



City Council Meeting
Special Meeting Minutes
Via – Virtual Meeting via Zoom and You Tube – COVID 19
Monday, April 27, 2020

Council Present President Linda Lavender-Norris, Vice President Carmen Green, Ms. Khadijah Al Amin, Mrs., C. Arvilla Hunt, Mrs. Marie Lawson, Mr. Donald Folks and Mr. Edward Simpson

Council Absent:

Staff Present Michael Trio, City Manager; James Logan, Assistant City Manager; Anthony Verwey, Solicitor; and Ruthann Mowday, recording secretary

City Manager Michael Trio called the meeting to order at 7:45 pm.

Approved Minutes

Ms. Al Amin made a motion to approve the March 9, 2020 and March 30, 2020 meeting minutes; Mr. Simpson seconded the motion. Motion passed 7-0.

President Lavender-Norris excused herself for the remainder of the meeting.

Approval of Accounts Payables

Ms. Al Amin made a motion to approve the accounts payables; Mr. Folks seconded the motion. Motion passed 6-0.

Additions, Deletions or Modifications to the Agenda

Ms. Al Amin made a motion to add action item 8) Receive and consider letter of condolence for Mr. Wright due to the passing of his mother; Mr. Folks seconded the motion. Motion passed 6-0.

Presentations

There were no presentations at this time.

Citizens Hearings – Regular Action Items Only (3 Minutes)

Ms. Al Amin made a motion to close citizens' hearings on action items only; Mr. Simpson seconded the motion. Motion passed 6-0.

Regular Action Items

1. Receive and consider Ordinance reenacting the Declaration of State of Emergency Ordinance and ratification of the Supplemental Declaration of Emergency effective April 15, 2020

Mrs. Lawson made a motion to approve an Ordinance reenacting the Declaration of State of Emergency Ordinance and ratification of the Supplemental Declaration of Emergency effective April 15, 2020; Mr. Folk seconded the motion. Motion passed 6-0.

2. Receive and consider first reading of Ordinance authorizing a bank qualified lease purchase financing agreement with BB&T for the purchase of three police cruisers, a pick-up truck and ninety parking meter heads

Ms. Al Amin made a motion to approve a first reading of an Ordinance authorizing a bank qualified lease purchase financing agreement with BB&T for the purchase of three police

cruisers, a pick-up truck and ninety parking meter heads; Mr. Folks seconded the motion. Motion passed 6-0.

3. Receive and consider Resolution 2020-08 City of Coatesville Police Pension Fund; City of Coatesville Non-Uniformed Pension Fund and the City of Coatesville Firemen's Pension Fund
Mrs. Hunt made a motion to approve Resolution No. 2020-08 City of Coatesville Police Pension Fund; City of Coatesville Non-Uniformed Pension Fund and the City of Coatesville Firemen's Pension Fund; Mr. Simpson seconded the motion. Motion passed 6-0.
4. Receive and consider Civil Service List
Mr. Simpson made a motion to approve the Civil Service list for the Police Department; Mr. Folks seconded the motion. Motion passed 6-0.
5. Receive and consider conditional offers of employment for four part-time officers for the Police Department
Mr. Folks made a motion to approve the conditional offers of employment for Joseph R. Juistu, Richard S. Geiger, Christopher B. Dunlap and Stephen M. Recchilingo four part time officers for the Police Department; Mrs. Lawson seconded the motion. Motion passed 6-0.
6. Receive and consider Aramark Service Agreement
Mrs. Lawson made a motion to approve the Aramark Service Agreement; Mrs. Hunt seconded the motion. Motion passed 6-0.
7. Receive and consider Rothwell Agreement
Ms. Al Amin made a motion to approve the Rothwell agreement for five copiers; Mr. Folks seconded the motion. Motion passed 6-0.
8. Receive and consider Letter of Condolence for Mr. Wright for the passing of his mother.
Ms. Al Amin made a motion to approve a Proclamation for Geraldine Proctor and Ventnor Wright and a letter of condolence to the Wright family for the passing Hilda Wright; Mr. Folks seconded the motion. Motion passed 6-0.

Ms. Al Amin made a motion to close action items only; Mr. Simpson seconded the motion. Motion passed 6-0.

