



*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*  
*Joseph Oxman, Solicitor*  
*Dr. Horace Strand, Executive Manager*

**Stormwater Authority of the City of Chester  
Board Meeting December 8, 2020 @ 10:00 a.m.  
Phone Conference  
Dial-in # (351-999-4190)**

**Agenda**

- Executive Session
  - Discussion with City of Chester to purchase land to house stormwater vehicles and equipment
- 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 13, 2020

- Approval of Report of Current and Most Recent Expenditures
- Approval of H.R. Recommendations for Employee Handbook
- Approval of 2021 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*  
*Joan Neal, Secretary*  
*William Riley, Treasurer*  
*John Shelton, Board Member*  
*Fred Green, Board Member*  
*Joy Taylor, Board Member*  
*Joseph Oxman, Solicitor*  
*Dr. Horace Strand, Executive Manager*

**MINUTES**  
**Board of Directors**  
**STORMWATER AUTHORITY**  
**OF THE CITY OF CHERSTER**  
**December 8, 2020**

The Board of Directors of the Stormwater Authority of the City of Chester held a telephone board meeting on Wednesday, December 8, 2020 at 10:00 a.m.

Prior to the Board meeting, an Executive Session was held to discuss with the City of Chester to purchase land to house Stormwater equipment.

**Call to Order**

The Stormwater Authority meeting was called to order at 10:02 a.m. by Chair Livia Smith.

It was noted and recorded that the Executive Secretary of the Stormwater Authority provided verification of published meeting via email to Solicitor, Joseph Oxman. The Executive Secretary also will be forwarding over to Solicitor, Joseph Oxman the affidavit of publication which had not been received from Delaware County Daily Times.

**Roll Call of the Board**

The following persons were present: Mrs. Livia Smith, Chair; Ms. Portia West, Vice Chair; Ms. Joan Neal, Secretary; Mr. William Riley, Treasurer; Mr. Fred Green, Board Member; Mr. John Shelton, Board Member, Joseph Oxman, Solicitor, also present was Dr. Horace Strand, Executive Manager

**Prayer / Pledge of Allegiance**

Prayer led by Dr. Horace Strand. Pledge of Allegiance followed.

**Public Comments on Agenda Items Only**

None

**Action Item from Executive Session**

Mrs. Livia Smith, Chair stated at this time we had a discussion in our Executive Session for action item and at this time I need a motion for this action item.

**Motion for Approval of Action Item from Executive Session**

Mr. Fred Green made as motion to approve the purchase of land from the City of Chester to store Stormwater Authority vehicles and equipment. Mr. John Shelton seconded.

Mrs. Livia Smith, Chair ask for a voice poll on the approval of the action item. Motion presented to the Board. Ms. Portia West (Abstain), Ms. Joan Neal (Yes), Mr. William Riley (Yes), Mr. John Shelton (Yes), Mr. Fred Green (Yes), and Mrs. Livia Smith (Yes). Motion carried.

**Approval of Minutes of October 13, 2020**

Mr. Fred Green made a motion to approve the minutes of October 13, 2020. Ms. Joan Neal seconded.

**Motion for Approval of Minutes of October 13, 2020**

Ms. Portia West (Yes), Ms. Joan Neal (Yes) , Mr. William Riley (Yes), Mr. John Shelton (Yes), Mr. Fred Green (Yes), and Mrs. Livia Smith (Yes). Motion carried.

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

Mr. Fred Green made a motion for approval of current and most recent expenditures. Ms. Portia West seconded.

**Motion for Approval of Current and Recent Expenditures**

Ms. Portia West (Yes), Ms. Joan Neal (Yes), Mr. William Riley (Yes), Mr. John Shelton (Yes), Mr. Fred Green (Yes), Mrs. Livia Smith (Yes). Motion carried.

**Approval of H.R. Recommendations for Employee Handbook**

Mr. Fred Green made a motion to approve H.R. Recommendations for the Employee Handbook. Ms. Joan Neal seconded.

**Motion for Approval of H.R. Recommendations for Employee Handbook**

Ms. Portia West (Yes), Ms. Joan Neal (Yes), Mr. William Riley (Yes), Mr. John Shelton (Yes), Mr. Fred Green (Yes), and Mrs. Livia Smith (Yes). Motion carried.

**Approval of 2021 Meeting Dates**

Mr. Fred Green made a motion to approve 2021 Meeting Dates. Mr. John Shelton seconded.

