MINUTES OF REGULAR MEETING
CHESTER ECONOMIC DEVELOPMENT AUTHORITY
JUNE 23, 2026

The Chester Economic Development Authority Board of Directors convened in Regular Session on Tuesday, June 23, 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:

Mr. Darrell Jones	Chairpersom
Ms. Frances Whittington	Vice Chairperson
Mr. Nasir Leach	Treasurer
Ms. Bonita Taylor	Secretary
Ms. Alicia Stewart-Martin	Board Member
Mr. James Harper, Jr.	Board Member (Telephonically)
Ms. Lisa Gaffney	Executive Director
Mrs. Jo Ann Ruark	Assistant Secretary
William Lincke, Esq.	Solicitor (Telephonically)

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 Ms. Whittington, seconded by Ms. Stewart-Martin, the Board unanimously voted that the Minutes of the Meeting of May 26, 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 June 16, 2026.

Action Items

The Executive Director presented to the Board for their consideration the draft F.Y. 2026 Combined CEDA/CRA Administrative Budget for the period July 1, 2026,to June 30,

2027. The draft is a combined administrative budget because of the services provided by CEDA staff to CRA though the Management Agreement between the two agencies. Ms. Whittington stated that there appears to be a formula error resulting in the Surplus/Deficit line being incorrect since the total combined surplus should be increased by $5,000. After some discussion, upon a motion by Ms. Stewart-Martin, seconded by Ms. Whittington, the Board unanimously approved the F.Y. 2026 CEDA/CRA Combined Administrative Budget subject to the revision of the Combined Surplus amount.

The Executive Director advised that she received and reviewed the annual premium quotes for the placement of CEDA's insurance coverages for the period July 1, 2026, to June 30, 2027. The total aggregate cost of coverage is $46,637. This is a slight increase over the total of $44,993 for the year ending June 30, 2026. Upon a motion by Mr. Leach, seconded by Ms. Whittington, the Board unanimously authorized the Executive Director to bind the insurance coverages as quoted for the period July 1, 2026, to June 30, 2027.

The Executive Director presented to the Board for their consideration Amendment No. 1 to the Engineering Services Agreement for the Grace Manor Infrastructure Project with MG Engineering Associates, LLC. The purpose of the Amendment is to revise the scope of work associated with compliance inspections, compliance reporting, and Project closeout/completion verification and increases compensation in the amount of $26,750.000 to a total amount of $99,930.00. In consultation with the Director of Planning, Mr. Paul Fritz, it was determined that using CEDA's Engineer would be more cost effective in meeting the City's inspection requirements. Upon a motion by Ms. Whittington, seconded by Ms. Taylor, the Board unanimously approved Amendment No. 1 as presented.

The Executive Director then presented to the Board Change Order No. 5 to the Crozer Park Trail Construction Project with JMC Contractors, Inc. The purpose the Change Order is to add additional work for pavement markings in the amount of $1,895.00 and additional circuit trail signs in the amount of $1,222.44 and adjust final quantities for various items in the reduced amount of $39,985.00. This results in a net reduction in the Contract amount of $36,867.56, which results in an amended Contract amount of $873,560.44. Upon a motion by Ms. Whittington, seconded by Ms. Stewart-Martin, the Board unanimously approved Change Order No. 5 as presented.

The Executive Director presented to the Board for their ratification a Memo of Understanding with the City regarding the preparation of a Pennsylvania Multimodal Application on the City's behalf for funds to complete improvements to Welsh Street from Route 291 to the railroad. The City has agreed to compensate CEDA in the amount of $4,000.00 for this work. Upon a motion by Ms. Whittington, seconded by Mr. Leach, the Board unanimously ratified the Executive Director's decision to execute a Memo of Understanding with the City as outlined above.

The Executive Director presented to the Board for their consideration the following F.Y. 2026 CDBG Subrecipient Agreements for public services and public facility

rehabilitation projects approved by City Council as part of the F.Y. 2026 CDBG and HOME Actin Plan process:

1.	Senior Community Services – Senior Center Services	$20,000
2.	Wesley House Community Corp. – Shelter Operations	$40,000
3.	Domestic abuse Project – Counseling and Legal Advocacy	$20,000
4.	CCIP – Pre-Purchase Counseling	$20,000
5.	Boys & Girls Club – Afterschool Programming	$10,000
6.	Entrepreneur Works Fund – Microenterprise Tech. Assistance	$10,000
7.	Making A Change Group – Connected Families Program	$10,000
8.	Chester Education Foundation – Resource Hub	$10,000
9.	The Foundation for Del. Co. – Homeless Prevention	$10,000
10.	Chester Eastside, Inc. – Open Table Hot Meals Program	$10,000
11.	Trinity Transitional House, Inc. – Homeless Services	$10,000
12.	Boys & Girls Club – Restroom Renovations	$90,000

Upon a motion by Mr. Leach, seconded by Ms. Taylor, the Board voted as follows to approve the Subrecipient Agreements as presented contingent upon HUD's issuance of a F.Y. 2026 CDBG Funding Agreement to the City: Ayes: Mr. Jones, Ms. Whittington, Mr. Leach, Ms. Taylor, Mr. Harper; Abstain: Ms. Stewart-Martin.

