# City of Chester
## Council Meeting Agenda

One 4th Street
Chester, PA 19013

**Wednesday, September 10, 2025 7:00 PM Council Chambers**

**INVOCATION:**

**PLEDGE TO THE FLAG**

**ROLL CALL**

**MINUTES OF PREVIOUS MEETING:** August 27, 2025

**PUBLIC COMMENT (AGENDA ITEMS ONLY)**

**COURTESY AND PRIVILEGE OF THE FLOOR RULES**

*Please observe the Rules of Council when addressing the body. The City website also includes all the meetings and material for the agenda, videos of previous meetings, and a link to current meetings that are in progress.*

*Public Comment Rules:*

*If you would like to speak, we are asking that you fill out the Sign-in Sheet located on the podium.*

*Please address the Council President (The Mayor). You are given privilege of the floor to provide public comment. This is a time to present comments, it is not a question-and-answer session. If you are speaking on behalf of yourself, you have three minutes and if you are speaking on behalf of a group that has several members present, you will be given five minutes - the idea being the entire group does not come up and make the same type of statement. Please be sure to state your name and address for the record and fill out the sign-in sheet.*

*Courtesy of the Floor is meant to provide public comment on items that are not on the agenda; Council will take all comments under advisement and have the appropriate officials get back to you if necessary. If you have materials for Council, please distribute it to the City Clerk.*

*Public comment during consideration of ordinances, resolutions and motions is limited by topic – your comments must be relevant. Public comments are taken before the council votes on items.*

*Council will not entertain personal insults or attacks, name calling or other behavior that is inconsistent with the purpose of conducting official business. Please address the Council President (The Mayor). Refrain from using offensive language, cursing, and making noises while other people are speaking. Act with decorum. Remove your hat and turn cell phones off.*

*Please be aware that comments and/or behavior in violation of these rules will result in a forfeiture of all remaining time and you will be asked to return to your seat.*

***COMMUNICATIONS:*** *Council meetings are held on the second and fourth Wednesday of each month beginning at 10:00 AM in Council Chambers, except for quarterly night Council meetings on the second Wednesday beginning at 7:00 PM. For copies of the agenda or meeting announcements, please visit our website at www.Chestercity.com or contact the City Clerk at CNewsome@cityofchesterpa.gov to receive an email notice of the meetings.*

**OLD BUSINESS:** NONE

**NEW BUSINESS:** NONE

**ORDINANCE (To be voted on):** NONE

**RESOLUTIONS FOR FINAL PASSAGE (To be Voted On):**

**R – 99**

Authorize award the contract for Residential Refuse and Recycling, Bid #2025-009, for which bids were received on August 12, 2025.

***Submitted By:*** Tom Moore, Chief of Staff
***Attachments:*** Resolution

**R – 100**

Authorize rejection of all Request For Proposals submitted in response to the City's request for On-Call Electrical Services.

***Submitted By:*** Tom Moore, Chief of Staff
***Attachments:*** Resolution

**R – 101**

Authorize preparation of an advertisement for Request For Proposal for On-Call Towing to be made available via PennBid.

***Submitted By:*** Tom Moore, Chief of Staff
***Attachments:*** Resolution

**R – 102**

Authorize elimination of the Nova Vista neighborhood as a Residential Permit Parking Zone and the associated on-street parking fee effective October 1, 2025.

***Submitted By:*** Tom Moore, Chief of Staff
***Attachments:*** Resolution

**R – 103**

Authorize revision to the establishment of procedures and the adoption of policies to address the receipt, retention, requests, responses, and dissemination of information containing confidential security information received by the City of Chester from a public utility.

