MINUTES OF REGULAR MEETING
CHESTER ECONOMIC DEVELOPMENT AUTHORITY
MARCH 24, 2026

The Chester Economic Development Authority Board of Directors convened in Regular Session on Tuesday, March 24, 2026, at 6:25 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
Ms. Frances Whittington	Vice Chairperson (Telephonically)
Mr. Nasir Leach	Treasurer
Ms. Bonita Taylor	Secretary
Ms. Alicia Stewart-Martin	Board Member
Ms. Lisa Gaffney	Executive Director
Mrs. Jo Ann Ruark	Assistant Secretary

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.

Addition of Action Item

Upon a motion by Ms. Whittington, seconded by Mr. Leach, the Board unanimously approved an Action item addition to designate check signers in connection with CEDA's financial transactions.

Secretary's Report

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

Treasurer's Report

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

Action Items

The Executive Director recommended that individuals serving in the following positions be approved as check signers in connection with CEDA's financial transactions: Chairperson – Darrell Jones, Treasurer – Nasir Leach, Executive Director – Lisa R. Gaffney, Assistant Secretary – Jo Ann Ruark. Upon a motion by Ms. Whittington, seconded by Mr. Leach, the Board unanimously approved a Resolution Authorizing Check Signers as outlined above.

The Executive Director presented to the Board for their consideration a Resolution of Appreciation for Ms. Rasheedah Myers-Lee in recognition of her service to CEDA and the City for the past fourteen (14) years. Upon a motion by Ms. Stewart-Martin, seconded by Ms. Taylor, the Board unanimously approved the Resolution as presented. A formal signed copy of the Resolution will be prepared for presentation to Ms. Myers-Lee.

The Executive Director presented to the Board for ratification Change Order No. 4 to the Crozer Park Trail Contract with JMC Contractors, Inc. DCNR, one of the funders of the Project, advised CEDA that additional funds were available to carry out additional work in the area of the Trail, and it was decided to use the funds for new curb on the left side of Finland Drive in the amount of $23,080.00. This results in an amended contract amount of $910,428.00. In order to allow this work to move forward prior to the ribbon cutting for the Trail, which is scheduled for April 22, 2026, at 1:30 p.m., the Executive Director approved the Change Order on March 4, 2026. Upon a motion by Mr. Leach, seconded by Ms. Whittington, the Board unanimously ratified the Executive Director's decision to approved Change Order No. 4 as presented.

The Executive Director advised the Board that the side wall of 3008 W. 9th Street collapsed on February 22, 2026. Occupants of 3008 and 3010 W. 9th Street were evacuated, and the City's L & I Department condemned the collapsing property. The Mayor declared the situation a state of emergency and authorized CEDA to proceed with the emergency demolition of 3008 W. 9th Street and the stabilization of 3010 W. 9th Street through the Community Development Block Grant Program. Bids were solicited, and a contractor was selected to carry out the work. However, on March 11, 2026, CEDA was notified by the L & I Department that the owner of 3008 W. 9th Street contacted them to advise that they sold the house to an "as-is" buyer who is planning to rebuild. This matter is currently still open. The Executive Director recommended that the Board consider awarding the emergency demolition contract to FH Demolition in the amount of $67,776.00. Because of the time constraints put on contractors at the time emergency bids were solicited, only one bid was received. FH Demolition submitted a bid in the amount of $67,776.00, and the Engineer advised that this company was responsive to the solicitation, is a responsible bidder, and the bid amount is reasonable. No contract will be executed until such time as the City notifies CEDA in writing to move forward. After some discussion, upon a motion by Ms. Stewart-Martin, seconded by Ms. Taylor, the Board unanimously authorized the Executive Director to execute a contract with FH Demolition in the amount of $67,776.00, contingent upon the City providing the

following: 1. A written Notice to Proceed; 2. Written confirmation that the City will indemnify CEDA from any legal actions resulting from the Notice to Proceed; 3. Copies of all correspondence related to the owner's proposed rehabilitation of the property.

The Board tabled consideration of approval of the Chester OpFund Loan Program pending a detailed review of the Program's guidelines.

