



*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*  
*Susan Dennis, Board Member*  
*Elizabeth Williams, Board Member*  
*Steven A. Hann, Esquire, Solicitor*  
*Bruce Conner, Jr., Interim Executive Manager*

**MINUTES**  
**Board of Directors**  
**STORMWATER AUTHORITY**  
**OF THE CITY OF CHESTER**  
**December 10, 2024**

The Board of Directors of the Stormwater Authority of the City of Chester held a Board meeting on Tuesday, December 10, 2024, at the Stormwater Authority office located at 29 East 5<sup>th</sup> Street, Chester, PA 19013.

**Call to Order**

Ms. Livia Smith called the meeting to order at 10:02 a.m. Ms. Smith asked the Executive Secretary (Vanessa Gosa) of the Stormwater Authority of the City of Chester if she had verification of the published meeting.

**Verification of Published Meeting**

Executive Secretary (Vanessa Gosa) stated that the notice of the published meeting appeared in the Delco Times on Tuesday, November 26, 2024. On that same date, the verification of published meeting was forwarded via email to Solicitor, Steven Hann. Mr. Hann confirmed receipt.

**Roll Call of the Board**

The following people were present: Mr. John Shelton (Board Member); Mr. William Riley (Treasurer); Ms. Portia West (Vice-Chair); Ms. Joan Neal (Secretary); Ms. Joy Taylor (Board

Member); Ms. Joy Taylor (Board Member); Ms. Elizabeth Williams (Board Member); Ms. Susan Dennis (Board Member); Mr. Fred Green (Board Member); and Ms. Livia Smith (Chair).

Livia Smith stated that before beginning the meeting she would like to make note that after the meeting, there will be an executive session to discuss personnel and legal matters.

### **Prayer/Pledge of Allegiance**

Prayer led by Livia Smith, Chair. Pledge of Allegiance followed.

### **Public Comments on Agenda Items Only**

None.

### **Approval of October 8, 2024 Minutes**

Livia Smith (Chair) asked that a motion be made approving the October 8, 2024, board meeting minutes. Mr. Fred Green made a motion approving the October 8, 2024, board meeting minutes. Mr. John Shelton seconded the motion.

### **Motion for Approval of the October 8, 2024 Board Meeting Minutes**

Mr. John Shelton (Yes); Mr. William Riley (Yes); Ms. Portia West (Yes); Ms. Joan Neal (Yes); Ms. Joy Taylor (Yes); Ms. Elizabeth Williams (Yes); Ms. Susan Dennis (Yes); Mr. Fred Green (Yes); and Ms. Livia Smith (Yes). Motion carried.

### **Approval of November 8, 2024 Special Meeting Minutes**

Livia Smith (Chair) asked that a motion be made approving the November 8, 2024, board meeting minutes. Ms. Portia West made a motion approving the November 8, 2024, board meeting minutes. Mr. John Shelton seconded the motion.

### **Motion for Approval of November 8, 2024 Special Meeting Minutes**

Mr. John Shelton (Yes); Mr. William Riley (Yes); Ms. Portia West (Yes); Ms. Joan Neal (Yes); Ms. Joy Taylor (Yes); Ms. Elizabeth Williams (Yes); Ms. Susan Dennis (Yes); Mr. Fred Green (Yes); and Ms. Livia Smith (Yes). Motion carried.

### **Approval of the 2025 Holiday Schedule**

Livia Smith (Chair) asked that a motion be made approving the 2025 Holiday Schedule. Mr. John Shelton made a motion approving the 2025 Holiday Schedule. Ms. Susan Dennis seconded the motion.

### **Motion for Approval of the 2025 Holiday Schedule**

Mr. John Shelton (Yes); Mr. William Riley (Yes); Ms. Portia West (Yes); Ms. Joan Neal (Yes); Ms. Joy Taylor (Yes); Ms. Elizabeth Williams (Yes); Ms. Susan Dennis (Yes); Mr. Fred Green (Yes); and Ms. Livia Smith (Yes). Motion carried.

### **Approval of the 2025 Board Meeting Schedule**

Livia Smith (Chair) asked that a motion be made to approve the 2025 Board Meeting Schedule. Ms. Susan Dennis made a motion approving the 2025 Board Meeting Schedule. Mr. Fred Green seconded the motion.

### **Motion for Approval of the 2025 Board Meeting Schedule**

Mr. John Shelton (Yes); Mr. William Riley (Yes); Ms. Portia West (Yes); Ms. Joan Neal (Yes); Ms. Joy Taylor (Yes); Ms. Elizabeth Williams (Yes); Ms. Susan Dennis (Yes); Mr. Fred Green (Yes); and Ms. Livia Smith (Yes). Motion carried.

### **Solicitor's Report**

**Submitted By: Steve Hann, Esquire  
December 10, 2024**

### **TO THE BOARD OF DIRECTORS:**

#### **1. STORMWATER FEE CASE BEFORE PENNSYLVANIA SUPREME COURT**

Dealing with stormwater fees that could have a major impact on municipal entities that assess stormwater fees in the Commonwealth of Pennsylvania. The Pennsylvania Supreme Court has yet to issue a decision. As soon as a decision is issued, the solicitor will provide the Authority with an analysis of the Court's opinion.

#### **2. MATTER BEFORE THE UNITED STATES BANKRUPTCY COURT FOR THE EASTERN DISTRICT OF PENNSYLVANIA**

In the matter involving the debtor City of Chester before the above-referenced court, the depositions of Dr. Strand and Chairperson Smith were taken in October. Counsel from the solicitor's office was present at these depositions.

