MINUTES OF REGULAR MEETING
CHESTER ECONOMIC DEVELOPMENT AUTHORITY
SEPTEMBER 22, 2026

The Chester Economic Development Authority Board of Directors convened in Regular Session on Tuesday, September 22, 2026, at 6:05 p.m. in the City Planning Department Conference Room, 1 Fourth Street, Chester, Pennsylvania.

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

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| Mr. Darrell Jones | Chairpersom |
| Ms. Frances Whittington | Vice Chairperson (Telephonically) |
| Mr. Nasir Leach | Treasurer |
| Ms. Bonita Taylor | Secretary (Telephonically) |
| Ms. Alicia Stewart-Martin | Board Member |
| Mr. Sam Williams | Board member (Telephonically) |
| Ms. Lisa Gaffney | Executive Director |
| Mrs. Jo Ann Ruark | Assistant Secretary (Telephonically) |

The Chairperson declared a quorum present and welcomed the following members of the public: Mr. Michael Lewis, Mr. Andre Stanley, and Mr. Dave Hudson. He also welcomed Mr. Shilvosky Buffaloe of the City Receiver's team who is attending the meeting via telephone.

**Public Comment on Agenda Items**

There were no public comments on Agenda items.

**Secretary's Report**

Upon a motion by Mr. Leach, seconded by Ms. Stewart-Martin, the Board unanimously voted that the Minutes of the Meeting of August 25, 2026, be approved as presented with any necessary corrections.

**Treasurer's Report**

Upon a motion by Ms. Stewart Martin, seconded by Mr. Leach, the Board unanimously approved the Financial Report for the period ending September 14, 2026.

**Action Items**

The Executive Director presented to the Board for their consideration Change Order No. 1 to the 2025 Road Resurfacing Program Contract with Moore Brothers Enterprises, Ltd. The purpose of the Change Order is to add additional milling, paving, and pavement markings in the amount of $16,468.00 and reduce leveling course in the amount of

$3,128.00. This results in a net Contract increase in the amount of $13,340.00 to a total Contract amount of $280,415.00. Upon a motion by Ms. Stewart-Martin, seconded by Mr. Leach, the Board unanimously approved Change Order No. 1 to the 2025 Road Resurfacing Program Contract as presented.

The Executive Director also presented to the Board for their consideration Change Order No. 1 to the 2025 ADA Curb Ramps Contract with Midwest Construction, Inc. The purpose of the Change Order is to reduce the number of ramps and sidewalks, including warning surfaces as well as concrete driveway in the amount of $41,800.00 and increase concrete and curb quantities and add an ADA grate for an inlet in the amount of $8,694.00. This results in a Contract decrease of $33,106.00 to a total Contract amount of $190,594.00. Upon a motion by Mr. Leach, seconded by Ms. Stewart-Martin, the Board unanimously approved Change Order No. 1 to the 2025 ADA Curb Ramps Contract as presented.

The Executive Director then presented to the Board for ratification Change Order No. 1 to the Chester Park Bandshell Improvements Contract with Premier Concrete Inc. During the course of rehabilitation work, it was discovered that the sanitary system of the building was not tied into the main sanitary sewer and drained into a seepage system. The Mayor notified CEDA in writing that it was imperative that this situation be corrected immediately and authorized CEDA to move forward with the work proposed by the Contractor in the amount of $25,800.00. The scope of work includes the installation of approximately 250 linear feet of four-inch sanitary sewer pipe, including trench restoration, from the Bandshell to the existing sanitary manhole. The Engineer advised that the cost of the work is necessary and reasonable. The City's Chief Financial Officer advised CEDA in writing that the City would provide the funds necessary to cover the additional work. Other funds in the Project are being provided through the CDBG Program and a Delaware County Interactive Gaming Authority (DCIGRA) grant to the City in the amount of $100,000.00. Upon a motion by Ms. Taylor, seconded by Mr. Leach, the Board unanimously approved the ratification of Change Order No. 1 to the Chester Park Bandshell Improvements Contract as presented.

The Executive Director presented to the Board for their consideration a Proposal for Engineering Services from MG Engineering Associates, LLC in connection with Demolition Contract No. 1 under the Neighborhood Assistance Grant that CEDA is administering on behalf of Chester Community Improvement Project. The City is in the notification process required to clear several properties for demolition. The Engineer's Proposal provides a cost breakdown for bidding and construction management for each property in a total amount not to exceed $34,600.00. Some properties may be deleted from the list based on responses received from property owners. Upon motion by Mr. Leach, seconded by Ms. Stewart-Martin, the Board unanimously authorized the Executive Director to enter into an Agreement with MG Engineering Associates, LLC for NAP Demolition Contract No. 1 bidding and oversight in an amount not to exceed $34,600.00.