***Submitted By:*** Vijay Kapoor, Receiver for the City of Chester
***Attachments:*** Resolution

**REPORTS:** Chief Financial Officer Richard Troutman – 2026 Minimum Municipal Obligation (MMO) for the Pension Plans

**PRESENTATION:** Justin Tibbels – Inaugural Block Captain Program Citywide Cleanup
Commissioner Shirley – National Fire Prevention Week Community Event

**PUBLIC COMMENT:**

**ADJOURN**

# R E S O L U T I O N

## NO. 99 – 2025

**WHEREAS**, the City of Chester advertised a Request For Bids (RFB) on July 15, 2025, for the collection of Residential Refuse and Recycling (Bid #2025-009) for an estimated 9,900 residential households for an initial term of five (5) years; and

**WHEREAS**, the City of Chester received two (2) bids on August 12, 2025, in response to the advertised RFB; and

**WHEREAS,** the bids were thoroughly reviewed and evaluated to determine the lowest responsible bidder.

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

That it does hereby award the contract for Residential Refuse and Recycling (Bid #2025-009) to Waste Industries of Delaware, Inc. (also known as Casella Mid-Atlantic, LLC), 903 Lambson Lane, New Castle, DE 19720 as the lowest responsible bidder for the pickup and collection of residential household waste and recycling pursuant to the advertised specifications, at a fixed cost of $13.93 per household per month with an annual cost escalator of 3% per annum. As a result, the yearly annual costs beginning January 1, 2026, which follows equates to a five (5) year total price of Eight Million, Seven Hundred Eighty-six Thousand, Three Dollars and Ninety-one Cents ($8,786,003.91).

**Year 1: $1,654,884.00**

**Year 2: $1,704,530.52**

**Year 3: $1,755,666.44**

**Year 4: $1,808,336.43**

**Year 5: $1,862,586.52**

**5-Year Total: $8,786,003.91**

**FURTHER**, the City accepts and approves the variable rates for dumpster and roll-off services as requested in the specifications for dumpster, and roll-off services per the attached.

**FURTHER**, this five-year award also reserves the right for the City of Chester to extend the contract and renew services for Year 6 and Year 7.

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

**FURTHER,** that the designated officials shall prepare the contract and the successful bidder shall furnish the required bonds for the contract in accordance with the specifications and to the satisfaction of City Council.

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

**WE HEREBY CERTIFY** that this Resolution passed Council this 10th day of September, A.D. 2025.

_____
DEPUTY MAYOR

Attest: _____
CITY CLERK

Attachment

| Service | Quantity | Size | Unit Price |
|---|---|---|---|
| **Refuse & Recyclables Service per Unit Price Per Month (Year 1 Price)** | **9,900** | | **$13.93** |
| **Dumpster Service - Solid Waste (Year 1 Price)** | **Price Per Pick-up** | 2 yd3 | $22.50 |
| | | 4 yd3 | $32.50 |
| | | 6 yd3 | $43.75 |
| | | 8 yd3 | $52.50 |
| | | | |
| **Dumpster Service - Cardboard (Year 1 Price)** | **Price Per Pick-up** | 2 yd3 | $15.00 |
| | | 4 yd3 | $18.00 |
| | | 6 yd3 | $20.00 |
| | | 8 yd3 | $25.00 |
| | | | |
| **Dumpster Service - Single Stream and Commingled Recyclables (Year 1 Price)** | **Price Per Pick-up** | 2 yd3 | $15.00 |
| | | 4 yd3 | $18.00 |
| | | 6 yd3 | $20.00 |
| | | 8 yd3 | $25.00 |
| | | | |
| **Roll-off Service - Refuse, Recyclables, Special Items (Year 1 Price)** | **Price Per Haul** | 20 yd3 | $300.00 |
| | | 30 yd3 | $300.00 |
| | | 40 yd3 | $300.00 |
| | | | |
| **Price Per Ton for Disposal or Processing (Year 1 Price)** | **Price Per Ton** | Appliances | $105.00 |
| | | Yard Waste | $20.00 |
| | | Electronics | $105.00 |
| | | CardBoard | $20.00 |

**R E S O L U T I O N**

**NO. 100 - 2025**

**WHEREAS,** the City of Chester made a Request For Proposals (RFPs) for On-Call Electrical Services and submissions were due on March 25, 2025; and

**WHEREAS,** in connection therewith the RFPs were opened and reviewed by the City's Senior Project Manager of Purchasing and Procurement and a designated committee; and

**WHEREAS,** after careful consideration it has been determined based on project budget concerns there is a need to reconsider the scope of the project and awarding the contract is not in the best interest of the City.

