MINUTES OF REGULAR MEETING
CHESTER ECONOMIC DEVELOPMENT AUTHORITY
MAY 26, 2026

The Chester Economic Development Authority Board of Directors convened in Regular Session on Tuesday, May 26, 2026, at 6:15 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. Frances Whittington	Vice Chairperson (Telephonically)
Mr. Nasir Leach	Treasurer
Ms. Bonita Taylor	Secretary
Mr. Sam Williams	Board Member (Telephonically)
Mr. James Harper, Jr.	Board Member (Telephonically)
Ms. Lisa Gaffney	Executive Director
Mrs. Jo Ann Ruark	Assistant Secretary
William Lincke, Esq.	Solicitor (Telephonically)

The Vice 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 Mr. Williams, the Board unanimously voted that the Minutes of the Meeting of April 28, 2026, be approved as presented with any necessary corrections.

Treasurer's Report

Upon a motion by Mr. .Harper, seconded by Ms. Taylor, the Board unanimously approved the Financial Report for the period ending May 18, 2026.

Action Items

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. Bids ranged from $186,898.88 to $239,693.55. The low bidder is

Delaware Environmental Construction Services. CEDA's Engineer, Remington & Vernick found minor discrepancies in the bid documents submitted, including the lack of a Unique Entity Identifier (UEI) number, which is required for federally-funded contracts, and an incomplete list of open contracts. At the April 28, 2026, Board Meeting, the Board unanimously voted to table action on contract award until CEDA conducts a thorough review of the contractor's bid submission, references, etc. CEDA's Solicitor has advised that the missing items from the contractor's bid submission do not constitute disqualifying discrepancies. After some discussion, upon a motion by Ms. Taylor, seconded by Mr. Leach, the Board voted as follows to authorize the Executive Director to execute a Contract for the Sun Village Park Improvements Project with Delaware Environmental Construction Services in the amount of $186,898.88: Ayes – Ms. Whittington, Mr. Williams, Mr. Leach, Ms. Taylor; Nays – Mr. Harper. The Board will be advised of the Pre-Construction Meeting date. All required documents will be in place prior to the execution of a Contract. The Engineer and the City Parks Department will provide oversight of work in progress.

The Executive Director presented to the Board for their consideration the Cooperation Agreement with the City for the period July 1, 2026, to Jue 30, 2027. This document allows CEDA to administer the City's CDBG, HOME, HOME-ARP, and other Federal, State, and local grants for projects and activities in the City. City Council is scheduled to consider the approval of this Agreement at their Meeting on June 10, 2026. Upon a motion by Ms. Taylor, seconded by Mr. Leach, the Board unanimously approved the Cooperation Agreement contingent upon City Council's approval.

The Executive Director then presented to the Board for their consideration Amendment No. 2 to the Consulting Services Agreement with Urban Design Ventures. The purpose of the Amendment is to extend the time of performance to June 30, 2027, with a $5.00 increase in the hourly rates of personnel working on behalf of CEDA. UDV provides administrative support in connection with the CDBG and HOME Programs such as the preparation of Action Plans, Annual Reports, Environmental Reviews, and technical assistance. Mr. Harper indicated that he is against contracting with any firm that does not support the City through employment, training programs, etc. for residents. He suggested that firms be encouraged to go into the high schools and schools of higher education to recruit employees or hire interns who are interested in their particular areas of work. After some further discussion, upon a motion by Mr. Leach, seconded by Ms. Taylor, the Board voted as follows to authorize the Executive Director to execute Amendment No. 2 as presented; Ayes: Ms. Whittington, Mr. Williams, Mr. Leach, Ms. Taylor; Nays – Mr. Harper.

The Executive Director also presented to the Board for their consideration the Third Renewal of a Management Agreement with Riverfront Alliance of Delaware County for the period from July 1, 2026, to June 30, 2029. Services are to be provided to RADC by Ms. Gaffney and Mrs. Ruark. The annual fee for services is $92,100 plus a de minimis 15% administrative fee. RADC will also provide $1,500 per year for supplies and materials. The base fee will increase by 3% in years 2 and 3. Since CEDA's budget is extremely tight, this additional income is needed in order for CEDA to continue

operations. Upon a motion by Ms. Taylor, seconded by Mr. Leach, the Board unanimously authorized the Chairperson to execute the Third Renewal of the Management Agreement with RADC contingent upon RADC's approval of such Agreement at their Board Meeting on June 22, 2026.

The Executive Director presented to the Board for their consideration Amendment No. 1 to the Engineering Services Agreement with Remington & Vernick Engineers. The purpose of the Amendment is to extend the time of performance to June 30, 2027. There are no other changes to the Agreement.. Upon a motion by Mr. Leach, seconded by Ms. Taylor, the Board voted as follows to authorize the Executive Director to execute Amendment No. 1 – Ayes: Ms. Whittington, Mr. Willliams, Mr. Leach, Ms. Taylor; Nays: - Mr. Harper.

