



Minutes
City of Coatesville
Regular Meeting – 1 City Hall Place, Coatesville, PA
Council Chambers
Monday, March 28, 2022

Council Present: President Lavender-Norris; Councilwomen Charrisse Allen, Councilwoman Khadijah Al Amin, Councilwoman C. Arvilla Hunt and Councilman Donald Folks, Councilman Edward Simpson
Council Absent: Vice President Carmen Green
Staff Present: James Logan, City Manager; Charles Huston, Assistant City Manager; Robert Jefferson, Solicitor; Richard Troutman, Finance Department; Chief Jack Laufer, Police Department; Ruthann Mowday, Recording Secretary

President Lavender Norris announced an Executive Session was held earlier this evening to discuss personnel, real estate and legal matters.

President Lavender Norris announced Vice President Green would not be in attendance.

Approved Minutes

Mrs. Hunt made a motion to approve the March 14, 2022 meeting minutes; Mr. Folks seconded the motion. Motion passed 5-0-1. Ms. Al Amin abstained due to her absence.

Approval of Accounts Payables

Ms. Al Amin made a motion to approve the Accounts Payables minus check for claim #195848; Mr. Folks seconded the motion. Motion passed 6-0.

Ms. Al Amin questioned invoice number 6194729, and I did look at actual invoice, but repairs and maintenance for the sweeper, \$9,465.74. I don't know. We do regular maintenance on the sweeper and repairs when necessary. Rich, is that a little higher than it normally is for the end-of-the-year maintenance? Mr. Troutman replied yes, there are two engines. Both engines needed work, plus all the things that are listed on the invoice. So, we went through a lot of back and forth on the invoice, Mr. Logan, Mr. Scott and I. But there were some extra iterations done with the repair company to get the price down. Ms. Al Amin asked what year the sweeper was. Mr. Troutman said he thought ten years. Ms. Al Amin stated I thought we got a new one since I've been on Council. Mr. Troutman said he would look into it. MS. Al Amin stated it is impossible for it to be 10 years old, because we voted on that sweeper during my tenure on Council and I January, I just started my second term. Mr. Troutman stated then it must be five years. Ms. Al Amin asked Mr. Troutman to check that for her because she ran in a special election and didn't start until 2018. I started in May 2018. Mr. Troutman replied yes, he would look into it. Ms. Al Amin stated I just want to know, if you could find out if that's standard, and maybe if you can clarify what engine work had to be done because for it to have two engines and both engines that need work on a fairly new and maybe how long the warranty was for. But if its engine work, warranty is usually a little bit longer than everything else, I think. Mr. Simpson asked when it went in for service? Does anybody know? Okay. It had to be a couple of weeks ago, maybe three or four. Well, my question is we stopped running that thing in November. Why couldn't we send it over prior to winter and have all this done prior to waiting until spring when it goes back into operations? It's like we wait until the last minute. To me, it should have been over and done with. Ms. Al Amin announced it's done. This is the bill that was just submitted. They put it in, and now it's ready to go back down, but it's got from November until whenever. But now it's repaired. It just seems almost \$10,000 for a fairly new and I get it's commercial, so it's going to cost more for work, a lot of times. it's covered a little bit longer than other parts. MR. Troutman explained It finished late November, even first week of December, I believe they were still doing sweeping. So, we intentionally don't do winterizing until February before we start winterizing equipment. Because we don't want bills in January because

taxes don't come in until February, and this was done in February. But as I said, to get the pricing down, etc. So that took another couple of weeks because it didn't work. So there is a timeline. But I just don't have the paperwork to say what the year is or the make. Mr. Simpson explained the costs of engines is expensive. I just had an engine rebuilt and it was \$41,000. Ms. Al Amin stated I know it's expensive, but what I was saying is usually, when vehicles are within a certain time frame. I know when I buy new cars for a certain many miles or certain many years, the engine, the transmission, there's certain things that are under full warranty. And I know the sweeper's not that old because it was bought since I was on Council. So, I was just curious to see if any of them would be under warranty.

Presentations

1. DEPG – Steve DePetris

There was no presentation at this time.

Discussion Items

1. Minutes

There was no discussion on minutes at this time.

Citizens Hearings – Regular Action Items Only (3 Minutes)

There were no comments on citizens hearings regular action items only.