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

That all the Request For Proposals submitted in response to the City's request for proposals for On-Call Electrical Services be and the same are hereby rejected.

**FURTHER,** that notice shall be provided to the companies who submitted a proposal that all proposals are rejected at this time.

**WE HEREBY CERTIFY** that this Resolution passed City Council this 10th day of September, A.D. 2025.

_____
DEPUTY MAYOR

Attest:_____
CITY CLERK

**R E S O L U T I O N**

**NO. 101 - 2025**

**THE COUNCIL OF THE CITY OF CHESTER DOES RESOLVE:**

That it does hereby authorize the proper City official to prepare an advertisement for Request For Proposal (RFP) for On-Call Towing to be made available via PennBid.

**FURTHER,** it does hereby authorize the City Clerk to advertise the aforementioned notice.

**WE HEREBY CERTIFY** that this Resolution passed Council this 10th day of September, A.D. 2025.

_____
DEPUTY MAYOR

Attest:_____
CITY CLERK

**R E S O L U T I O N**

**NO. 102 – 2025**

**WHEREAS**, the Chester City Council adopted Ordinance #6-2019 on September 25, 2019, establishing a Residential Permit Parking Program within the City of Chester; and

**WHEREAS**, Chester City Council adopted Resolution #49-2021 on April 14, 2021, which designated three (3) Residential Permit Parking Zones within the City of Chester; and

**WHEREAS**, Residential Permit Parking Zone #1 included the Nova Vista section of the City of Chester; and

**WHEREAS**, with the recent closure of Crozer Chester Medical Center, the need to maintain a Residential Permit Parking Zone for the residents in the Nova Vista neighborhood is not presently necessary.

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

That it does hereby formally eliminate the Nova Vista neighborhood as further detailed on the attached list from the Residential Permit Parking Zone effective October 1, 2025.

**FURTHER**, the designated on-street fee parking on the streets identified on the attached list is also hereby eliminated effective October 1, 2025.

**WE HEREBY CERTIFY** that this Resolution passed Council this 10th day of September, A.D. 2025.

_____
DEPUTY MAYOR

Attest: _____
CITY CLERK

## Residential Parking Permit Zone #1 Eliminated

1. Northside of West 15th Street from Arbor Drive to Upland Avenue
2. Both sides of Rural Avenue from Upland Avenue to Shaw Terrace
3. Both sides of Shaw Terrace from Rural Avenue to West 15th Street
4. Both sides of Ginko Lane from Shaw Terrace to Arbor Drive
5. Both sides of Arbor Drive from West 17th Street to Ginko Lane to West 15th Street
6. Northside of East 13th Street from Crosby Street to Edgmont Avenue
7. Both sides of Crosby Street from Upland Avenue to East 13th Street to pedestrian walkway

## On-Street Parking Fees Eliminated

1. South side of West 15th Street from Esrey Street to Upland Avenue
2. Both sides of Esrey Street from Upland Avenue to West 15th Street
3. Both sides of Arbor Drive from Upland Avenue to W 15th Street

**R E S O L U T I O N**

**NO. 103 – 2025**

**WHEREAS,** it is necessary and prudent for the City of Chester to establish procedures for public utilities to follow when filing records with the City of Chester containing confidential security information; and

**WHEREAS,** it is necessary and prudent for the City of Chester to establish procedures to address challenges by members of the public to a public utility's designation of confidential security information or requests to examine records containing confidential security information in both adversarial and non-adversarial proceedings pending before the City of Chester or a court of competent jurisdiction; and