The Executive Director presented to the Board for their consideration Amendment No. 1 to the Engineering Services Agreement with MG Engineering Associates, LLC. The purpose of the Amendment is to extend the time of performance to June 30, 2027. There are no other changes to the Agreement. Upon a motion by Mr. Leach, seconded by Ms. Taylor, the Board voted as follows to authorize the Executive Director to execute Amendment No. 1 – Ayes: Ms. Whittington, Mr. Williams, Mr. Leach, Ms. Taylor; Nays: Mr. Harper.

The Executive Director presented to the Board for their consideration a Management Agreement with the Chester Redevelopment Authority for the period of July 1, 2026, to June 30, 2028. The purpose of the Agreement is to allow Ms. Gaffney to serve as CRA's Executive Director and to allow CEDA personnel to provide administrative services to CRA. CRA will reimburse CEDA at the employees' hourly rates based on CEDA's staff compensation levels. Upon a motion by Ms. Taylor, seconded by Mr. Leach, the Board unanimously authorized the Chairperson to execute a Management Agreement with CRA contingent upon CRA's approval of such Agreement at their next Board Meeting.

The Executive Director presented to the Board for their consideration Change Order No. 1 to the Agreement with FH Demolition for the emergency demolition of 3008 W. 9th Street. The purpose of the Change Order is to remove the allowance for asbestos abatement and add the cost of a steel reinforced cinderblock wall to seal an access tunnel to the attached property that was not visible until demolition was underway. There is no cost adjustment to the original Contract amount of $67,776.00. Upon a motion by Ms. Taylor, seconded by Mr. Leach, the Board unanimously approved Change Order No. 1 as presented.

Executive Director's Report

The Executive Director reported on the following:

1. The River Festival was held on May 9, 2026, at Union Yards from 11:00 a.m. until 2:00 p.m. There were many vendors, food trucks, as well as juices and water

ice for sale. Although the weather affected the turnout, everyone seemed to have a good time.

2. A Homebuyer and Homeowner Fair is scheduled for June 27, 2026. Registration is at 9:30 a.m. with the event getting underway at 10:00 a.m. The location is the Christian Church of Chester at 308 W. 3rd Street. Last year's winner of the $1,000 grand prize toward downpayment and closing costs purchased her first home. She will participate in opening remarks Also participating will be another recent first-time homebuyer who received assistance from his employer, Harrah's Philadelphia, through the Employer Assistance Housing Program. The Grace Manor Affordable Housing Development will be publicized in an effort to identify potential homebuyers who are qualified to take advantage of CCIP's Pre-Purchase Program that will help them become ready to purchase a house in Chester, including a Grace Manor house. Ms. Taylor asked about the cost of the Grace Manor homes. Ms. Gaffney indicated that the twins will be in the range of $180,000, and the singles will be in the $190,000-$200,000 range. The new townhomes in Toby Farms should be good comps for Grace Manor.

3. The Jumpstart Program is finishing its second cohort, and participants will be graduating in the near future. There will be a meeting with representatives of the school District regarding the establishment of a Jumpstart Program geared toward the needs of high school students. Ms. Whittington asked for an explanation of the Program. Ms. Gaffney stated that RADC has adopted the Jumpstart Chester Program, based on a Program initiated by Mr. Ken Weinstein in Germantown. This is a structured program to provide technical assistance to potential developers in the area of housing development and includes speakers, workbooks, mentors, and on-going support following the completion of a cohort. RADC received a grant from DCED to hire a consultant to help establish the Program. The first cohort class has graduated. Graduation for the second cohort will be held at Everybody Eats. Efforts are being made to identify financing to help graduates of the Program purchase a property that can be renovated for sale or rent.

4. Trail programming is being developed for Crozer Park. There will be a clean-up on June 6, 2026. Ms. Taylor stated that Block Captains are interested in getting involved in events such as the clean-up. Ms. Gaffney advised that Baron Lacy's environmental youth group will be there.

The Executive Director stated that she will provide Board Members will flyers that are available for the upcoming events listed above.

Solicitor's Report

The Solicitor had no report on legal matters.

Items from the Board

Ms. Taylor asked if the Resolution of Appreciation has been presented to Rasheedah Myers-Lee. The Executive Director indicated that Board Members previously agreed to schedule a time to hand deliver the Resolution to her. The Chairperson will be contacted to coordinate this matter.

Ms. Taylor asked how properties are selected for demolition. The Executive Director advised that a list of potential properties is developed through consultation with the Department of License and Inspection, the Fire Department, and CEDA. Properties are prioritized based on certain criteria, and it is the City's decision regarding the order in which properties are selected for inclusion in a demolition contract. L & I must follow certain requirements regarding notification of property owners, and CEDA must follow requirements such as environmental reviews prior to the use of public funds such as CDBG funds. CEDA has no enforcement rights regarding the demolition of privately owned properties, and CEDA does not take possession of the vacant land following demolition. The City places liens on such properties for the cost of demolition. Ms. Taylor stated that she would like to see photos of properties being considered for demolition. After further discussion, the Executive Director agreed to provide photos to the Board when properties are selected. She will also send before and after photos related to the work done on the party wall of 3010 W. 9th Street as part of the demolition of 3008 W. 9th Street.

There being no further business to discuss, upon a motion by Ms. Taylor, seconded by Mr. Leach, the Meeting was adjourned at 6:55 p.m.

Respectfully submitted,

JO ANN RUARK
Assistant Secretary