

## CITY OF CHESTER PROPERTIES COMMITTEE MEETING MINUTES

**Date & Time:** November 20, 2019 at 6:30pm

**Call meeting to order:** At 6:45pm by Chairman Carlos Williams

**Present:** Chairman Carlos L. Williams, Committee Members Angela Douglas and Susan Kovas, City Administrator Stephanie Jackson, Public Works Director Reggie McBeth

### 1. Old Business

- a. Public Works Director McBeth provided monthly update concerning maintenance of properties that the city maintains. Also, brought forth an updated list of properties owned by the city.
- b. The committee discussed the amount of properties under the city ownership and the cost to the city to maintain these properties. Councilwoman Douglas conveyed to the Committee attention; that we do not have insurance coverage on numerous properties on the updated list. Councilwoman Douglas stated “this could be a liability for the city. Committee discussed possible solutions to mitigate the potential liability issues.
- c. **125 Pinckney St.-** City Administrator Jackson & Public Works Dir. McBeth acknowledged that owner passed deadline in the approved contract between both Parties. Chair Williams asked that Mrs. Winters reach out to owner, Public Works Dir. McBeth said that Mrs. Winters’ was already aware of the breach of Contract.
- d. **City Hall Building-** City Administrator Jackson discussed the New RFP; also, Tuesday pre-bid meeting and 12-15 contractors were present. The award for bid will be Dec. 6, 2019, at a cost of \$130,000-\$160,000.

### 2. New Business

- a. **Alcohol Anonymous Building-** Chair Williams indicated his concerns of the status of building and who was primary contact for this building. Also, Williams asked that an address be requested for the building.
- b. **American Red Cross Building-** Chair Williams desired to know how often the building was use and the amount of space the red cross needs to operate.
- c. **Effective & Efficient Use of City Property-** Chair Williams & Councilwoman Douglas discussed possibilities of consolidation. Committee discussed the amount of monthly utility cost and how consolidation would help. Councilwoman Douglas acknowledged that the City Hall need extensive repairs and could move City Hall with Police Dept. at the old First Citizen building. Councilwoman Kovas agreed and expressed her concerns about utility cost.
- d. **Capital Improvement Plan-** Chair Williams introduced to the committee the CIP. Williams asked Councilwoman Douglas to give committee numbers & staff more details of how the CIP would work. Councilwoman Douglas overviewed how the CIP will help increase our facility & capital needs over the next 5-10yrs. From this plan, we will be able to create an achievable strategy with realistic goals by building a budget; identifying cultivating options for financing.  
**Part 1:** Building a ranked list **Part 2:** Building a Finance Plan **Part 3:** Building a Schedule.

With no further business, Councilwoman Douglas made a motion to adjourn at 7:47 pm. Chair Williams second the motion & the motion carried.

**Adjournment: 7:47 pm.**

**Submitted By:** Councilman Carlos L. Williams