**WHEREAS,** it is necessary and prudent for the City of Chester to establish procedures for dissemination of public utility records that are public in nature and subject to the Right-to-Know Law; and

**WHEREAS,** Chester City Council approved Resolution #88-2025 on July 23, 2025, to establish such procedures and policies to address the receipt, retention, requests, responses, and dissemination of information containing confidential security information received by the City of Chester from a Public Utility; and

**WHEREAS,** the City of Chester desires to repeal Section 4(h) from the policy.

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

That it does adopt the attached revised policy to establish procedures for the retention and maintenance of public utility records that are to be treated as containing confidential security information.

**WE HEREBY CERTIFY** that this Resolution passed Council this 10th day of September, A.D. 2025.

_____
DEPUTY MAYOR

Attest:_____
CITY CLERK

# CONFIDENTIAL SECURITY INFORMATION

SECTIONS:


1. Purpose.
2. Definitions.
3. Filing procedures.
4. Challenge procedures to confidentiality designation.


## Authority

The provisions of this Resolution are issued under the Public Utility Confidential Security Information Disclosure Protection Act (35 P. S. §§ 2141.1—2141.6, unless otherwise noted.

## Source

The provisions of this Resolution were adopted September 10, 2025, effective September 10, 2025, unless otherwise noted.

### § 1. Purpose.

This chapter establishes procedures for public utilities to follow when filing records with the City of Chester containing confidential security information under Act 156 (Act 156), and procedures to address challenges by members of the public to a public utility's designation of confidential security information or requests to examine records containing confidential security information in both adversarial and non-adversarial proceedings pending before the City of Chester or a court of competent jurisdiction.

### § 2. Definitions.

The following words and terms, when used in this chapter, have the following meanings, unless the context clearly indicates otherwise:

*Act 156*—The Public Utility Confidential Security Information Disclosure Protection Act (35 P. S. §§ 2141.1—2141.6).

*City of Chester* – The City of Chester, Delaware County, Pennsylvania.

*Challenger*—A member of the public that challenges a public utility record as constituting confidential security information.

*Confidential security information*—The term as defined in section 2 of Act 156 (35 P. S. § 2141.2).

*Facilities*—The term as defined in section 2 of Act 156.

*Mass destruction*—The term as defined in section 2 of Act 156.

*Member of the public*—The term includes a legal resident of the United States, a public utility, the City of Chester, the Office of

Consumer Advocate, the Office of Small Business Advocate or authorized City of Chester employees.

*Public utility*—The term as defined in section 2 of Act 156.

*Office of Open Records*— The City of Chester Office of Open Records.

*Requester*—A member of the public that requests to examine a public utility's confidential security information but who is not challenging the designation.

*Right-to-Know Law*—65 P. S. §§ 67.101—67.3104.

*Terrorist act*—The term as defined in section 2 of Act 156.

**§ 3. Filing procedures.**

(a) *Maintenance of records onsite*. Unless required by order or other directive from the City of Chester or its staff that records containing confidential security information shall be filed with the City of Chester, public utilities shall do the following:

(1) Maintain any record containing confidential security information onsite.

(2) Certify that the record is present and up-to-date consistent with Chapter 101 of Act 156 (relating to public utility preparedness through self-certification).

(3) Make the record containing confidential security information available for review upon request by authorized City of Chester employees.

(b) *Filing requirements*. When a public utility is required to submit a record that contains confidential security information to the City of Chester, the public utility shall do the following:

(1) Clearly state in its transmittal letter to the City of Chester that the record contains confidential security information and explain why the information should be treated as confidential. The transmittal letter will be treated as a public record and may not contain any confidential security information.

(2) Separate the information being filed into at least two categories:

(i) Records that are public in nature and subject to the Right-to-Know Law.

(ii) Records that are to be treated as containing confidential security information and not subject to the Right-to-Know Law.

