



Livia Smith, Chair

Portia West, Vice Chair

Joan Neal, Secretary

William Riley, Treasurer

John Shelton, Board Member

Joseph Oxman, Solicitor

Dr. Horace Strand, Executive Manager

**Stormwater Authority of the City of Chester  
Board Meeting December 10, 2019 - 10:00 a.m.  
29 East 5<sup>th</sup> Street  
Chester, PA 19013**

**Agenda**

- Executive Session
- Meeting Call to Order
- Verification of Published Meeting
- Roll Call
- Prayer/Pledge of Allegiance
- Public Comments on Agenda Items Only
- Action Items from Executive Session

- Approval of Minutes of October 8, 2019
- Approval of Report of Current and Most Recent Expenditures
- Approval of Modifications of Employee Handbook
- Approval of 2020 Holidays
- Approval of 2020 Meeting Dates
- Solicitor's Report
- Executive Manager's Report
- Unfinished Business
- Board Matters
- New Business
- Public Comments on Other Matters
- Motion to Adjourn



Livia Smith, Chair  
Portia West, Vice Chair  
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Dr. Horace Strand, Executive Manager

**MINUTES**  
**Board of Director**  
**STORMWATER AUTHORITY OF THE CITY OF CHESTER**  
**December 10, 2019**

The Board of Directors of the Stormwater Authority of the City of Chester met at the Stormwater Authority of the City of Chester, 29 East 5<sup>th</sup> Street, Chester, PA 19013, on Tuesday, December 10, 2019.

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The following persons were present: Dr. Horace Strand, Executive Manager; Livia Smith, Chair; Portia West, Vice Chair; William Riley, Treasurer; John Shelton (Board Member) Joan Neal, Secretary and Joseph Oxman, Solicitor.

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Call to Order

The Stormwater Authority meeting was called to order at 10:17 a.m. by Chair, Livia Smith. It was stated by the Executive Secretary of the Stormwater Authority that prior to the Board meeting this morning, the Board held an executive session and information meeting as well.

The Executive Secretary of the Stormwater Authority provided verification of published meeting. Verification of published meeting was confirmed, and notice was given

to Solicitor, Joseph Oxman. Notice of published meeting was verified by Solicitor, Joseph Oxman.

### Roll Call of the Board

John Shelton (Board Member), William Riley (Treasurer), Livia Smith (Chair), Portia West (Vice Chair), Joan Neal (Secretary), and Joseph Oxman, Solicitor.

### Prayer/Pledge of Allegiance

All those in attendance stood for prayer and the Pledge of Allegiance.

### Public Comments on Agenda Items Only

None.

### Action Items from Executive Session

Livia Smith stated that there were no action items from the executive session, informational only.

### Approval of Minutes of October 8, 2019

Mr. William Riley made a motion to approve the minutes of October 8, 2019. Mr. John Shelton seconded.

### Voice Vote of Approval of Minutes of October 8, 2019

All in favor and motioned carried.

### Approval of Report of Current and Most Recent Expenditures

Ms. Joan Neal made a motion for the approval of current and most recent expenditures. Ms. Portia West seconded.

### Poll Vote on Motion for Approval of Current and Most Recent Expenditures

All in favor. Motion carried.

### Approval of Modifications of the Employee Handbook

Mr. William Riley made a motion for approval of the employee handbook. Mr. John Shelton seconded.

### Poll Vote for Approval of Modifications of the Employee Handbook

All in favor. Motion carried.

### Approval of 2020 Holidays

Ms. Joan Neal made a motion for the approval of the 2020 holidays. Ms. Portia West seconded.

### Poll Vote for Approval of 2020 Holidays

All in favor. Motion carried.

### Approval of 2020 Meeting Dates

Mr. William Riley made a motion for approval 2020 meeting dates. Mr. John Shelton seconded.

### Poll Vote for Approval of 2020 Meeting Dates

All in favor. Motion carried.

### **SOLICITOR'S REPORT** ***December 10, 2019***

To the Board of Directors,

The Litigation in Best Homes DDB, LLC vs. the Stormwater Authority of the City of Chester is now on Judge Whalen's desk for verdict. Plaintiffs' did ask for an extension of time to file their closing argument brief and the Court allowed them to answer up until November 29<sup>th</sup>. I am not able to predict when Judge Whalen will file his verdict but am hopeful it will be before the end of the year.

It has come to my attention that our settlement agreement with Widener University was mentioned in Widener's lawsuit against the City of Chester regarding the City's erection of parking meters on the Widener campus. In their complaint, Widener averred that the City of Chester agreed to mitigate Widener's Stormwater fee obligation in return for "in-kind" services to the Authority. The complaint went on to say the "in-kind" services were valued at over \$140,000.00 a year. I believe, that since our settlement agreement with Widener has become part of another lawsuit, it is imperative that the Authority makes sure that Widener is complying with the terms of the settlement by providing every "in-kind" service that they are contractual obligated to perform.

Once Judge Whalen rules in Best Homes DDB LLC vs. the Stormwater Authority of the City of Chester, our collection firm, Portnoff and Associates, will be mailing out initial notices of default for lack of payment of fees, to all outstanding bill holders, commercial and residential.



Joseph Oxman, Esquire

### **EXECUTIVE MANAGER'S REPORT**

*December 10, 2019*

Since our last report, the following things have taken place:

1. We were awarded our request for another \$9,946,810 low-interest PENNVEST loan. This loan will help us with needed repair on our infrastructure, and the purchase of a state-of-the-art street sweeper. We are also planning to purchase a VacCom for inlet cleaning.
2. We met with the Mayor and Council to discuss our proposed project at Memorial Park. The meeting was attended by SAC, Corvias, and HDR. It was a complete success. We received support to move forward with this outstanding project.

3. Due to medical reasons, we had two employees go out on disability for a temporary period-of-time. Those employees were replaced immediately to avoid a disruption in operations.
4. We moved into our new office space and will be holding a ribbon cutting ceremony today at noon.
5. We were awarded our request for another \$9,946,810 low-interest PENNVEST loan. This loan will help us with needed repair on our infrastructure, and the purchase of a state-of-the-art street sweeper. We are also planning to purchase a VacCom for inlet cleaning.
6. We met with the Mayor and Council to discuss our proposed project at Memorial Park. The meeting was attended by SAC, Corvias, and HDR. It was a complete success. We received support to move forward with this outstanding project.
7. Due to medical reasons, we had two employees go out on disability for a temporary period-of-time. Those employees were replaced immediately to avoid a disruption in operations.
8. We moved into our new office space and will be holding a ribbon cutting ceremony today at noon.

Overall the team is working well together and are diligent about their responsibilities and service to the needs of our community; they all need to be commended. Special recognition goes out to Mr. Bruce Conner, our Office Manager, who worked tirelessly to help us set up the new office with much needed technology. His knowledge with IT was priceless.

**Respectfully Submitted:**



**Dr. Horace W. Strand, Executive Manager**

Unfinished Business

None

Board Matters

None

New Business

The only new business is the Ribbon Cutting Ceremony which will be held this afternoon.

Public Comments on Other Matters

None.

Motion to Adjourn

Mr. John Shelton made a motion to adjourn the meeting. Ms. Portia West seconded. All in favor. Motion carried. Meeting adjourned at 10:30 a.m.