



Minutes  
City of Coatesville  
Regular Meeting – 1 City Hall Place, Coatesville, PA  
Council Chambers  
Monday, November 22, 2021

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Council Present: President Lavender-Norris; Vice President Carmen Green, Councilwoman Khadijah Al Amin, Councilwoman C Arvilla Hunt, Councilman Donald Folks, Councilman Edward Simpson  
Council Absent: Councilperson Nydea Graves  
Staff Present James Logan, City Manager; Charles Huston, Assistant City Manager; Anthony Verwey, Solicitor; Richard Troutman, Finance Department; Chief Jack Laufer, Police Department; Ruthann Mowday, Recording Secretary

President Lavender-Norris announced Council held and Executive Session earlier to discuss personal real estate legal matters.

President Lavender-Norris announced Councilperson Graves would not be in attendance.

### **Approved Minutes**

Ms. Al Amin made a motion to approve the November 8, 2021 meeting minutes; Mr. Simpson seconded the motion. Motion passed 6-0.

### **Approval of Accounts Payables**

Vice President Green made a motion to approve the accounts payables; Ms. Al Amin seconded the motion. Motion passed 6-0.

Ms. Al Amin questioned the Fire Department uniform purchase for \$8,492 on page 9. Mr. Troutman explained these are the turnout gear that we get through the grant. This is the scheduled turnout gear that we get pursuant to their contract. They have to have two sets every 10 years, so they're on a schedule, but these are paid for by grants.

### **Presentations**

1. Steve Dobson: First Responders Recognition  
The Presentation will be at the next meeting.

2. Wagontown Road Award & Construction

Mr. Huston explained on the Wagontown Road Award, for those of you aren't aware, those of you who have lived in the area, Wagontown Road has been closed for five to six years, and Coatesville City joined with Valley Township to apply for county funds and some state funding, and the award has been given, so we're now in a process of working with getting Wagontown Road reconstructed and reopened. So right now, you can only go so far on East Glencrest up the hill. You can't go actually out to Mount Airy and to Road. This construction will be to fix that road. There's been some major erosion there that they've actually finally had to close it, but the work is being done. The bids will be going out. So we, as a City, have contributed through some county funds toward the overall construction. Wagontown Road actually split right down the middle. Half of it's in Valley, half of it's in Coatesville, so it was a good partnership between us and Valley to have Wagontown reopened. There's a lot of utilities in that road that are important, as far as water service coming in and electrical, so

getting Wagontown up and running is critical to us and to our neighboring partners. So the City of Coatesville committed \$500,000 a few months ago through a Resolution from the City Council, but that work will begin hopefully this wintertime, so I just want to report on where we are in the Wagontown Road construction.

### **Discussion Items**

1. Meeting Minutes

There was no discussion regarding meeting minutes at this time.

### **Citizens Hearings – Regular Action Items Only (3 Minutes)**

There were no citizens comment on regular action items at this time.

Vice President Green made a motion to close citizens hearing on regular action items only; MS. Al Amin seconded the motion. Motion passed 6-0.

### **Regular Action Items**

1. Receive and consider a motion to appoint Ajene Livingston to the Parks and Recreation Commission for the term 2021-2024 and reappoint Spartacus Lewis to the Zoning Hearing Board for the term 2020-2022

Mr. Folks made a motion to appoint Ajene Livingston to the Parks and Recreation Commission for the term of 2021 to 2024; Vice President Green seconded the motion. Motion passed 6-0.

President Lavender-Norris asked Mr. Livingston to speak. Mr. Livingston wished everyone a Good evening. Thank you. I wasn't planning on speaking. I was actually hoping that Mr. Bookman would be here to do enough talking for both of us, but all I'd like to say is thank you very much for the opportunity to serve, not only Council, not only the City, but also our community, and I'm looking forward to great things.

Mr. Folks made a motion to reappoint Spartacus Lewis to the Zoning Hearing Board for the term of 2020 to 2022; Mr. Simpson seconded the motion. Motion passed 5-1. Mrs. Hunt was the dissenting vote.

2. Receive and consider for first reading and authorization to advertise an Ordinance amending the General Laws of the City of Coatesville, Chapter 82, Building Construction, Section 82-21, Vacant premises registration; registration fee schedule,; Chapter 84, Contractor Licensing and Insurance Registration Certificate, Section 84-3 License fee; expiration; Chapter 84 Contractor Licensing and Insurance Registration Certificate, Section 84-7, Regulation of all contractors; insurance registration certificate and Chapter 193 Streets and Sidewalks, Article V, Trash and Dumpsters on Streets, Roadways or Sidewalks, to provide for the setting of fees by Resolution of City Council.