(3) Stamp or label each page of the record containing confidential security information with the words "Confidential Security Information" and place all pages labeled as containing confidential security information in a separate envelope marked "Confidential Security Information."

(4) Redact the portion of the record that contains confidential

security information for purposes of including the redacted version of the record in the public file.

(c) *Public utility's responsibility*. The public utility has the responsibility to identify records as containing confidential security information. When the public utility fails to designate a record as containing confidential security information, it does not obtain the protections offered in this Resolution and in Act 156. Any record that is not identified, stamped and separated as set forth in subsection (b), may be made available to the public under the Right-to-Know Law.

(d) *City of Chester's responsibility with marked records.* When a public utility files a record containing confidential security information, the unopened envelope will be given to the City of Chester employee authorized to review the filing. The authorized person will make a preliminary determination whether the information has been properly designated in accordance with the definition of confidential security information under Act 156. If the marked information is deemed to have been improperly designated, the authorized person will give the submitter an opportunity to resubmit the record without the improper designation. If the submitter disagrees with this preliminary determination and advises the authorized person, the authorized person may submit the dispute to the City of Chester Solicitor's Office for determination as a challenge in accordance with §4 below (relating to challenge procedures to confidentiality designation).

(e) *Status of previously filed unmarked records*. Records containing what would otherwise be deemed confidential security information already on file at the City of Chester prior to May 29, 2007, the effective date of Act 156, are not covered by the protections offered in this Resolution and in Act 156. To obtain the protections, the public utility shall resubmit and replace the existing records by following the filing procedures provided for in this section. When a public utility's filing is intended to replace pre-Act 156 filed records, the City of Chester will waive any otherwise applicable filing fee. Within 30 days of refiling the records containing confidential security information, the City of Chester will destroy the original pre-Act 156 filed records, with a certification of destruction provided to the public utility or will return the records to the public utility by a secure method.

(f) *City of Chester's responsibility with unmarked records*. When a request is made by a member of the public for an existing record that is not marked "Confidential Security Information" and City of Chester staff has reason to believe that it contains confidential security information, staff will refer the requested record to the City of Chester Solicitor's Office for review. If the Solicitor's Office determines the record may contain confidential security information, the Solicitor's Office will provide the affected public utility with written notice of its determination and give it an opportunity to resubmit and replace the record with a copy that is marked "Confidential Security Information" pursuant to subsection (e).

Failure by the public utility to respond to the written notice within 15 days from the date of the notice shall be deemed a negative response as to whether the record contains confidential security information.

(g) *Electronic submissions*. The City of Chester does not authorize the use of e-mail or any other electronic mail system to transmit records containing confidential security information.

**§4. Challenge procedures to confidentiality designation.**

(a) *General rule for challenges or requests to review*. When a member of the public challenges the public utility's designation of confidential security information or requests in writing to examine confidential security information, the City Right to Know Officer will issue a Notification Letter within 5 days to the public utility notifying the public utility of the challenge to its designation or the request to examine records containing confidential security information.

(1) The matter will be referred to the City of Chester Solicitor's Office for recommended disposition by the City of Chester.

(2) The City of Chester will have up to 60 days from the date the challenge or written request to review is filed with the City Right to Know Officer to render a final decision. During the 60-day review period, the following process shall be used:

(i) For identification purposes, the challenger or requester, if not a statutory advocate or City of Chester employee, shall provide his full name, address, telephone number and a valid photo identification if an individual, and/or its certification number, address and telephone number if it is a Pennsylvania utility.

(ii) For challenges, the challenger shall provide, at the time it files the challenge, a detailed statement explaining why the confidential security information designation should be denied.

(iii) For requests to review, the requester, if not a statutory advocate or City of Chester employee, shall provide, at the time it files the request, a detailed statement explaining the particular need for and intended use of the information and a statement as to the requester's willingness to adhere to limitations on the use and disclosure of the information requested.