The Executive Director stated that the National Wildlife Federation offered to assist with an application to the National Fish and Wildlife Foundation for a planning and preliminary design grant in the amount of $215,000 in connection with the potential development of a waterfront park adjacent to Kimberly-Clark's facility,. The City owns three (3) acres of land, and Kimberly-Clark owns eleven (11) acres of land which is no longer in use since they converted from coal to natural gas. The NWF is the grant applicant; CEDA would be the Subrecipient of NWF to contract and oversee the planning and design work should the grant be approved. Although there may be some environmental constraints regarding the reuse of the property, it would be an ideal location for an environmental park that would include native plants, trails, etc. and benefit the residents of the City. If completed, the Chester Creek Trail would run from Eyre Park through the downtown and join the East Coast Greenway at Route 291 with access to the park. There would be a tie-in with the historic sites along the Trail path, including the 1724 Courthouse, Ethel Waters Park, William Penn Park, and Old Swedes cemetery. The Mayor's office and the Riverfront Alliance of Delaware County have joined CEDA in discussions with Kimberly-Clark, and Chester facility representatives seem to be responsive to the idea. Negotiations with Kimberly-Clark are still in the preliminary stages. Mr. Leach asked if CEDA would be receiving a fee for administration. The Executive Director stated that CEDA would receive up to $20,000 based on the amount of the award. The Chairperson asked about the City's use of the current Public Works facility at Dock Street. The Executive Director explained that the property is being purchased by DELCORA as part of the process to build a new Public Works facility at another location. After further discussion, upon a motion by Mr. Leach, seconded by Ms. Stewart-Martin, the Board unanimously approved CEDA to serve as the Subrecipient for the NFWF grant should it be approved.

The Executive Director advised that Delaware County approached CEDA and suggested that CEDA submit Congressionally Directed Spending Applications to both Senators McCormick and Fetterman for a grant in the amount of $2,000,000 to support the development of Phase II of the Grace Manor Affordable Housing Project. CEDA previously received a $1,000,000 earmark through Congresswoman Scanlon's office for infrastructure work in connection with Phase I of the Project. Phase I includes the development of ten (10) housing units, and Phase II includes eleven (11) housing units. Both applications were completed and submitted. Upon a motion by Mr. Leach, seconded by Ms. Stewart-Martin, the Board unanimously ratified the Executive Director's decision to submit the above Applications for federal funding to support the Grace Manor Affordable Housing Project.

Executive Director's Report

The Executive Director reported on the following:

1. The CRC Watershed's Stream Clean-Up event was held on March 21, 2026. Both she and Ms. Taylor participated at the waterfront by Barry Bridge Park. Mr. Justin Tibbels, representing the Mayor's office, and Baron Lacey also participated. Children who participated received credit for community service. There was a tremendous amount of trash collected.

2. There will be an Open House in the Community Room on March 30, 2026, from 4:00 p.m. to 6:00 p.m. for interested parties to review drawings and plans for the proposed Chester Creek Connector Trail from Eyre Park to the East Coast Greenway on Route 291.

3. The Chester River Festival is scheduled for May 9, 2026, at Union Yards from 11:00 a.m. – 2:00 p.m. Exhibitor booths are available, and there will be food trucks, dance troops, and performers from the Upper Darby Summer Stage Program. Ms. Taylor will invite Fox 29 to cover the event.

4. A Ribbon Cutting for the new Crozer Park Trail will be held on Earth Day, April 22, 2026. Ms. Taylor will invite Fox 29 to cover the event..

Items from the Board

The Chairperson welcomed Ms. Alicia Stewart-Martin to the Board. Ms. Stewart-Martin thanked the Board and stated that she has lived in Chester her entire life, has attended Widener University and is currently there working on her second Master's Degree. She works in the HR Department of a chemical company in Malvern. She is married with two (2) children, three (3) bonus children, nine (9) grandchildren, and one (1) great grandchild. She is a member of the AKA Sorority and St. Daniel's UMC and serves on the Boards of CHOICES and Chester Education Foundation. Board members expressed their appreciation for her willingness to serve and indicated that they look forward to working with her.

The Chairperson stated that he is currently the President of the NAACP Chester Branch who will be starting a Chapter at Widener University.

The Chairperson asked why the signage for the Sisters Market has changed to Brothers Market. He noted that the owner of Sisters Market had previously agreed to a repayment agreement in connection with a delinquent business loan that was not followed. The Executive Director will check into this matter to determine if the property has changed ownership.

Public Forum

There being no further business to discuss, upon a motion by Ms. Whittington, seconded by Mr. Leach, the Meeting was adjourned at 6:55 p.m. at which time the Board went into Executive Session to discuss personnel and legal matters.

Respectfully submitted,

JO ANN RUARK
Assistant Secretary