Ms. Al Amin made a motion to approve first reading and authorization to advertise an Ordinance amending the general laws of the City of Coatesville, chapter 82, building construction, section 82-21, vacant premises registration, registration fee schedule, chapter 84, contractor licensing and insurance registration certificate. Section 84-3, license fee expiration. Chapter 84, contractor licensing and insurance registration certificate. Section 84-7, regulation of all contractor's insurance, registration certificate, and chapter 193, streets and sidewalks, article five, trash and dumpster on streets, roadways, or sidewalks, to provide for

the setting of fees by resolution of City Council; Mrs. Hunt seconded the motion. Motion passed 6-0.

Mr. Verwey explained this Ordinance was something that we worked on, I worked with Mr. Troutman and Mr. Logan. If you'll recall, I think it was last year, we amended the Ordinance to allow for the setting of fees by resolution. We found a number of sections where the language is unclear with regard to allowing that to be set by resolution, so we cleaned that up. That's why there's a number of different Ordinance sections in this, but as the single subject being covered in the Ordinance relates to setting the fees by resolution as permitted by our prior Ordinance in section 108. So that's really just the purpose, is to clean that language up, to make sure we're consistent across all sections of the Ordinance in regard to fees being set by resolution of Council.

3. Receive and consider a motion to adopt the preliminary budget for 2022 and authorize publication of notice to consider the adoption of proposed budget

Ms. Al Amin made a motion to adopt the preliminary budget for 2022, and authorize publication of notice to consider the adoption of the proposed budget; Vice President Green seconded the motion. Motion passed 6-0.

Ms. Al Amin made a motion to close action items; Mrs. Hunt seconded the motion. Motion passed 6-0.

## Reports

1. Solicitor

Mr. Verwey announced since our last meeting, he attended a zoning appeal property located at 209 West Lincoln Highway. At the Council's direction, represented the City in that matter and obtained conditions on an approval. The approval allows the property, it's known as St. Stanislaus, to be used as a catering venue, but at the direction of Council, we obtained conditions to require off-street parking for the patrons of that facility to help protect the integrity of the parking for the local residents, and also a condition that we'll preserve the facade on that building going forward for many, many years, to preserve its historic place within the City; addressed real estate development matters related to the Flats; worked on Ordinances, including this evening's Ordinance, addressing fees; attended engineering and project update meetings on behalf of the City; worked on tax increment financing issues related to the sale of the Marriott Hotel property; and addressed certain land development issues related to the Brandywine View Project.

2. City Manager

Mr. Logan wished everyone a Good evening. Just a report out on business and economic development updates in our executive, I did provide an update on the following. Personnel, real estate projects and update, and opportunity zone projects. In addition to that, for public, we have been in discussions and meetings with econ partners in Cedarville. They have been providing the City with assistance to our letter of intent. If you recall, the last City Council meeting, I mentioned that we were entering into the grant phase for hazards mitigation, which that LOI was submitted November 15th, so we did get it off at the deadline. Enclosed in your packet, you'll see a letter from DCD, Department of Community Development, and you'll notice that our application for the Coatesville Train Station multimodal parking facility was not selected this round, but don't be discouraged. I did reach out and we did have a conversation with DCD. Because of the importance of the Wagontown Road project, which

we did submit an application for, so we actually have two applications in, that was selected to complete that much-needed repair work on Wagontown Road as Chip mentioned. So, we are still in the pursuit of a grant. We have been encouraged to reapply next spring for additional train station, or I should say garage parking, to build our capital stack for that. In addition, econ partners, along with City hall, we continue to seek storm water management funding to address the flooding and infrastructure challenges here in the City. On or before the 19th of November, the City will submit ... this time, we actually did submit it, that letter. In addition to the hazard mitigation letter I just mentioned, we are also seeking disaster relief funding for FEMA and FIMA. So again, we are working toward identifying funds to assist in our infrastructure here in the City. Let's see, on November 10th, there was a department of community development pre-construction meeting over at the old train station. We did receive a \$24,000 grant a few months back. That was going through the bid process. We met with the actual contractor. It was a very successful meeting. That work will begin in two weeks. Once the contractor secures all of his subs. On a new train station front, and this is a notice to our community, the 4th Avenue closure will begin soon. So that's good news for the City, but it may be bad news for some commuters because this is going to be the last time you'll be getting through that 4th Avenue underpass because that will turn into a new pedestrian walkway as part of the new train station. So, that development, or I should say the beginning of that development, started with the groundbreaking ceremony we had a couple of weeks back, and you will start seeing contractors coming into the City. They'll begin staging over on Fleetwood, and once we get the entire construction schedule from every of the contractors, we'll be able to put that information out. Second Century Alliance will help us with contacting residents near the 4th Avenue area, and we'll be working with Amtrak and PennDOT on any type of road signage and staging. So once again, the community will be informed of this construction, and it's not so much the end of construction you'll be able to drive there. This is it, this is the last days of the Fourth Avenue underpass. Yeah, take a picture. No more flooding over there, though. That's the good news.