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

Regular Action Items

1. Receive and consider a motion to promote - Officer Thomas J. Mack and Officer Nicholas P. Thornburn from Part Time Officers to Full Time Officers.

Mrs. Hunt made a motion to promote Officer Thomas J. Mack and Officer Nicholas P. Thornburn from Part Time Officers to Full Time Officers; Mr. Folks seconded the motion. Motion passed 6-0.

Chief Laufer explained the Department is two short of our full-time officer complement of 27. Currently at 25. Those two vacancies occurred one last year with the early retirement of an officer and then one in January of this year when an officer left to go to the County Detective's office. So that generated two openings and our full-time officer complement. We have selected Officer Thornburn and Officer Mack from our part-time officer list to be promoted to full time. That was after decision was going through with all the noncommissioned officers, the corporals and sergeants, along with the lieutenant, brought the recommendations to me for promotion of Nicholas Thornburn, who's been with the department since November 1st of 2022. Excuse me. Of 2021. He completed his FTO program on January 4th. Just a quick background. He's a Downingtown East Graduate Lock Haven University, degree in Criminal Justice and a minor in Psychology. He was the class lieutenant for his police cadet class with Delaware County Community College, and he has experience working at Chester County Prison and the Oxford Borough Police Department. And Officer Thomas Mack joined the Department on November 29th of 2021. Completed his FTO program on February 15th. He's a graduate of Monsignor Bonner High School, Delaware County Community College for his act 120 certification and he has experience as a youth counselor with the Glen Mill School in dealing with troubled youth. So, we are pleased with their performance to date as part-time officers. Their backgrounds were completed, and they are favorable. And we are proud to recommend them for a full-time employment with the City of Coatesville. Just one note with Officer Thomas Mack. Those of you who have been following the death of the two troopers in the news on I-95 from last week, the one trooper, Mack, is our Officer Thomas Mack's brother. So his funeral services are viewing this Wednesday night and funeral on Thursday, which we will be attending and representing the city and supporting Officer Thomas Mack.

2. Receive and consider a motion to waive the Roadway Restoration fee associated with the Road Opening Permit. (Pennsylvania American Water Projects)

Ms. Al Amin made a motion to waive the Roadway Restoration fee associated with the Road Opening Permit. (Pennsylvania American Water Projects); Mrs. Hunt seconded the motion. Motion passed 6-0.

Mr. Logan explained annually, you all know that PA American Water does work here in the City of Coatesville. We've had a long-standing relationship with them. For some of the work that they do, we have agreed to waive the permit application fees. Some of the work that we benefit from PA American Water in the City is new roads, usually curb to curb if they're doing some work in the center of the road. This particular permit, I'm going to read them off to you the locations. So we have about four. The first road opening permit application is for West 6th Avenue to dead end to Lemon Alley. The second is Oak Street from Thompson Place to Woodland Avenue. The next is Sewer Alley from the dead end to Memphis Street. The next on 700 Block of Merchant Street near 7th to North A. And that's it. It's those four locations that work will be done by PA American Water. Mr. Folks asked if they are still planning on the pumping station. Mr. Logan explained they are still planning to build a pumping station. Right now, we're trying to-- because it's a paper street, we're looking for the deed to make sure that the city owns that street before they can start construction there. So, some of the files are so old they're not in archives. We're reaching out to the County so we can find out where the paperwork is. But according to our Codes Department and Codes, the paper streets are supposedly owned by the city, but in order to do this work, the American Water is requesting actual documentation. Mr. Simpson asked are we correct in assuming for us to waive these permit fees, all the streets that you listed, they're going to pay curb to curb? Mr. Logan replied I didn't read the full details, but some of the description of work, for example, the sewer alley from the dead end to the Memphis Street, description of work is replaced 280 of the clay sewer main with an eight-inch pipe. So, some of the pipe work is going to be done. I don't know if it's-- oh, both the sides, curb to curb. Ms. Al Amin stated they say curb to curb at the bottom of the pages. Mr. Logan said the area proposed work. Curb to curb. And this is the one that I just mentioned for the sewer alley. So curb to curb on that one curb to curb-- Yes. Looks like all of them are curb to curb. But sometimes they only will do a portion of the street. Mr. Simpson asked why would they only do a portion of the street? We're waving all the permits? They used to pave curb to curb on anything that they did. Mr. Logan stated he didn't know what the city did in previous years. Mr. Jefferson stated he can tell you that there's two permit fees. One is the application fee, it's \$95, and then there's a square foot per opening fee associated with that. What they're waving or what's being proposed to be waived is the square foot portion, not the \$95 portion. Mr. Simpson said it's a great deal. We worked this out years ago with them, but we are getting more out of it by waiving the fees. But I noticed that they did one street and they only paved-- I think it was your street, wasn't it? And they only paved half of it. And it's supposed to be curb to curb, so that we need to make sure that when they come in for the permits that we waive them. But it's like you understand that our agreement is curb to curb. If we're waving all the fees as we're getting ready to vote on, and they have to understand it's curb to curb, and not sometimes, but all times. Mrs. Hunt explained as she had mentioned a few meetings ago concerning Harlan Drive with work that they did, I think, over two years ago, and it's patchy, but they never went back and did that complete job from curb to curb. And I get a phone call from Ms. Hart often to see if that could ever be done. Mr. Folks asked what happens when a resident gets somebody, like they have a water leak and they go to the curb, past the curb, and they do that section and that's it? They come back, they're paving, but over time, it sinks. Who fixes that? Mr. Logan state they should come back and repair that. Mr. Simpson stated its on us to call them and tell them to come back and fix it. So, they will-- I mean, it's their responsibility to put it back the same, if not better, then it was when they did work. Mrs. Hunt explained when they did Third Avenue, they didn't put the same material back on Third Avenue because, remember, it was like that concrete and they put that tar. So, the quality of the material was nowhere near what they dug up. Ms. Al Amin asked when they come in for the curb, will you confirm that if they're going to do curb to curve. Mr. Logan stated it says it on the form.

