



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

MINUTES
Board of Director
STORMWATER AUTHORITY OF THE CITY OF CHESTER
February 12, 2019

The Board of Directors of the Stormwater Authority of the City of Chester met at Chester City Hall Council's Chambers, 1 East 4th Street, Chester, PA 19013, on Tuesday, February 12, 2019.

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

Call to Order

Chair, Livia Smith called the February 12, 2019 Stormwater Authority meeting to order at 10:15 a.m. Ms. Smith announced that prior to today's meeting, there was not an Executive Session meeting. Ms. Smith then asked that the Executive Secretary of the Stormwater Authority provide verification of the published meeting. In the absence of Solicitor, Joseph Oxman, verification of published meeting was provided, confirmed, and given to Board Secretary, Joan Neal in Solicitor, Joseph Oxman's absence.

Role Call of the Board

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

Prayer/Pledge of Allegiance

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

Public Comments on Agenda Items Only

None.

Action Items from Executive Session

Livia Smith stated that there were no action items at the Executive Session.

Approval of Minutes for December 11, 2018 Meeting

William Riley made a motion to approve the minutes of December 11, 2018. Ms. Joan Neal seconded.

Voice Vote of Approval of Minutes of December 11, 2018.

All in favor and motioned carried.

Approval of Report of Current and Most Recent Expenditures

Ms. Portia West made a motion for the approval of current and most recent expenditures. Mr. John Shelton seconded.

Poll of the Board for the Motion for Approval of Current and Most Recent Expenditures

All in favor. Motion carried unanimously.

Approval of the 2019 Operational Budget

Mr. William Riley made a motion to approve the 2019 Operational Budget. Ms. Joan Neal seconded.

Poll of the Board for the Approval of the 2019 Operational Budget

All in favor. Motion carried unanimously.

Approval of Contract between Brinker Simpson, CPA for Stormwater Audit

Ms. Portia West made a motion to approve the contract between Brinker Simpson, CPA for stormwater audit. Mr. John Shelton seconded.

Poll of the Board for the Motion for Approval of Contract between Brinker Simpson, CPA for Stormwater Audit

All in favor. Motion carried unanimously.

Approval of Search of a New Chief Financial Officer (CFO)

Mr. William Riley made a motion to approve the search for the new CFO. Ms. Joan Neal seconded.

Poll of the Board for the Motion for Approval of Search of a New Chief Financial Officer (CFO)

All in favor. Motion carried unanimously.

Solicitor's Report

The Solicitor's report was read by Board Secretary, Joan Neal in Solicitor, Joseph Oxman's absence. The report read as follows:

To the Board of Directors,

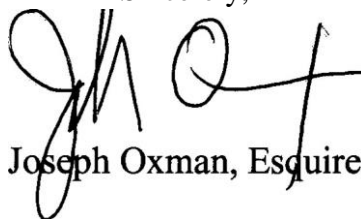
A case management order was assigned to all parties in the Best Homes LLC et. al. vs. The Stormwater Authority of Chester litigation. Discovery in the matter will end on March 20, 2019 with trial to begin on May 20, 2019. Presently, all parties are finishing a stipulated confidentiality agreement in order to maintain the protection of confidential information as the parties' exchange discovery documents.

The following parties have now been identified as the remaining plaintiffs in the above-mentioned litigation:

Cedar Ridge Group, LLC; Chester First Partnership; Health Mats; Murphy Management Inc.; P & P Properties Enterprises LLC; Ravens Towing; Sykes Group LLC; Sykes Property Management LLC; Twinbrook Realty Partnership; VVP Partnership; WAS Realty; Mekenney Property Management Inc.; Michael Mekenney, Nancy Mekenney, Robert Bradshaw, Mark Elliot, Michael Carbonetti;

Mark Hall, Irvin Lawrence, Peter J. O'Konski, Patricia Martin, Robert Smerechenski, Steven Smerechenski, Nancy Smerechenski, Patricia Smerechenski, David Sykes, Phillip Tappenden, Derrell Wells, Lawrence Wiechecki, David Wiechecki and Steven Wiechecki.

Sincerely,

A handwritten signature in black ink, appearing to read 'JOX', with a stylized flourish extending to the right.

Joseph Oxman, Esquire

Executive Manager's Report by Dr. Horace Strand – February 12, 2019

This is truly an exciting time for the Stormwater Authority of the City of Chester (SAC) and the City of Chester. We are actively inspecting and making preparation to repair our stormwater infrastructure which needs serious attention. We have hired Gessler Construction to begin work on the Memorial Park project which was sitting for several years, as well as put together without funding to implement. Now it is on the way to a green-infrastructure model that will reduce flooding and give relief to our residents.

We have, through negotiation, reached an agreement between the Chester Housing Authority (CHA) and the Stormwater Authority of the City of Chester. This agreement takes into consideration the stormwater control devices that Chester Housing Authority has installed, and the pervious grounds which control the flow of stormwater. It also prevents a major legal battle between Chester Housing Authority and SAC. The settlement acknowledges the right to SAC to access stormwater fees on CHA's property, and the right for CHA to receive credit for its efforts to control stormwater on its property.

We are a few months away from beginning renovations of our office building at 31 East 5th Street. Bids will be open on February 13, 2019, and contracts will be awarded by the Board of Directors.