#### **3. MUNICIPAL LIEN – SPROUL STREET**

The solicitor was contacted by American Heritage Federal Credit Union regarding a property on Sproul Street in which the aforementioned entity is the owner. The solicitor has contacted Portnoff Associates for any additional information regarding this matter.

#### 4. STORMWATER FEE ASSESSMENT FOR REMINGTON STREET

The solicitor is drafting a letter to the owner of a property on Remington Street regarding a stormwater fee assessment and request for credit.

Livia Smith asked for the Chief Financial Officer's Report. There were two items for approval which are: 11(a) Approval of Report on Current and Most Recent Expenditures and 11(b) Approval of Salary Adjustments.

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

Livia Smith (Chair) asked that a motion be made for the Approval of Report on Current and Most Recent Expenditures. Ms. Joan Neal made a motion approving the Report on Current and Most Recent Expenditures. Ms. Portia West seconded the motion.

##### **Motion for Approval of Report on Current and Most Recent Expenditures**

Mr. John Shelton (Yes); Mr. William Riley (Yes); Ms. Portia West (Yes); Ms. Joan Neal (Yes); Ms. Joy Taylor (Yes); Ms. Elizabeth Williams (Yes); Ms. Susan Dennis (Yes); Mr. Fred Green (Yes); and Ms. Livia Smith (Yes). Motion carried.

##### **Approval of Salary Adjustments**

Livia Smith (Chair) asked that a motion be made for the Approval of Salary Adjustments. Mr. John Shelton made a motion approving the Salary Adjustments. Ms. Susan Dennis seconded the motion.

Mr. Fred Green had a question in regard to the salary adjustment. Livia responded that there are no salary adjustments before the Board, however, she is asking for approval to consider the adjustments at a later time. Livia stated that there may be another special meeting held to approve of what salary adjustments can be made. This item will be put on hold.

The next item on the agenda was the Human Resources report. There were three items for approval: a) Approval of Kenneth Thompson for FMLA; b) Approval to acquire Communications/Web Development Consultant; c) Approval to acquire Public Relations Consultant.

**Approval of Kenneth Thompson for FMLA**

Livia Smith (Chair) asked that a motion be made to approve Kenneth Thompson for FMLA. Joy Taylor made a motion approving Kenneth Thompson for FMLA. Joan Neal seconded the motion.

**Motion for Approval of Kenneth Thompson for FMLA**

Mr. John Shelton (Yes); Mr. William Riley (Yes); Ms. Portia West (Yes); Ms. Joan Neal (Yes); Ms. Joy Taylor (Yes); Ms. Elizabeth Williams (Yes); Ms. Susan Dennis (Yes); Mr. Fred Green (Yes); and Ms. Livia Smith (Yes). Motion carried.

**Approval to Acquire a Web Development Consultant**

Livia Smith (Chair) asked that a motion be made for the Approval to Acquire a Web Development Consultant. John Shelton made a motion for approval to acquire a web development consultant. Fred Green seconded the motion.

**Motion for Approval to Acquire a Web Development Consultant**

Mr. John Shelton (Yes); Mr. William Riley (Yes); Ms. Portia West (Yes); Ms. Joan Neal (Yes); Ms. Joy Taylor (Yes); Ms. Elizabeth Williams (Yes); Ms. Susan Dennis (Yes); Mr. Fred Green (Yes); and Ms. Livia Smith (Yes). Motion carried.

**Approval to Acquire a Public Relations Consultant**

Livia Smith (Chair) asked that a motion be made for the Approval to Acquire a Public Relations Consultant. Joy Taylor made a motion for approval to acquire a public relations consultant. Susan Dennis seconded the motion.

**Motion for Approval to Acquire a Public Relations Consultant**

Mr. John Shelton (Yes); Mr. William Riley (Yes); Ms. Portia West (Yes); Ms. Joan Neal (Yes); Ms. Joy Taylor (Yes); Ms. Elizabeth Williams (Yes); Ms. Susan Dennis (Yes); Mr. Fred Green (Yes); and Ms. Livia Smith (Yes). Motion carried.

**Executive Manager’s Report**

**Submitted by: Bruce Conner, Jr.  
December 10, 2024**

The Stormwater Authority is actively working to maintain the inlets around the city and keep them free and clear of debris. The men are doing a tremendous job. The Memorial Park Project is coming along quite nicely. They have installed the Gazebo, ADA

benches, backless benches, and piers for the boardwalk. They have also graded around the west slopes of the basin. The final completion date is scheduled for June 7th, 2025.

As of 12/4/24, SAC had two employees become Qualified MS4 Stormwater Permit Compliance Professionals.

Respectfully submitted,



Bruce Conner, Jr., Interim Executive Manager

Livia asked if there were any questions. Susan Dennis asked the question will all the crew members be trained? Interim Executive Manager, Bruce Conner, responded that for now only two have been trained. There will be others who will be trained later on.

### **Unfinished Business**

Joy Taylor had a question in regard to the sale of the Welsh Street property. Livia Smith stated that there has been an appraisal of the property, however, there has not been any action taken for that property. It is on hold for now.

### **Board Matters**

None.

### **New Business**

None.

### **Public Comments on Other Matters**

**Sam Chavis – 506 West 10<sup>th</sup> Street, Chester, PA** – Mr. Chavis brought it to the Board's attention that he has expertise in the communications/web development field and expressed an interest in applying for the web development position.

Livia asked if there were any other questions and stated that an Executive Session will follow the meeting.

**Motion to Adjourn**

Ms. Livia Smith asked for a motion to adjourn the meeting. Ms. Susan Dennis made a motion to adjourn the meeting. Mr. John Shelton seconded. All in favor. The meeting was adjourned at 10:45 a.m. Executive Session followed the meeting.

**Next Board Meeting: February 11, 2025**