Ms. Al Amin stated yeah, but it said it before and they didn't do it. How are we going to assure that they actually do it? Mr. Logan stated the engineer will be out there. Cedarville monitors what they do.

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

Reports

1 Solicitor

Mr. Jefferson announced he provided a more detailed attorney-client privilege report to council. Since council's last meeting, I provided and continued to provide legal advice to the city regarding a potential amendment to the zoning ordinance. I provided and continued to provide legal advice to the city regarding land development matters. I submitted a brief to the zoning hearing board solicitor on March 25th, 2022. I continue to work on an appeal to the Commonwealth Court.

2 City Manager

Mr. Logan explained he discussed real estate and some personal matters in executive, moving on to business and economic development here in the city. Rich and I, finance director-- we had a wonderful opportunity to meet with Outfront Media. This is the new company that purchased the Catalyst digital billboard out on the 30 & 82 bypass. It looks like it's going to be a good, healthy relationship with them. They had mentioned during our first meeting that they want to be involved in the community. So hopefully, we'll be able to engage them, maybe not so much this year. But certainly, they want to be a part of some of our initiatives for next year. But I just wanted to say thank you to Rich working through all of the particulars with the contract with Catalyst as they kind of made the transition from Catalyst to Outfront Media. Thank you very much, Rich, on that. This morning, many of you know or were aware of that Chrissy Houlihan and her staff was here at City of Coatesville where they paid a visit to the city to discuss the VA Medical Center and the infrastructure conversation in a town hall meeting format. We had over 80 attendees here. They presented questions and concerns around the proposed-- and I say again, proposed closure of the VA. Chrissy Houlihan went on to discuss the infrastructure and some ways how the infrastructure money can be spent, not only in the municipality but throughout this county. So, it was a very informative town hall meeting. It was nice to kind of have it hosted here. Again, a number of residents showed up. It was great and we hope that we can continue having town hall meetings here at City Hall. Last week, I had the opportunity to be part of a pre-construction meeting with our city engineer Cedarville and PennDOT's contractor to replace a gas main line on Olive Street. This is going to be in front of the Scott Middle School, basically right in front. So that whole area there, if you guys are familiar with it, it's where the buses kind of drop off and pick up the kids. That entire street is going to be shut down from April to about June. Now they're going to try to work through the hours, because it's a pretty busy area, and do some of this work in the evening. So, they will be reaching out to the Coatesville Area School District as well as the city. Chief, I'm sure they'll be reaching out to you, just kind of let you know that if they do decide to do some evening work, everyone's informed. But again, it's just more work that PennDOT plans to do in the City of Coatesville. The last item I had was last week, Councilman Simpson and-- let's see who else was there. I think that you were the only one, Councilman. We attended a downtown merchant meeting that was hosted by Second Century Alliance at Presence Bank. Three of our officers-- two of our officers attended as well as our police chief. And the officers talked about the importance of urban planning here in the community and how the police department will help support existing and new businesses, navigate through safety measures, working with our police department as well as the importance of surveillance cameras. So, it was a well-attended meeting. There was about 20 people there, maybe. We were happy to see the new owner of Kings Tavern attend this meeting. He was there with his wife. He's a gentleman that plans to do more in the City of Coatesville by opening two potential two restaurants right off of Lincoln Highway. So, it was a nice kind of introduction to the owner, and we welcome him. And we look forward to working with all of the merchants that attended that meeting.