Discussion Items

1. Meeting Minutes
There were no discussions on meeting minutes.

Reports

1. Solicitor
Mr. Verwey Announced:
 - I worked primarily on Covid 19 related emergency matters declarations/ordinances etc.
 - I've also worked on litigation matters and real estate matters for the city
 - I had provided a more detailed attorney-client privileged discussion during the executive session but unless there any questions that is my report
2. City Manager
Mr. Trio announced:
 - presented a weekly report via email to council members I can run through that and report

- this past week was our administrative assistant week and we did provide a small token to our admin staff for working under this challenge. It was nice to be able to have something for that and be able to show our appreciation and council for providing that for us so that was a good thing.
- We acknowledge the police, fire and ambulance services for keeping us safe and sound.
- We are looking at other groups like the senior center and the Coatesville Area School District for providing meals and some comfort for our seniors and our kids in the neighborhood.
- I included the schedules for last week.
- Please look at the windshield reports. I have been forwarding them to the Codes Department for notices/violations.
- We are all in another 30 days of the Covid 19 with operations and protocol. Based on the direction of City Council, we will follow up on the various releases and information that we will be receiving from the county and take a much more proactive lead on trying to get that out to the public.
- I'll be working with James on that or a public information emergency services as mentioned. Mr. Alderman is continuing to solicit for new supplies for PP&E. He has been successful in getting various of any bacterial gloves, masks, masks with shields.
- From an engineering infrastructure standpoint there's really no changes to the project on Lincoln intersection at. It is a CRP funded project. May 1st, requirements for construction will loosen up. Once this opens up the engineers will remobilize the projects and timeframes.
- PECO will be doing reconstruction on the gas line in front of City Hall. They will be doing the work in the streets.
- A lot of Covid 19 emergency rental applications have been submitted. The Codes Department has developed a list. The applicant must sign and affidavit and some have paid fees.
- There is no update on Aroogas
- The RDA held a meeting and opened up presentations for the Flats. A questionnaire was filled out and sent to each of the developers after the presentations.
- Train Station meeting will be held next week. They are determining what the impact on the grants will be.
- Mr. Troutman will provide a report on the MMO's. This is a very important proposal.

3. Assistant City Manager

Mr. Logan announced:

- The staff is rotating and it seems like the weekly rotation is working well.
- The one thing we discussed is in the event we slowly open back up to the public. We discussed social distancing and spacing people out. The Lobby hours will change and will monitor the amount of people in at one time.
- We are constantly putting out information on Covid 19. The information is fast and furious. It's constantly changing. Ruthann has been doing a great job updating our website working with our web designer to get information up. She's also been getting it up on channel 66 as well as Facebook.
- We have a number of volunteers out in our community.
- In the danger and the risk of this virus spreading we're going to watch and see what's happening over the next several weeks. If we get to the point to where the numbers were good and some of you can look at what our numbers need to be. I think for the county, we need to get down to like two hundred and sixty to kind of look at if we're going to reopen or not. Right now, we're at about 700 so we have a long way to go but I think over 14 day period

- you might be able to get those numbers down so that's something that we're going to keep you guys informed in reference to you know what's going on here in the community.
- Our census tracking if you go to our website www.coatesville.org and you may have the census or not. You can go online and you can take the census right in the safety of your own home, so please get out there or get inside and take the census, those dollars are so important to the City of Coatesville. You know when you get those numbers up. Right now, we're probably at 37 percent so if we can get those numbers up to the 45-50 percent that'll be a record for the City of Coatesville but in reality, those numbers should be in the 80 and 90 percentiles. If you haven't taken a census please take it.
 - We updated the Farmers Market agreement. I'd share it with council members as well as the community. We are looking to launch a farmer's market in Coatesville. I hope and people cross their fingers that we'll be able to do something in the 4th quarter, this year with the Farmer's Market in the City of Coatesville.
 - I don't have to tell you that it's going to bring fresh produce to people they will be able to take various programs for our low-income population. We are excited about that and we're excited to work with the growing roots organization to bring that to Coatesville.
 - We also continue to provide ongoing information and communication with our state and local officials on this pandemic. The county commissioners have been wonderful and we have been able to speak to them and stay in the loop.
 - Coatesville is a unique city. We are proud of this community and we want to make sure that you know that we are standing in line for Coatesville. We are all working hard. We have been on the phone with the County Commissioners. We are trying to do our due diligence in bringing the City of Coatesville the necessary things to fight this pandemic.
 - Starting May 4th, Eagle disposal will resume bulk pick up. They will pick up one bulk item per week.
 - We are looking at two investors who are interested in the Train Station property. We are very excited about that.
 - We are working with Coleen Terry on acquiring a grant to support funding efforts over at the train station.
 - 2nd Century Alliance, MCDC, and the City of Coatesville will be partnering to launch a first-time homebuyer program. We are very excited about that. Hopefully, this will begin in the third quarter. It is designed to get residents who have been interested in buying a home through a program that will get them qualified to buy a house in the City of Coatesville. Thank you to 2nd Century Alliance and MCDC for coming together with the City of Coatesville to launch the program. MCDC is going to be leading the charge in terms of helping to get it off the ground. They are an action organization and they can get folks to come into programs like this. 2nd Century Alliance is going to assist with the coordination of bringing the credit repair companies out and bank mortgages. City of Coatesville part is to work with the two organizations to identify vacant properties and get these properties back on the tax rolls.

