MINUTES OF REGULAR MEETING
CHESTER ECONOMIC DEVELOPMENT AUTHORITY
APRIL 28, 2026

The Chester Economic Development Authority Board of Directors convened in Regular Session on Tuesday, April 28, 2026, at 6:35 p.m. in the City Planning Conference Room, 1 Fourth Street, Chester, Pennsylvania.

The Meeting was called to order by the Chairperson. The roll was called as follows:

Ms. Darrell Jones	Chairperson
Mr. Nasir Leach	Treasurer
Ms. Bonita Taylor	Secretary
Mr. Sam Williams	Board Member
Ms. Alicia Stewart-Martin	Board Member (Telephonically)
Ms. Lisa Gaffney	Executive Director
Mrs. Jo Ann Ruark	Assistant Secretary
William Lincke, Esq.	Solicitor

The Chairperson declared a quorum present.

The Executive Director welcomed Mr. Shilvosky Buffaloe, who is attending the meeting via telephone.

Public Comment on Agenda Items

There were no public comments on agenda items at this time.

Secretary's Report

Upon a motion by Mr. Leach, seconded by Ms. Taylor, the Board unanimously voted that the Minutes of the Meeting of March 24, 2026, be approved as presented with any necessary corrections.

Treasurer's Report

Upon a motion by Mr. Williams, seconded by Ms. Taylor, the Board unanimously approved the Financial Report for the period ending April 20, 2026.

Action Items

During the Executive Session, Ms. Laura Goodrich-Cairns of the Delaware County Economic Development Corporation provided an overview of the proposed Chester City Economic Opportunity Fund (Chester OPFund). At that time, Board Members were given

the opportunity to ask questions in order to gain a better understanding of the Program. The Executive Director explained that new Guidelines are needed to accommodate loan funding held by CEDA that was provided through the Enterprise Zone and BID Programs. The Delaware County Economic Development Corporation will serve as the underwriters and work with a volunteer loan committee comprised of individuals experienced in the financial field. The committee will make recommendations to CEDA, and the CEDA Board will have final approval of loan applications. The only cost to CEDA would be $5,000 per year toward the $20,000 cost for loan management software. Small and medium size existing businesses will be the focus of the Program. Ms. Taylor asked if software charges are the normal procedure. The Executive Director indicated that payment of the fee is in lieu of having to pay a monthly fee to DCEDC for their services. After some discussion, upon a motion by Mr. Leach, seconded by Mr. Williams, the Board unanimously approved the Chester OpFund Guidelines and authorized the Executive Director to work with DCEDC to finalize all documents necessary to open the Program for applications.

The Executive Director advised that the Consulting Contract with Mr. David Collins expired on March 31, 2026. In order to keep continuity of services, the Executive Director executed Contract Amendment No. 4 with Mr. Collins to extend the term of the Contract to December 31, 2026, for the provision of eight (8) hours of technical assistance on HUD-related programs for an additional amount of $19,680.00. Upon a motion by Mr. Leach, seconded by Ms. Taylor, the Board unanimously ratified the Executive Director's decision to extend the Consulting Contract with David Collins as outlined above.

The Executive Director advised that as a result of the tragic fire at 221 Jeffrey Street, which caused the death of three (3) family members and severe injuries to another member, the Mayor declared the property extremely unsafe and authorized CEDA to have the property demolished through the CDBG Program. MG Engineering Associates LLC submitted a Proposal to oversee the bidding and demolition process in the amount of $2,900, which the Executive Director accepted so that the process could move forward in a timely manner. Upon a motion by Ms. Alicia Stewart-Martin, seconded by Mr. Leach, the Board unanimously ratified the Executive Director's decision to accept the Engineer's Proposal in the amount of $2,900.

The Executive Director then advised that MG Engineering Associates, LLC solicited proposals from three (3) demolition contractors for the emergency demolition of 221 Jeffrey Street. One contractor declined to submit, a bid was received in the amount of $67,000 from FH Demolition, and a bid was received from BRB Contractors in the amount of $35,000. In order to allow the demolition process to move forward, the Executive Director executed an Agreement with BRB Contractors in the amount of $35,000. The Contractor worked with Fire Commissioner Shirley to try to retrieve any salvageable personal items for the injured property owner, who was kept apprised of the actions being taken. Upon a motion by Mr. Leach, seconded by Ms. Stewart-Martin, the Board unanimously ratified the Executive Director's decision to execute an Agreement with BRB Contractors for the demolition and site clearance of 221 Jeffrey Street.

The Executive Director reported that Delaware County has agreed to provide $650,000 of County HOME funds toward the cost of the Grace Manor Affordable Housing Project. Phase I of the Project includes the development of ten (10) housing units that will be sold to low/moderate income first-time homebuyers. A Tri-Party HOME Investment Partnerships Program Agreement among Delaware County, CEDA, and CCIP has been drafted, which sets forth the provisions required to allow Delaware County to provide funding. Once CEDA and CCIP have agreed to the terms of the Agreement, approval of the Agreement will be presented to Delaware County Council for consideration. Ms. Taylor asked when construction will start. The Executive Director stated that infrastructure work will have to be completed prior to transferring the property, which is the site of the former Pulaski School, to CCIP for housing construction. Mr. Leach asked about the qualifications for purchasing a property. The Executive Director explained that potential homebuyers will be income qualified by CCIP. CCIP will also provide pre-purchase counseling, which includes eight (8) hours of group counseling as well as one-on-one counseling to assist in helping buyers become qualified to obtain a mortgage. After some discussion, upon a motion by Mr. Leach, seconded by Mr. Taylor, the Board unanimously authorized the Executive Director to execute a Tri-Party HOME Investment Partnerships Program Agreement with Delaware County and CCIP in connection with the Grace Manor Affordable Housing Project.