Finally, we are pleased to have secured funding that will enable us to hire new employees, and to better serve the residents of Chester. Jobs have also been one of the top priorities of SAC, and the Mayor and Council, who established the Stormwater Authority to better serve the needs of the City of Chester. Attached to this report is a report put together by Corvias, our partners, on the work we are doing.

This concludes my report.

Submitted by:
Dr. Horace W. Strand, Executive Manager

Comments on Executive Manager Report

Dr. Strand also commended Corvias (our private partners), for the great work they are doing, and assisting us with the work.

Livia Smith also commended the executive team on the Corvias report. The report shows what is being done by Corvias. We have two layers of money that we have received from loans. There are also people who have been hired to make sure that the drains are not clogged. We have also worked in partnership with the City of Chester, with their Highway Department, as a support to us. Therefore, we are all inclusive in this project as we move forward. If we need to use their consulting services, we have funds that are designated to take care of all that within our budgetary areas.

Dr. Strand stated that the contractors have already hired some Chester residents, and he has been told that they are getting ready to hire more Chester residents.

Approval of the Hiring of 5 Entry Level Positions – 1 Secretary and 4 Stormwater Workers

Mr. John Shelton made a motion to approve the hiring of five entry level positions. Ms. Portia West seconded.

Poll of the Board for the Approval of the Hiring of 5 Entry Level Positions – 1 Secretary and 4 Stormwater Workers

Motion carried unanimously.

Approval of Settlement between Chester Housing (CHA) and the Stormwater Authority of the City of Chester (SAC)

Ms. Portia West made a motion to approve the settlement between Chester Housing Authority and the Stormwater Authority of the City of Chester. Mr. William Riley seconded.

Poll of the Board for the Approval of Settlement between Chester Housing Authority and the Stormwater Authority of the City of Chester

Motion carried unanimously.

Approval of Request for Authorization to receive and open contract bids for work to be done on 31 East 5th Street, Chester, PA at a future meeting

Ms. Portia West made a motion to approve the settlement between Chester Housing Authority and the Stormwater Authority of the City of Chester. Mr. John Shelton seconded.

Poll of the Board for Approval of Request for Authorization to receive and open contract bids for work to be done on 31 East 5th Street, Chester, PA at a future meeting

Motion carried unanimously.

Unfinished Business

None.

Board Matters

None

New Business

None.

Public Comments on Other Matters

Louise Evans (101 East 24th Street, Chester, PA) – Stated that she works full-time with the City of Chester as well as works part-time as a carpenter. In her part-time position, her organization works with the City of Philadelphia helping with Philadelphia Stormwater, where they install rain barrels. Ms. Evans wanted to know if the Stormwater Authority of the City of Chester would consider implementing the rain barrels. She also indicated that they make by hand, rain planters to help with catching the rain coming off the roofs and buildings. She has all the information from Philadelphia, they work with the Water Company and this program is called “Raincheck.” They will come out with you and teach a class on how to install rain planters.

Motion to Adjourn

There being no other public comments, Livia Smith asked for a motion to adjourn the meeting at 10:32 a.m.

Mr. John Shelton made a motion to adjourn the meeting. Ms. Portia Smith

All in favor. Motion carried unanimously.

Chester Stormwater Authority

Financial Report

December 7, 2018 — February 8, 2019

- I. Income
- II. Expenses
- III. Available Capital

Income

Minol Wire Transfers	\$205,843.88
Certification Fees	\$2,420.00
Residential Stormwater Fees Paid Directly to Office	\$8,452.86
Commercial Stormwater Fees Paid Directly to Office	
1. Kimberly Clark	\$100,000.00
2. Widener	\$75,000.00
3. Best Homes	\$12,642.50
4. Harrah's	\$18,067.50
5. Exelon	\$11,979.00
Total	\$217,689.00
Tranche 2 (Loan # 72701)	
1st Payment Request	\$32,000.00
2nd Payment Request	\$27,900.00
Total	\$59,900.00
Tranche 1 (Loan # 72811)	
1st Payment Request	\$28,200.00
Refund from Liberty Mutual Insurance	\$10,458.00
Total Combined Revenue	\$532,963.74

Expenses

Payroll	\$70,184.77
Rent	\$2,300.50
Health Insurances	\$15,490.58
Office Supplies	\$421.73
Advertising/Media	\$181.59
Utilities	\$1,120.20
Lunch Meeting	\$325.83
Gas for Vehicles	\$541.68
Inspector's Supplies	\$989.57
Covenant Loan Payment	\$15,268.04
Ram Construction (Emergency Work on 31 E. 5th St)	\$10,500.00
Delaware County Treasurer	\$36.12
Maximum Security	\$9,280.00
Corvias Chester Stormwater Partners	\$11,295.00
Linn Architects	\$1,155.00
Intercon (Emergency Lighting for Truck)	\$955.00
Advanced Engineering	\$7,706.54

Tranche 2 1st Loan Payment	\$179.12
Total	\$147,903.57

Available Capital

Bryn Mawr Trust Accounts

Operational	\$43,356.84
Money Market	\$450,549.50
Total	\$493,906.34

Covenant Accounts

Operational	\$33,222.71
Money Market	\$305,304.35
Total	\$338,527.06

Bryn Mawr Total	\$493,906.34
Covenant Total	\$338,527.06
Total Available Capital	\$832,433.40