The Executive Director advised the Board that the City is looking into having CEDA's audits completed by the audit firm under contract with the City. The City advised CEDA to move forward with contracting for the current year since CEDA needs to have its audit for the fiscal year ending June 30, 2026, completed now. CEDA's current auditor, Barbacane Thornton & Co., provided a Cost Proposal for the years ending June 30, 2026, 2027, and 2028. The cost for the year ended June 30, 2026, is $20,000.00. After some discussion, upon a motion by Mr. Leach, seconded by Ms. Stewart-Martin, the Board unanimously authorized the Executive Director to contract with Barbacane Thornton & Co.in the amount of $20,000.00 for auditing services for the year ended June 30, 2026.

**Executive Director's Report**

The Executive Director reported on the following:

1. Infrastructure work has begun on the Grace Manor Affordable Housing Project.

2. The Contractor is close to starting work in the Sun Village Park improvements.

3. The 2025 Road Resurfacing and ADA Curb Ramps contracts are almost completed.

4. The Governor was in the City regarding the State's $100 million Initiative. Many of the projects identified in the Governor's announcement have already been initiated. Funding is coming from the State, Delaware County, the City, and private sources. Projects include $52 million for Route 291 improvements, funds for the Philadelphia Union Sportsplex, Widener University's Latham Hall, site improvements to connect the Widener area to the Central Business District, and the Block Captain Initiative in the amount of $30,000.00. CEDA will be administering, on behalf of Chester Community Improvement Project, programs related to demolition, property acquisition, an additional 50,000 square feet of vacant lot improvements through the LandCare Program, and grants to six (6) nonprofits for worthy programs to assist the needs of the homeless, vulnerable seniors, youth, and individuals who have been victims of trauma. The Executive Director expressed her gratitude for the investments being made.

**Old Business**

There was no old business to be discussed at this time.

**Items from the Board**

There were no items from the Board.

**Public Forum**

Mr. Lewis asked if any of the contractors identified in the Change Orders presented this evening are located in Chester. The Executive Director will check on this and let him know. Mr. Lewis then asked if any of the quality of life issues included in the Comprehensive Plan or Economic Competitiveness Plan that were identified by stakeholders have been implemented. For example, there were ideas such as a fashion show mentioned. He has a nonprofit interested in carrying out this item and has received a small donation from Chester Township. The Executive Director stated that CEDA has been busy with its own work as well as working on other activities with CRA and CPA. He asked who prepared the Plan and how much it cost. Mr. Shilvosky, who is representing the Receiver's office, stated that funding came from DCED. He will research the cost of the Plan and let the Executive Director know. Mr. Jones asked if the Mayor and City Council have been contacted and if they are on board with Mr. Lewis's proposed event. Mr. Lewis indicated that they liked his idea but are not presently providing funding. The Executive Director suggested that Mr. Lewis explore small grant opportunities through organizations such as The Foundation for Delaware County. Mr. Williams stated that he has been working with Delaware County to build a Diversion Center, and possibly Mr. Lewis's program would fit in with his Initiative. Mr. Leach indicated that he is willing to get involved to assist Mr. Lewis.

Mr. Stanley asked for additional clarification on the disbursement of funds received from the Governor's office. The Executive Director stated that Mr. Stanley should speak with the Mayor or DCED regarding the process for program/project selections. In some cases, money has already been spent. The Sportsplex is in operation, the pre-demolition process was started, and nonprofit agreements were signed and programs started before the Governor's announcement. Project that have not started include Route 291, streetscape improvements from Widener to the CBD, and the Tax Credit Program . This is not flexible money. Mr. Stanley indicatd that he believes more funding for blight will help attract businesses to Chester.

Mr. Jones reminded everyone that CEDA's role is to implement projects and programs that the Mayor, City Council, and the Receiver want.

Mr. Hudson asked if CEDA has been working with Community Development Corporations. The Executive Director stated that CEDA is working with Chester Community Improvement Project, a certified Community Housing Development Organization. HOME funds totaling at least 15% of the HOME funding allocation are set aside for CHDOs that must meet certain qualifications regarding Board membership, experience, community involvement, and other criteria.

There being no further business to discuss, upon a motion by Mr. Leach, seconded by Ms. Stewart-Martin, the Meeting was adjourned at 6:35 p.m.

Respectfully submitted,

JO ANN RUARK
Assistant Secretary