



**CHESTER CITY COUNCIL MEETING
COUNCIL CHAMBERS – CITY HALL**

December 11, 2017, 6:30 p.m.

Minutes

Present: Mayor George Caldwell; Council Members Betty Bagley, Angela Douglas, William King, Susan Kovas, Annie Reid, William Killian, Interim Administrator Carla Roof and Payroll/Interim Clerk Sylvia Young.

Absent: Linda Tinker and Carlos Williams.

Call to Order: Mayor Caldwell called Council meeting to order at 6:30 p.m.

Prayer: Mayor Caldwell led in prayer.

Pledge of Allegiance: Mayor Caldwell and Council recited the Pledge of Allegiance.

PETITIONER:

Yvonne Hughes – Police Report – Yvonne Hughes instructed herself to Council as a lifelong resident of Chester County. She informed Council that she has several complaints about the Police Department conduct towards her while processing an incident reports. She stated that she never got the police support she was seeking. She informed Council that on November 14, 2017 she reported a hit and run car accident. She had a tough time receiving a correct police report and get incident resolved. She wants an answer and justice from Council.

Nettie Archie – Employment Policy – Nettie Archie commended Councilwoman Angela Douglas for taking the initiative to go out and find information to bring back to Council to help the City of Chester. Nettie Archie stated that Councilwoman Douglas loves Chester. She informed Council that she had several complaints and concerns about the city operations. She expressed her concerns about salaries given to employees for temporary positions, Kelly Wascher, Interim Finance Director receiving health insurance, current Finance Director and Statistic Planning. She asked Council, “What are you planning to do for Chester?” After a brief discussion, Mayor Caldwell thanked Ms. Archie for her concerns and assured her that Council is moving ahead with the hiring of major job positions and Council was moving in the right direction.

Nettie Archie – Chester Metropolitan District – No Comments.

Oath of Office – Eric Williams – Councilwoman Reid read the Oath of Office as Eric Williams recited the oath and the Bible was held by his wife Tara Williams.

Citizens Forum – No citizens came before Council.

DEPARTMENTAL REPORTS:

Administrative – Carla Roof thanked Council and Department Heads for participating in the Adopt a Senior program. Mrs. Roof informed Council that she received great deal of support for the Adopt a Senior program. Council discussed canceling and rescheduling the City Administrator interviews due to a holiday on January 15, 2018. Councilwoman

Bagley thanked the Human Resources Department and everyone for attending a wonderful Meet and Greet for Reggie McBeth, Public Works Director, Oscar Baker Jr., Finance Director and Eric Williams, Chief of Police.

Finance – Report included in Council package. Oscar Baker answered Council’s questions and concerns about report. After much discussion, Mr. Baker informed Council that line items were not entered correctly into the general ledger, bank statements were not reconciled, and two years of payroll tax withholdings were not entered to the general ledger. Councilman Killian instructed Mr. Baker to get with the Finance Committee members to get the help he needs with city finances.

Fire – Report included in Council package. Councilwoman Bagley thanked the Fire Department for soup and sandwiches after the parade.

Human Resources – Report included with Administrative Report in Council package.

Police Department - Report included in Council package. Councilwoman Douglas thanked Keisha Tobias for singing Christmas song on the hill and she has a recording. Councilwoman Bagley thanked the Police Department for handling robbery at her church. Councilwoman Reid thanked the Police Department and Mrs. Tobias for collecting clothes for Victim Advocate victims.

Public Works – Councilwoman Bagley stated that she wished the leaf machine was fixed. Reggie McBeth assured Councilwoman Bagley that leaf machine will be fixed soon.

Recreation – Report included in Council package. Councilwoman Douglas, congratulated the football team for winning the State Championship.

Councilman King made a motion to approve departmental reports. Councilwoman Bagley seconded the motion. The motion carried unanimously.

COMMITTEE REPORTS:

Finance – Councilwoman Bagley reported to Council that November 13, 2017 Minutes were included in Council package.

Economic Development – Councilwoman Bagley reported to Council that November 16, 2017 Minutes were included in Council package.

Public Works – Councilwoman Douglas reported to Council that October 18, 2017 and December 6, 2017 were included in Council package.

