



Livia Smith, Chair
Portia West, Vice Chair
Joan Neal, Secretary
William Riley, Treasurer
John Shelton, Board Member
Fred Green, Board Member
Joy Taylor, Board Member
Steven A. Hann, Esquire, Solicitor
Dr. Horace Strand, Executive Manager

MINUTES
Board of Directors
STORMWATER AUTHORITY
OF THE CITY OF CHESTER
June 27, 2023

The Board of Directors of the Stormwater Authority of the City of Chester held a Board meeting on Tuesday June 27, 2023, at 10:00 a.m. at the Stormwater office located at 29 East 5th Street, Chester, PA 19013.

Call to Order

The Stormwater Authority Board Meeting was called to order at 10:00 a.m. by Chair, Livia Smith. Ms. Smith asked Madame Secretary (Vanessa Gosa) to provide verification of the published meeting.

Verification of Published Meeting

The Executive Secretary of the Stormwater Authority (Vanessa Gosa) stated that the verification of published meeting was forwarded via email to Solicitor, Steven Hann on June 23, 2023. Notice was published in the Delco Times on June 13, 2023. Solicitor Hann confirmed receipt of the Public Notice.

Roll Call of the Board

The following people were present: Mr. John Shelton, Board Member; Ms. Joan Neil, Secretary Ms. Joy Taylor, Board Member; and Ms. Livia Smith, Chair. (Ms. Portia West; Vice Chair, Mr. William Riley Treasurer; and Mr. Fred Green, Board Member, were absent). Solicitor Steve Hann, Esquire, was present via phone.

Ms. Livia Smith asked Madame Secretary (Vanessa Gosa) if there was a quorum and Madame Secretary confirmed same by responding “Yes.” Later in the meeting Fred Green (Board Member) called into the meeting via telephone/

Prayer/Pledge of Allegiance

Prayer led by Dr. Horace Strand, Executive Secretary. Pledge of Allegiance followed.

Public Comments on Agenda Items Only

None.

Approval of Minutes of April 11, 2023

Ms. Livia Smith asked that a motion be made to approve the April 11, 2023 minutes.

Ms. Joan Neal made a motion to approve the April 11, 2023 minutes. Mr. John Shelton seconded.

Motion for Approval of Minutes of April 11, 2023

Mr. John Shelton (Yes), Ms. Joy Taylor (Yes), Ms. Joan Neal (Yes), and Ms. Livia Smith (Yes). Motion carried.

Approval of Report of Current and Most Recent Expenditures

Ms. Livia Smith asked that a motion be made to approve the Report of Current and Most Recent Expenditures.

Ms. Joan Neal made a motion for approval of the Report of Current and Most Recent Expenditures. Mr. John Shelton seconded.

Ms. Livia Smith asked if there were any questions on the report. Ms. Joy Taylor had a question in regard to an invoice date June 1, 2023, and three others from Level One, and wanted to know what those invoices were for.

Mr. Andrew Nelson (CFO) addressed the question by explaining that Level One is the processor of the Stormwater Authority’s bills. Level One takes care of the printing of our bills, the postage, and envelopes.

Ms. Livia Smith asked if the process with Level One is done monthly, quarterly, etc. Mr. Nelson responded that SAC bills monthly.

Ms. Joy Taylor had another question which related to revenues concerning Portnoff collections. Ms. Taylor wanted to get clarity on whether or not they are just handling residential collections vs. commercial collections?

Mr. Nelson stated that the residential collections are about 18% and the commercial collections are about 2%. Mr. Nelson said the collections are not as high as they were previously.

Dr. Strand made mention of the delay in the commercial collections for Portnoff, they have to identify who the owners are of these particular businesses and send a direct mailing to their personal address. It is sometime difficult for them to navigate. Once they identify the owner, they can then send them certified mail and begin the process.

As it stands, the majority of folks that Portnoff is handling now are the businesses that have not responded in relationship to our revenues that are out.

Joan Neal had a question about Y3R landscaping, we pay them \$6520 once a month. Andrew Nelson informed her that the amount includes the maintenance of Eyre Park, Memorial Park, and the Stormwater Authority grounds. Dr. Strand informed the Board that there are three separate contracts for Y3R, and there has been no increase in their rate.

Ms. Livia Smith asked if this was a year-to-year contract, Dr. Strand told her yes.

Motion for Approval of Report of Current and Most Recent Expenditures

Mr. John Shelton (Yes), Ms. Joy Taylor (Yes), Ms. Joan Neal (Yes), Mr. Fred Green (Yes), and Ms. Livia Smith (Yes). Motion carried.

Solicitor's Report submitted by Steve Hann, Esquire

TO THE BOARD OF DIRECTORS:

1. I was contacted by the Redevelopment Authority of the City of Chester regarding the Authority's stormwater fee.
2. I was contacted by bankruptcy counsel for the City of Chester regarding a document request to the Authority in connection with the City's bankruptcy matter.
3. I have been working on documents in connection with the PENNVEST Grant.



EXECUTIVE MANAGER'S REPORT
June 27, 2023


To The Board of Directors:

The Stormwater Authority (SAC) has begun its community street sweeping program throughout the City of Chester along with its daily sweeping of the 291 corridors. The men are doing an outstanding job, and the equipment is operating with great efficiency.

We have received our contract with Y3R Landscaping to maintain both Memorial Park and Eyre Park.

We are still waiting for a final date for settlement with PENNVEST, and it is my hope that it will be scheduled before this meeting.

Respectfully submitted,



Dr. Horace Strand, Executive Manager

Livia Smith asked Dr. Strand if he could give an update of his hope that the settlement will be scheduled before this meeting. Dr. Strand stated that the settlement was scheduled before the meeting, however, he received word from PENNVEST that there was an administrative delay, and they should have it worked out within the next half hour. They assured us that the settlement would take place today, however, as of yet it has not been scheduled. They said it was in relation to the type of grant it is.

Unfinished Business

None.

Board Matters

Livia stated that there is a conference coming up in September and the Board needs to talk about going to that conference. She informed the Board that Dr. Strand is on the docket for speaking, and SAC's solicitor, Steve Hann is also on the docket. Will talk about this later to see how many people are interested in going up to the Poconos in September (September 17-20, 2023). Livia stated she will be attending the conference with another group that is participating also.

Dr. Strand stated that he will assist her by having his executive secretary (Vanessa Gosa) send an invitation out to the Board members asking if anyone is interested, and we will take care of their accommodation.

Dr. Strand stated to the Board he just received notice from PENNVEST that they are ready to proceed with the settlement on the \$10 million dollar grant.

New Business

None.

Public Comments on Other Matters

None.

Motion to Adjourn

Ms. Livia Smith asked for a motion to adjourn. Joan Neal made a motion to adjourn the meeting. John Shelton seconded.

Meeting adjourned at 10:22 a.m.

Next Board Meeting will be August 8, 2023