3 Assistant City Manager

Mr. Huston said I'm still going to do these meetings from home for the short term because of other things, but my report tonight should be relatively short. The COVID numbers in Chester County continue to fall. Two weeks ago, it was 60 per 100,000. This week it's being reported as 30 per 100,000. And the bed rate dropped from 3% to 1.5%. So, we're doing the right things as a community. We're keeping things going. Keep your hands washed, masks on. If you are immunocompromised, just do the right thing and keep things going as we are and we'll-- two weeks is two years. That's how long it's taken to kill this curve, but we're going full steam ahead. As James mentioned earlier, I use the term it's Orange Cone season. It is time for road projects, street projects closings, openings. So, we ask the residents of coastal to keep an eye on our website and our Facebook page for announcements like we had today about closing down four streets for Pennsylvania American Water, the gas company, there'll be some construction going on. They may have to temporarily close the road down to allow some construction materials to be getting in and out. So, keep an eye out for closures coming around the town over the next few weeks. James just mentioned the possibility of two new openings in the city. There are a lot of thing is going behind the scenes. We've had a couple inquiries this week regarding some of the vacant properties on Lincoln Highway. So, we'll be working with those potential owners and operators of businesses downtown over the next few weeks and see what they've got planned from Public Works. We're moving into pothole season. So, on top of orange cone season, it's also pothole season. I know Jules has been very busy filling potholes. If a pothole pops up that you don't know that we're on our schedule, please call the main number, 610-384-0300, and leave Barbara a note about what street and what corner or whatever that pothole may be. And we'll send the crew out to try and fix that as best as we can before it gets too bad. Once it gets really bad, it's a little harder to do cold patch and now we can do cold patch. In codes, there's a lot going on behind the scenes there as well.

4 Finance Department

Mr. Troutman explained the finance report for the period through February. So, we need to understand it's only two months. This beginning of the two months of the year, which is very little of the tax revenues have come in through this period of time. So, the two soundbites would be is we're still working through timing issues, but in general, we're fine so far. And then the specifics go into some of the timing issues are the real estate taxes were lagging in February, but they more than made up for it in March. So, we're not done yet with all of March and we're already ahead of where we were. We were ahead of the whole month of March when we were in the middle of March. we're doing okay and we just have to wait for some of the timing to settle in. We still have some things that will happen in April that we thought were going to happen in the first quarter. So, we're still going to have timing issues. But overall, we're doing okay. And the same thing is really happening in the solid waste fund as well. It's just early in the year. But everything we're seeing is there's timing issues. So, I'm not scared of where we're at. You just don't see it yet. So that's kind of one of the things you're going to have to trust that we're looking at it and we'll let you know if we see a gap that we're concerned about. But right now, we're not at this point.

Citizens Hearings Non-Agenda Items Only (3 Minutes)

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

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

Special Events

There were no special events at this time.

Council Comments

Mrs. Folks wish everyone a good night. Thanks for coming out.

Mr. Simpson thanked everyone for coming out. I appreciate it. I just don't want to go first all the time. It used to be one way then another way. And that's the way we ought to go back to. But that's all right. That's all right.

Mrs. Hunt wished everyone a good evening. Thank you for coming. Have a blessed evening.

Ms. Allen thanked everyone for coming out. Have a good night.

Ms. Al Amin wished everyone a good night, everyone. Thanks for coming out.

President Lavender Norris stated Praise the Lord. I just want to say my faith is what has driven me to service and with faith, nothing's impossible. Without it, nothing is possible. And by the Grace of God, our faith is going to take us forward and make things possible.

Adjournment

Ms. Al Amin made a motion to adjourn the meeting; Ms. Allen seconded the motion. Motion passed 6-0.

This meeting was conducted live and zoom.