4. Finance Director

Mr. Troutman announced:

- Vice President and Council, we have provided detailed financials and analysis with a summary memo regarding the first quarter of 2020 through March 31.
- the highlight would be that the general fund is One Hundred Seventy-Four thousand dollars favorable to budget because a budget surplus for the first quarter where the revenues exceeded budget and expenses were less than budget. We had both sides of it working together

- Our cash reserves are ahead of what was projected and so we're well positioned at this point for the rest of the year subject to the obvious.
- We will continue to look and monitor the impact of the Covid 19 and report and work with city manager and assistant city manager for strategies tactics plans.

Citizens Hearings Non-Agenda Items Only (3 Minutes)

There were no citizens comments on non-agenda items only.

Ms. Al Amin made a motion to close citizens; hearings on non-agenda items only; Mr. Simpson seconded the motion. Motion passed 6-0.

Special Events

There were no special events at this time.

Council Comments

Mr. Simpson stated he has nothing.

Mr. Folks stated stay safe out there, wash you hands.

Mrs. Lawson asked everyone to stay safe out there, wash your hands. I just want to start out by saying it's so nice to see everybody. It's been a while since we have been together. I feel like a lot of people may be struggling with this isolation. There are resources out there, if you need anything. If anybody is watching you tube, and you feel you need anything, please reach out. There are resources in the County. This time isn't a vacation for a lot of people. I just want to encourage the residents to stay safe, stay home, stay six feet away from each other, wear your mask, wash your hands, just do what you need to do to get us out of this isolation and staying in our homes. For the Census, we have to do our census, we don't want to lose funding. If anybody saw the email that went out from 2nd Century Alliance, Coatesville stands to lose a lot of grant funding and things like that, if we do not do our census over the next ten years. We are only helping ourselves by doing the census. I encourage everyone to get out and do that. It is nice to see everybody. I kind of like this zoom thing. It's nice seeing everybody and have a good night. Chief, I hope your guys stay safe. I know it's dangerous out there for your guys. Thank you

Mrs. Hunt encouraged everyone to stay safe, practice washing your hands, wear a mask and again we want to just keep our president in prayer. thank you, and hope to see you all again soon thanks Amen and thank you.

Ms. Al Amin just wanted to say that together we can get through this is we continue o all work together. I want the residents to know that they are very important to Council and the staff. If you can stay home please stay home, stay safe and if you have to go out, please wear mask and remember to social distance. Chief, I pray that you and you guys are safe every day and Alderman and his guys are safe every day. I know, you know your guys are essential workers and you put your life on the line every time you got out. I want everyone to pray for our Council President. Just please, everyone remember to stay safe and we'll get through this.

Vice President Green stated we all need to make sure we are wearing our masks, that we are practicing social distancing, that we are looking out for our seniors. I want to thank Ms. Al Amin for all her efforts with the senior citizens. I was informed of all the things you have been doing and we just want to thank you for that. It's been a long process and it's probably going to be a little longer. I appreciate the administration for all that they are doing. This meeting tonight, you know to us and our residents, this is all new. I was fumbling there for a minute just trying to get used to not being in person and talking. I just

appreciate everyone and everything that they've been doing. The staff are working from home. This is an integration when you have to change the things that you normally do. I just want to acknowledge council members. I know it's been rough and you guys have been out here helping, informing and making sure that the residents know and have the information. Ms. Lawson reiterated the census and how important it is, It's very important, so residents, we got to get on top of that, we need to help our community and in order for us to help our community, you need to fill out that census and while we're home on a shutdown just go right online and fill it out it takes you know all of fifteen minutes to fill out. It's really, really important that we get that done. I'm just thankful and grateful the City is still operating, things are still getting done we're kind of on hold with a few things but we're still making progress. I just thank you. I'm so grateful. For our council president I ask in advance that everyone does continue to lift her up in prayer. I just thank everyone for attendance tonight. Be safe, be kind to each other and be helpful to each other. God Bless.

Adjournment

Ms. Al Amin made a motion to adjourn the meeting at 9:13 pm; Mr. Simpson seconded the motion. Motion passed 6-0.