The Executive Director then advised the Board that, as part of the F.Y. 2026 Action Plan process, the City allocated HOME funding in the amount of $17,547.00 to Chester Community Improvement Project for operating expenses in their capacity as a certified Community Housing Development Organization (CHDO). The allocated amount is based on five percent (5%) of the F.Y. 2026 HOME grant as allowed by HUD. Upon a motion by Mr. Leach, seconded by Ms. Taylor, the Board unanimously approved a F.Y. 2026 HOME Agreement with CCIP as presented contingent upon HUD's issuance of a F.Y. 2026 HOME Funding Agreement to the City.

The Executive Director presented to the Board for their consideration Amendment No. 1 to the HOME Agreement with Chester Community Improvement Project for the Grace Manor Affordable Housing Project. The purpose of the Amendment is to add additional HOME funds in an amount not to exceed $1,300,000.00 for the implementation of Phase I of the Project. Upon a motion by Mr. Leach, seconded by Ms. Whittington, the Board unanimously approved Amendment No. 1 as presented.

The Executive Director presented to the Board for their consideration a Sub-Grantee Agreement with Chester Community Improvement Project, Inc. CCIP applied for and was approved to receive tax credits from the Pennsylvania Department of Community and Economic Development (DCED) under the Special Program Priorities component of the Neighborhood Assistance Program. Funds are to be used to support a Housing and Neighborhood Revitalization Initiative. The purpose of the Agreement is to allow CEDA to administer certain Neighborhood Assistance Program Special Program Priorities Projects on behalf of CCIP. The Projects are related to human services, demolition, and blight remediation. The budget for the Grant includes $65,000.00 for

CEDA to administer the Projects. Upon a motion by Ms. Stewart-Martin, seconded by Mr. Leach, the Board unanimously approved the Sub-Grantee Agreement as presented.

The Executive Director then presented to the Board for their consideration the following Subrecipient Agreements that CEDA will administer on behalf of CCIP in connection with the above-referenced Sub-Grantee Agreement for Special Program Priorities Projects:

1.	Senior Community Services – Home Meal Delivery	$100,000
2.	Making A Change Group – GVINE Job Readiness	$100,000
3.	Boys & Girls Club – Summer Camp	$100,000
4.	SEMI Global School's Program – Access to Future Careers	$100,000
5.	Wesley House Community Corp. – Homeless Housing/Services	$100,000
6.	Chester Community Coalition – Trauma-Informed Sports Programming	$ 45,000

Upon a motion by Mr. Leach, seconded by Ms. Whittington, the Board voted as follows to approve the Subrecipient Agreements as presented: Ayes – Mr. Jones, Ms. Whittington, Mr. Leach, Ms. Taylor, Mr. Harper; Abstain: Ms. Stewart-Martin.

Executive Director's Report

The Executive Director reported that Entrepreneur Works held a press conference earlier today to announce their designation as a Business Assistance Service Center. This designation will allow Entrepreneur Works to assist entrepreneurs throughout Delaware County and the surrounding area gain access to loan capital, receive technical assistance and business support services, and gain access to small business microgrants,.

The Executive Director also reported that CCIP and CEDA will be having a Homebuyer and Homeowner Fair on Saturday, June 27, 2026, at the Christian Church of Chester from 10:00 a.m. until 1:00 p.m. Registration starts at 9;30 a.m.

Solicitor's Report

The Solicitor had no report on legal matters.

Items from the Board

Ms., Taylor stated that the roof on the Bandshell looks very good. She asked about the work being done on the Sun Village Pavilion. The Executive Director indicated that work is being done with ARPA funding. The Bandshell improvements are being funded with $250,000 from CDBG and $100,000 from a Delaware County Interactive Gaming Revenue Authority grant.

Ms. Taylor also commented that the lots being improved by the Pennsylvania Horticultural Society look beautiful. There was a recent press event on this Initiative.

The Executive Director explained that 100,000 square feet of CRA-owned parcels are being cleaned up through a partnership between PHS and the District Attorney's office as part of an anti-violence initiative. Lots are located on the east side in the vicinity of Morton Avenue and also in Buckman Village. The lots will be maintained for a period of one year by a local landscaper. The improved lots have become attractive to potential developers.

There being no further business to discuss, upon a motion by Ms. Whittington, seconded by Mr. Leach, the Meeting was adjourned at 6:50 p.m.

Respectfully submitted,

JO ANN RUARK
Assistant Secretary