(iv) The public utility shall have 15 days from the date the Notification Letter is received from the City Right to Know Officer to respond to the challenger's or requester's detailed statement in support of its position.

(v) The City of Chester Solicitor's Office will have 15 days from the date the public utility's response is received by the Office of Open Records to issue its recommended disposition to the City of Chester.

(b) *Relevant factors to be considered for requests to review*. The City of Chester will apply a balancing test that weighs the sensitivity of the

designated confidential security information and the potential harm resulting from its disclosure against the requester's need for the information. Applying this balancing test, a written request to review a record containing confidential security information will be granted only upon a determination by the City of Chester that the potential harm to the public utility or to the public of disclosing information relating to the public utility's security is less than the requester's need for the information. If the City of Chester determines that there are reasonable grounds to believe disclosure may result in a safety risk, including the risk of harm to any person, or mass destruction, the City of Chester will deny the request. In determining whether to grant a written request to review a record containing confidential security information, the City of Chester or the Solicitor's Office will consider, along with other relevant factors, the following:

(1) The requester's willingness to sign a nondisclosure agreement prepared by the City Solicitor's Office. The agreement shall be executed prior to any release of confidential security information.

(2) The requester's willingness to consent to a criminal background check.

(3) The conditions, if any, to place on release of the information and the requester's willingness to consent in writing to comply with these conditions.

(c) *Written notification of disposition*. The City of Chester will provide, within the 60-day period, written notification of its decision on confidentiality to the public utility and the member of the public that requested to examine the records containing confidential security information or challenged the designation made by the public utility. Failure by the City of Chester to act within the 60-day period will be deemed a denial of the challenge or the request to review. In the written notification, the City of Chester will affirmatively state whether the disclosure would compromise the public utility's security against sabotage or criminal or terrorist act. When the City of Chester determines that a request for review will be granted, this grant may not invalidate or otherwise affect the record's designation as containing confidential security information for any other purpose, request, or challenge.

(d) *Appeal of City of Chester decision*. The City of Chester's decision on confidentiality under this chapter will be issued by order adopted at a public meeting. The public utility and member of the public shall have up to 30 days following entry of this order to file an appeal in Commonwealth Court.

(e) *Treatment of records during pendency of review*. During the challenge, request to review, or an appeal of the City of Chester's final determination, the City of Chester will continue to honor the confidential security information designation by the public utility.

(f) *Access for statutory advocates*. Authorized individuals, as provided

for in Act 156, employed by the statutory advocates shall be provided with access to confidential security information on file with the City of Chester when they provide the City of Chester with a justification for the need of the information and execute access agreements with the City of Chester that summarize responsibilities and personal liabilities when confidential security information is knowingly or recklessly released, published or otherwise disclosed. The City of Chester will provide written notice to the affected public utility prior to disclosure of the confidential security information to the requesting statutory advocate.

(g) *Access for City of Chester staff, City Solicitor and City counsel*.

(1) Unopened envelopes marked "Confidential Security Information" filed with the City of Chester will be given only to City of Chester employees authorized to review the information as provided for in Act 156. Authorized City of Chester employees will execute access agreements that summarize responsibilities and personal liabilities when confidential security information is knowingly or recklessly released, published, or otherwise disclosed. City of Chester employees may decline designation as authorized individuals. City of Chester employees that agree to the designation will have their names added to the Authorized Access List maintained by the City of Chester's Office of Open Records. The City of Chester will withdraw designations when the employee no longer requires access to confidential security information because of a change in duties or position or when the employee fails to attend required training.

(2) The City Solicitor, any attorney or paralegal employed by the City Solicitor and any attorney engaged by the City may review and access confidential security information. All such individuals shall be identified on the Authorized Access List maintained by the City of Chester's Office of Open Records. The City Solicitor shall ensure that all necessary measures are taken to preserve the confidentiality of confidential security information made available to such individuals.