On the community update, one of our community partners has a new name. Many of you may have heard that the Brandywine Health Foundation is now called the Alliance for Health Equity. They are charging new waters, or charting new water, to bring health and equity initiatives to Coatesville. We're very happy to see that they're turning more of their attention in the City of Coatesville. They have been doing some tremendous things throughout the year, and they hope that the City of Coatesville continues to support their efforts. Their new name is the Alliance for Health Equity. If you still go to the Brandywine Health Foundation's website, it'll just click you over to the new site. Now, the last item I have is, Chip and I recently had a meeting, we had our first meeting, with organizations that share our support for a first-time home buyer and equity vision. MCDC, United Way, Habitat for Humanity, and the Alliance for Health Equity attended. We discussed partnering and maximizing our collective resources to get first-time home buyers into some of the vacant properties throughout the City.

3. Assistant City Manager

Mr. Huston stated so as is habit, we'll start off with COVID. Bad news is we jumped from substantial to high. the numbers have risen over the last two weeks. A couple weeks ago, I reported we had 633 positives, this week was over 1,000. The incident rate has jumped from 120 per 100,000 residents to 200 per 100,000 residents, so we are seeing a spike according to Chester County Health Department within the county. Vaccination rates for fully-vaccinated folks still remains at 61. Partially vaccinated, however, jumped from 70% to 74%, so people

are at least getting their first vaccines and playing catch-up. The age group for the over-19s, vaccination rate is now 87%, for at least partially. 73% for fully. The under-19s have really only just begun, especially the under-12s, with approvals from the feds, from the CDC, so we'll see how long it takes them to catch up and bring some of the numbers up. City Hall will continue under all precautions into City for foreseeable future. As you can see today, we're wearing masks here for the meetings. Same thing in the offices. We'll still follow precautions here in the City.

4.

One of the things that we did go through, we talked about Wagontown Road, but we also know soon, the contract has been awarded for the Palmer Park phase two and phase three. The company selected is a homegrown company here, is Veterans, so we'll be meeting with them pre-construction. I guess we're setting a pre-construction meeting soon to get that organized and get that started as well. So, Palmer Park will hopefully start renovations either in the wintertime or in early spring when the weather breaks, so that's good news. Palmer Park is now going to be under renovation shortly. The contract is out, so that's great news for us.

Public Works team is gearing up for holidays. You'll see some things going on around town as far as flags and banners, we are still looking for a public works staff addition. In codes, we are all still looking for two part-time positions. We do have some interviews tomorrow, so hopefully we'll see something. For any one of these positions, you can go to the Coatesville website and type in Coatesville jobs, and that should bring you right to our open positions for the City.

This weekend you haven't seen these around, the first of the winter holiday popup shops will be held on November 27th and 28th, both Saturday and Sunday, at 228 East Lincoln. That is the old Army-Navy store. That will run from 4:00 PM until 8:00 PM. So, if you're looking to be a vendor, you want to contact Second Century Alliance, you want to reach out to Amber. Mr. Logan announced they sold out. Mr. Huston replied that's great news. Very good. Thank you, James. So never mind on that, but go shop. You have three weekends to go shop, you have this weekend coming up, the 4th and 5th of December and the 11th and 12th of December. So, shop local, spend your money with some of our local vendors who've taken these booth space. So that's great, I'm glad to hear that's going well. I think we'll talk about the Pavilion of Trees when we get to special events number nine. And so, the final one for me is, this week is Thanksgiving week. We will be normal hours, obviously today, tomorrow, and Wednesday. The offices will be closed Thursday and Friday for the holiday. We'll reopen on Monday at 8:38.

5. Finance Department

Mr. Troutman provided an update for finance is the same page that you saw in the budget presentations that is included in your package for the end of October results, year to date. Shows a \$419,000 surplus for the general fund, and as we've talked about throughout the year, we need to build up a bank of money because of the December expected delay in the one sale. So, we're on track, so it's just a reiteration of, we're on track. Nothing has surfaced in the last week or so since we've talked. So that's on the financial side, but then the other update I would give is that ... or I will give, is Keystone Collections, who is our principal tax collector for both our real estate for current year, our solid waste for current year, and they also do the earned income tax for the county. They had their audits, and they got the best results that were available from their auditors. For their system controls, they were operating

effectively and without exception, so it gives us a little comfort level that their back room is safe, secure. With that, that concludes my comments.