**Motion for Approval of 2021 Meeting Dates**

Ms. Portia West (Yes), Ms. Joan Neal (Yes), Mr. William Riley (Yes), Mr. John Shelton (Yes), Mr. Fred Green (Yes), and Mrs. Livia Smith (Yes). Motion carried.

**Solicitor's Report**

Dr. Horace Strand, Executive Manager asked Madam Chair, Livia Smith to delay the Solicitor's Report. He stated that he did not have the chance to talk with Solicitor, Joseph Oxman and there may be some new information that he does not have since he wrote his report. Dr. Horace Strand stated that the office received the report late yesterday and he needed to inform Solicitor, Joseph Oxman of some information which would probably change his report. Dr. Horace Strand made a recommendation to table the Solicitor's Report.

#### Executive Manager's Report

Since our last board meeting, we have been busy training and using our newly purchased VacCom sweeping the streets of the City of Chester. The training has gone well, and our men are fully capable of handling any job they encounter. We have also received our new H.R. Director, Sharon Harris who has been doing a fine job revising our employee handbook. It is a big help to have someone familiar with the laws, rules, and regulations concerning human resources on sight.

We are also in the process of negotiating with the City of Chester for property to house our fleet of trucks and equipment.

The proposal offer is excellent for our needs, we have completed our 2019 annual audit and the audit has been posted on our website and the link to the website is listed there.

The proposed project for Memorial Park has been submitted to PENNVEST; we should know our position by February 2021.

The collection of fees has increased by 50%. The community is paying well, we have also had several landlords to come in and clear up past due accounts. Overall things are going well.

Mrs. Livia Smith stated that the Executive's Report has been heard and there is no motion needed for that, but she asked if anyone had any questions pertaining to the report. Hearing None, it has been read and filed.

#### Unfinished Business

None

#### Board Matters

Ms. Portia West, Vice Chair asked if there are any plans in motion for the building located on Welsh Street and if we have decided what we are going do about getting tenants for that building.

Dr. Strand, Executive Manager response was at our meeting 2 months ago the board ask me to inquire with several different entities to see their interest. What we have done thus far is we put out fillers to Harcum College. Mr. Andrew was instrumental in making that contact for us, but we have not heard back from them yet. There are no definite plans in place. What we have done is just got the building so we can show it because we have electrical problems in there and no proper lighting but as it stands right now there is no definite plans or any conversation going on with any entity concerning the use of the building at this time.

Mrs. Livia Smith asked Dr. Horace Strand was he stating that the electrical work had been finished on that property.

Dr Horace Strand responded by saying that the work was not finished. One of the things that was holding it up was a problem with the underground cable that PECO had to deal with, so it held the project up, but PECO has resolved that issue. I was told within a week or so that project maybe be completed.

**New Business**

None

**Public Comments on Other Matters**

**Susan Dennis** - 218 Arbor Circle, Chester PA 19013. Ms. Dennis asked what area you are thinking about parking your equipment, your trucks, your VacCom.

Mrs. Livia Smith responded by saying we are looking at the area in Chester Park. Chester Park currently have a place where they store their own vehicles and we are looking to extend to that particular property, but it is still in a discussion mode, so that is a place we have looked at thus far.

Mrs. Livia Smith stated hearing there is no other public comments I want to thank everyone for being involved in the process of the Stormwater Authority. And as we go through this season of Christmas time, I wish to express a Merry Christmas to everyone and to your families. As we go through this Corona Pandemic that you remain safe and you do the protocols that are needed to keep yourself and your family safe. I pray that as we move on into 2021, we will see some better times. I just wanted to express that as the Chair of the Board for the Stormwater Authority not to just the board members but to all those who are listening on this call.

Ms. Portia West took the opportunity to wish Ms. Vanessa Gosa a Happy Birthday, by saying today is her birthday and I would like to publicly wish her a Happy Birthday. Everyone on the call wished her a Happy Birthday.

Dr. Horace Strand stated he would like to thank Joy Taylor, who is not here for doing a nice summary of our emergency meeting; it was excellent, and she should be commended on how she wrote that. I am extremely impressed.

**Motion to Adjourn**

Mr. John Shelton motioned to adjourn the meeting. Ms. Joan Neal seconded

All in favor. Meeting adjourned at 10:21 a.m.

**Next Board Meeting will be held February 9, 2021 @ 10:00 a.m.**