The Executive Director reported that bids for the Chester Park Bandshell Improvements Project were received on April 2, 2026, through the PennBid on-line bidding system. This Project is subject to multi-prime contracting requirements. Three (3) bids were received for General Construction. The Engineer reviewed all bids received and has recommended contract award to Premier Concrete, Inc. in the amount of $167,500. Upon a motion by Mr. Williams, seconded by Mr. Leach, the Board unanimously authorized the Executive Director to execute a Contract for the Chester Park Bandshell Improvements – General Construction with Premier Concrete, Inc. in the amount of $167,500.

The Executive Director stated that bids for Chester Park Bandshell Improvements – Mechanical Construction were received on April 2, 2026. Three (3) bids were received. The Engineer reviewed the bids and has recommended contract award to Premier Concrete, Inc. in the amount of $58,500. Upon a motion by Mr. Leach, seconded by Ms. Taylor, the Board unanimously authorized the Executive Director to execute a Contract for Chester Park Bandshell Improvements – Mechanical Construction with Premier Concrete, Inc. in the amount of $58,500.

The Executive Director then reported that bids for Chester Park Bandshell Improvements – Electrical Construction were received on April 2, 2026. Two (2) bids were received. The Engineer reviewed the bids and has recommended contract award to Kite & Key Electric in the amount of $75,651. Upon a motion by Mr. Leach, seconded by Mr. Williams, the Board unanimously authorized the Executive Director to execute a Contract for Chester Park Bandshell Improvements – Electrical Construction with Kite & Key Electric in the amount of $75,651.

The Executive Director stated that bids for the Sun Village Park Improvements Project were received on April 21, 2026, through the PennBid on-line bidding system. Six (6) bids were received. After some discussion, upon a motion by Mr. Leach, seconded by Ms. Taylor, the Board unanimously voted to table action on contract award at this time.

The Executive Director advised that bids for the Grace Manor Infrastructure Project were received on April 21, 2026, through the PennBid on-line bidding system. Six (6) bids were received. The Engineer reviewed the bids, conducted a de-scope meeting with the low bidder, and has recommended contract award to MOR Construction Services, LLC in the amount of 1,249,863.10. After some discussion, the Board voted as follows to authorize the Executive Director to execute a Contract for the Grace Manor Infrastructure Project with MOR Construction Services, LLC in the amount of $1,249,863.10: Ayes – Mr. Leach, Mr. Williams, Ms. Stewart-Martin; Nays – Ms. Taylor.

Executive Director's Report

The Executive Director reported on the following:

1. A Ribbon Cutting for the new Crozer Park Trail was held on Earth Day, April 22, 2026. Mr. Jones and Ms. Taylor were in attendance representing CEDA. The Deputy Secretary of DCNR, the Mayor, and Delaware County Councilwoman Elaine Schaefer were a few of the guest speakers. Ms. Tiffany Robbins will assist the City with the development of programming for Nature Walk-related activities.

2. Groundbreaking for the Liberty Housing Development Project was held on April 24, 2026, at their site on the 1100 block of Morton Avenue. Ms. Taylor was in attendance. When completed, the Project will consist of six (6) units of rental housing for persons with physical and/or metal disabilities. Supportive services will be provided on site.

3. The River Festival is scheduled for May 9, 2026, at Union Yards from 11:00 a.m. until 2:00 p.m. There will be food trucks, exhibitor tables, dance troupes, and performers from the Upper Darby Summer Stage Program.

Solicitor's Report

The Solicitor had no report on legal matters.

Old Business

Ms. Taylor advised that she has seen the sign change from Sisters Market to Brothers Market on the Morton Avenue business. She indicated that the business at 9th Street and McDowell Avenue is now closed.

Items from the Board

Ms. Jones asked about the status of the former Newsstand in the downtown area, The Executive Director will check on ownership and try to determine what is planned for the building.

The issue of the vacant warehouse at 9th and Booth Streets was discussed. There is concern about the space being used for temporary housing. The Executive Director stated this area has been saturated with warehouses, and wage tax competition has deterred potential renters from coming into the City. She will speak with the Planning Department regarding allowing residential use. The problem with data centers in the area was also discussed.

The Resolution of Appreciation for Rasheedah Myers-Lee is ready for presentation to Ms. Lee. Board members will schedule a time to hand deliver the Resolution to her.

There being no further business to discuss, upon a motion by Mr. Leach, seconded by Mr. Willliams, the Meeting was adjourned at 7:10 p.m.

Respectfully submitted,

JO ANN RUARK
Assistant Secretary