### **Citizens Hearings Non-Agenda Items Only (3 Minutes)**

#### Wendy Whitaker

Ms. Whitaker commended the City for the removal of the debris that was under 4th Avenue underpass right after the gentleman had asked it to be done. Questions were asked to me while I walked the streets of Coatesville, people were wondering why the veteran signs or banners had been taken down and not ... or put back up. A street sign at Woodland Avenue and Oak Street needs to be replaced. It's not there at all, so the cross sign that has Woodland Ave and Oak Street. Now, I did get a petition for stop signs, and I'll just read it real quickly. We, the undersigned residents of Coatesville Second Ward, would like to have stop signs placed in two locations which surround Ash Park, 4th Avenue, and Maple Ave for traffic flowing both ways north and south on 4th Avenue. There is an entrance to Ash Park there at that intersection, and then one at Rosemont Avenue and Walnut Street for traffic flowing both ways east and west on Walnut Street, and possibly along with the stop signs, to have crosswalks painted in those designated areas. The concern is with children going to the park and it's also still a school zone there because the Gordon Learning Center is there, so we just feel the increase. I have 35. I don't know if I need to get more. I can turn these in to you. I have 35 signed petitions, so that is pretty much a what I have to say. I came under three minutes.

Vice President Green made a motion to close Citizens hearings on non-agenda items; Ms. Al Amin seconded the motion. Motion passed 6-0.

### **Special Events**

#### 1. Holiday Events and Activities

Mr. Huston announced the Pavilion of Trees. That is open to voting beginning on December 6th through the 11th, and then the winners will be announced on the 11th with the actual tree lighting, and that'll be on Gateway Park. First up, though, is the kickoff with the Christmas parade. That is only a week and a half away. Think about that. December 4th is crashing at us in a hurry. So, the parade is not this coming Saturday, but following Saturday, along Lincoln Highway from 82, all the way out to the tennis courts at 11th, so get a good turnout for that. We talked about the pop up and shop coming into downtown. We have, I've heard from the Lukens Office Building, they will have their Christmas again over at the office building on the Friday night; the 10th, I believe. So, there's that to go to, and I'm sure there's other local events as well, but that's a very short, quick rundown of some things going on for the Christmas holidays. Friday night, the 10th, that would be over at the Lukens Office Building, the historical area. They're going to have their lighting and party over there for that night. So, we have the parade on the 4th. We have the voting for the pavilion from the 6th to the 11th. The 10th is the Lukens Office Building will be open for people to come to. The 11th then would be the actual tree lighting on Gateway Park

### **Council Comments**

Mr. Simpson thanked everybody for coming out and to remind everybody to show up for the events, particularly the Christmas parade. It's a pretty good event. Look forward to seeing everybody out there. I'll be out of town the weekend of the 11th and 12th for my grandson's birthday, so I won't be around. I'll be in New Jersey for that. But in the spirits of keeping with the holidays, we only have one meeting in December? I'd like to make a motion that for the next meeting, we give Mr. Logan a Christmas present and put his Council contract on the agenda of our next meeting. Mr. Folks

