Plan Act (ARPA) funds – Project 36; and

WHEREAS, the City has complied with all KPN bidding requirements; and

WHEREAS, it has been determined there is a need for a change to the scope of work in order to complete the project.

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

That it does hereby approve Change Order No. 1, to the Subrecipient Agreement between the City of Chester and S. J. Thomas Company, Inc., for Fire Station #81 Addition and Renovations _ Project 36, to add a design fee to include Geotechnical Engineering Services for the footings which is necessary to complete the foundation design, thereby increasing the agreement price by Sixteen Thousand Three Hundred Eighteen Dollars and Seventy-one Cents ($16,318.71).

FURTHER, that all work performed pursuant to Change Order No. 1 shall be completed in accordance with the specifications and to the satisfaction of City and its Engineer.

EVEN FURTHER, all the work listed on Change Order No. 1 will be funded through ARPA Project 36

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WE HEREBY CERTIFY that this Resolution passed Council this 24th day of January, A.D. 2024.

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MAYOR

Attest:_____
ACTING CITY CLERK

R E S O L U T I O N

NO. 5 - 2024

THE COUNCIL OF THE CITY OF CHESTER DOES RESOLVE:

That it does hereby accept the quote received through Keystone Purchasing Network, (KPN), for professional services for the Public Works Building Upgrades and Additions (Project 27) from S. J. Thomas Company, Inc. that shall be paid from American Rescue Plan Act (ARPA) funds, in the amount of Seven Hundred Sixty-eight Thousand Two Hundred Twenty-one Dollars and Sixteen Cents $768,221.16.

FURTHER, the City has complied with all KPN bidding requirements.

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

WE HEREBY CERTIFY that this Resolution passed Council this 24th day of January, A.D. 2024.

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MAYOR

Attest:_____
ACTING CITY CLERK

R E S O L U T I O N

NO. 6 - 2024

THE COUNCIL OF THE CITY OF CHESTER DOES RESOLVE:

That it does hereby award the contract for the Public Works Garage Site Improvement – Project 27, for the City of Chester, for which bids were received on December 5, 2023, to JMC Contractors, Inc., at the lowest responsible bid price of One Million Four Hundred Fifty-five Thousand Two Hundred Ninety Dollars ($1,455,290.00).

FURTHER, that all other bids for the above be and they are hereby rejected; all checks and/or bid bonds accompanying said bids shall be returned to the unsuccessful bidders.

FURTHER, that the Solicitor's Office shall prepare a contract and the successful bidder shall furnish a Performance Bond in the full amount of the contract, in accordance with the specifications, and to the satisfaction of City Council.

WE HEREBY CERTIFY that this Resolution passed Council this 24th day of January, A.D. 2024.

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MAYOR

Attest: _____
ACTING CITY CLERK

R E S O L U T I O N

NO. 7 - 2024

WHEREAS, Chester City Council approved Resolution #147-2022, on August 24, 2022, to award the City of Chester Municipal Building Roof Replacement Option 2 (Project 11), to S. J. Thomas, for which responses were received through Keystone Purchasing Network (KPN), for the award amount of $382,422.85, which is to be paid from American Rescue Plan Act (ARPA) funds – Project 11; and

WHEREAS, Chester City Council approved Resolution #207-2022, on December 14, 2022, to accept Change Order #1 to increase the contract price by $2,019.79 for changes to Project 11 scope of work to include additional caulking and resetting of the metal panel on building façade, for an adjusted contract price of $384,442.64; and

WHEREAS, the City has complied with all KPN bidding requirements; and

WHEREAS, it has been determined there is a need for a change to the scope of work in order to complete the project.

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

That it does hereby approve Change Order # 2, to increase the adjusted contract price by $11,677.18, for changes to Project 11 scope of work, due to the payment of building permit fees that were not a part of the original contract, for a final contract price of $396,119.82, all the work listed will be funded through ARPA Project 11.

FURTHER, all work is to be performed to the satisfaction of Chester City Council and the City Engineer.

WE HEREBY CERTIFY that this Resolution passed Council this 24th day of January, A.D. 2024.

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MAYOR

Attest:_____
ACTING CITY CLERK

R E S O L U T I O N

NO. 8 - 2024

THIS RESOLUTION, approved and adopted by the Council of the City of Chester, Delaware County, Pennsylvania on the date hereinafter set forth.

WHEREAS, Section 7503 of the Pennsylvania Emergency Management Services Code, 35 Pa. C.S. Section 7101 et seq. mandates that the City of Chester prepare, maintain and keep current an emergency operations plan (EOP) for the prevention and minimization of injury and damage caused by a major emergency or disaster within this City; and

WHEREAS, in response to the mandate stated above, this City has prepared an emergency operations plan (EOP) to provide prompt and effective emergency response procedures to be followed in the event of a major emergency or disaster; and

WHEREAS, this City has also prepared an emergency operations plan (EOP) in order to reduce the potential affects of a major emergency or disaster; and

NOW, THEREFORE, we the undersigned Council of the City of Chester, do hereby approve, adopt, and place into immediate effect the Emergency Operations Plan of the City of Chester, Delaware County, Pennsylvania. This Plan shall be reviewed every year to make certain that it conforms with the requirements of the Delaware County Emergency Operations Guideline.

FURTHER, the City of Chester does hereby authorize Mayor Stefan Roots, Deputy Mayor Portia West, Emergency Management Coordinator John-Paul Shirley and City Clerk Candice Newsome to execute for and on behalf of the City of Chester all required forms and documents of the Emergency Operations Plan.

WE HEREBY CERTIFY that this Resolution passed Council this 24th day of January, A.D. 2024.

Council of the City of Chester
Delaware County, PA

ATTEST

By:_____
MAYOR

Date:_____

_____
DEPUTY MAYOR

_____
ACTING CITY CLERK