seconded the motion. President Lavender-Norris said Merry Christmas. Mr. Simpson said I just made a motion and Mr. Folks seconded the motion. President Lavender-Norris asked all in favor? Poll Council. Mr. Simpson stated No, I made a motion. Mr. Folks seconded the motion. Mr. Simpson said so, when you make a motion. President Lavender-Norris asked oh, you were serious? Mr. Simpson replied yes. I made a motion, he seconded. Mr. Folks asked Mr. Logan to poll Council. Vice President Green said no, we don't need to make a motion and add it to the agenda. Mr. Simpson said I made a motion. President Lavender-Norris asked Mr. Verwey since its council comments, can he make a motion for comment? Mr. Simpson asked under Robert's Rules of Order, we're permitted to make motions, aren't we, Mr. Verwey? Mr. Verwey replied I think we're in comments and business is terminated, but I do think, though, that it's clear that that would be on the agenda. I don't know that it requires a motion to be placed on the agenda. Mr. Simpson stated well, I made a motion and I'd like to ... He seconded, so we'd like to make the motion. Under Robert's Rules of Order that we adopted in the beginning of the year, I think it gives Council the right to make a motion at any time, I believe. Mr. Verwey stated it is the conduct of the business of Council. Mr. Simpson explained this isn't for official action. This is just to add something. Mr. Verwey stated its just information. Mr. Simpson stated well, but no, the official action would be at the next meeting, correct. Mr. Verwey stated well, it's official action in that, if you face the agenda, other ... when you could just request that. You're taking formal action to direct the Council to take an action, that is placed on the agenda. Mr. Simpson stated there's a motion on the table and it's been seconded, so we either vote it up or vote it down. President Lavender-Norris replied but from what our solicitor is saying, we should not be taking the action, so would you consider rescinding? Mr. Simpson replied No. President Lavender-Norris asked Mr. Folks if he is rescinding. He replied No. President Lavender-Norris asked so do we conduct the business or no, Mr. Verwey? Yea or nay? Mr. Verwey stated take a vote. President Lavender-Norris asked are you saying take a vote, but are we in order to do that? Vice President Green, Ms. Al Amin and Mrs. Hunt stated we are not in order. President Lavender-Norris asked Mr. Verwey that is what we need to know. Mr. Verwey replied I don't think we are, but rather than sitting here and debate it. Mr. Folks rescinded his second. President Lavender-Norris announced Mr. Folks rescinded his second. President Lavender-Norris stated there is no second. Ms. Al Amin stated to send an email asking for the item to be placed on the agenda for the next meeting. President Lavender-Norris stated it will be on the next meeting agenda. However, Mr. Folks rescinded his second, so is there a second for Mr. Simpson's motion? Okay, seeing there's none. Mr. Folks stated we would've been here all night. We would've been here all night. I'm telling you.

Mr. Folks thanked everyone for coming out to the meeting. One of the executive board's concerns, I know chief was working on that. Politics, tell you that right now. Happy Thanksgiving, everybody. If I don't see you, have a Merry Christmas. Going out of town for a while. I don't know when, but ... Pray with your family. Have a good night. Thank you.

Mrs. Hunt wished a good evening to everyone. Thank you coming and spending the evening with us. Thank you for your concerns. I wish everyone a happy and blessed Thanksgiving. We look forward to seeing you next month. And just remember to keep in mind all of the events that are going to be going around the City, and invite your families and your friends to attend along with us. Thank you, have a good evening.

Ms. Al Amin thanked everybody for coming out. Mrs. Whitaker, thank you for bringing your concerns and your desires for the stop signs of the residents in the second ward. For all those that celebrate, I hope that you have a wonderful Thanksgiving. I hope that everyone is able to attend the Christmas parade. The parades are always very nice, and I just hope everybody has a good night.

Vice President Green thanked everybody for coming. I really love this time of year, and over the years, I've learned to be thankful and grateful for all things, whatever my circumstance may be. And just Thanksgiving season, Thanksgiving being Thursday, just take the time to be with your families, be thankful for what you have. Sometimes we caught up in ... God has been merciful and great to us in the midst of that's been going on, so be thankful. Enjoy your families. This time is so important, and as everyone said, just come out to the events and celebrate the holiday with us and with your family. So, thank you all, have a great night.

President Lavender-Norris echoed her colleagues with regard to saying thank you for coming out and wishing you all the very best for the holidays. I do, however, want to share with you that we have vacancies. We need some seats filled on our boards and commissions. So, our Board of Housing and Appeals has two vacancies, and they're three-year terms. The Board of Use and Registration Appeals have three vacancies, and they're three-year terms. The Solid Waste Review Board has three vacancies with a three-year term. The Uniform Construction Code Appeals Board, we never really used it, so that vacancy is almost unnoticed. The Zoning Hearing Board has three alternate vacancies for three-year terms. And then under the commissions, Parks and Recreation Commission, they're four-year terms, and there are four vacancies. Technology Commission has three-year terms with four vacancies. And then for committees, the Fire Advisory has two vacancies. So, if you're interested, please, we need you to be a part of the City moving forward. Fill those seats, make decisions, and give us instruction, because once you make a decision, you bring it to Council, and then Council moves on it. We want to move the City forward, so please consider filling a seat. If you know someone that's interested, encourage them, look on the website. It gives a breakdown of what each board or commission member is accountable for. So, consider that. We'll be thankful, we'll be grateful, and we'll move forward as one. Thank you so much for coming out. God bless you all. Enjoy your family and your Thanksgiving, and we look forward to seeing you on the 4th. Well, no, not even that far out. At the popup shops, and then on the 4th for the Christmas parade, so God bless and have a good evening.

### **Adjournment**

Ms. Al Amin made a motion to adjourn the meeting at 8:25 pm; Mrs. Hunt seconded the motion. Motion passed 6-0.

This meeting was conducted live and posted on YouTube the following day on the link below:  
<https://www.youtube.com/channel/UC1u3VUIQr4r0xII0xv1HmvA>