Recreation – Councilman Killian stated they will get fairground finished next year.

Councilwoman Bagley made a motion to approve Committee Reports with necessary changes. Councilman Killian seconded the motion. The motion carried unanimously.

Kitchen – Added to agenda – Councilwoman Kovas gave Council an update concerning kitchen renovations and contract.

COMMISSION REPORTS: No reports – No action taken.

UNFINISHED BUSINESS:

Commission Appointments – Councilwoman Bagley made a motion to reappoint Gracy Justice and Greg Winters to the Chester Historic Preservation Commission. Councilwoman Douglas seconded the motion. The motion carried unanimously. Councilman King made a motion to reappoint Theodore Wilder as Municipal Judge. Councilman Killian

seconded the motion. The motion carried unanimously. Councilman King expressed his concerns about updating city web site.

Harvest Call Ministries – Councilman Williams – Councilwoman Douglas reported that Harvest Call Ministries have demolished and rebuilt a house on Orchard Street in March of 2017. She informed Council that Harvest Call Ministries has agreed to come back to Chester to fix between one and six homes and they have launched a request to raise funds for materials cost. They are asking for only half of the funding for the cost of materials. They will be focusing on the elderly and disabled citizens for this project. They plan to do fifteen to twenty additional renovation projects. Councilwoman Douglas encouraged Council and the public to help Harvest Call Ministries with projects. Councilman King expressed his concerns about grant writing and encouraged Council Members to attend grant training to help the community. Council had discussion about Harvest Call Ministries projects and fund raiser for the cost of materials.

NEW BUSINESS:

TruVista (Integrating System) – Brian Taylor – Brian Taylor gave Council a presentation concerning the improved phone technology and phone packages offered by TruVista. He informed Council about phone new system that included basic line features, pc commentator, editor protection. After a discussion, Councilwoman Reid requested more information before Council make decisions about phone changes. Council recommended that Mr. Taylor work with the Finance Committee to do price comparison. After much discussion, Council received presentation as informational, no action was taken.

Contracts – City Attorney and City Administrator – Councilwoman Douglas – Councilwoman Douglas announced to Council that two contract positions were still open for hire. Don't delay negotiations with contractors when Council decides on whom to make an offer too. City Attorney contract needs to be completed before hiring. City Administrator contract needs to be updated for negotiations. Councilwoman Douglas made a motion to hire an attorney to draft contracts for City Attorney and City Administrator. Councilwoman Reid seconded motion. The motion carried with Mayor Caldwell and Councilman King opposing.

City Attorney Appointment – Councilwoman Bagley –Error removed from agenda.

National League of Cities – Councilwoman Douglas – Councilwoman Douglas gave to Council a detailed report about the National League of Cities conference she attended and gave Council suggestions on how to improve city market, image and how to bust revenue.

Employee Safety Incentive Pay – Carla Roof – Mrs. Roof reported to Council insurance updates. Mrs. Roof informed Council that previous Finance Director informed her that monies were available in last year budget. She made a proposal that Council approve Employees Safety Incentive Pay according to the following outline:

- Full Time Employees (70 Employee Count) - \$300 per employee
- Part Time Employees (20 Employee Count) - \$100 per employee
- Exclude employees that have not finished six months probationary period.
- Total pay of \$23,000 plus fringe benefits.

After discussion, Councilwoman Bagley made a motion to approve Employee Safety Incentive pay totaling in the amount of \$23,000 including fringe benefits, \$300 to seventy full time employees and \$100 to twenty part time employees, excluding employees that have not finished six-month probationary period. Councilwoman Kovas seconded motion. The motion carried unanimously.

African American Cultural Breakfast – Council Angela Douglas – Councilwoman Douglas informed Council about the African American Cultural Breakfast with the theme “Honoring Law Enforcement” on February 17, 2018, at 9 a.m. at the Gateway Center. The event will be at no cost to the public and Chester Wastewater has contributed towards event. Councilwoman Douglas asked Council for assistant by being a contributor towards event. Councilwoman Douglas made a motion that Council give \$1,000 to assist with African American Cultural Breakfast event from the Special Programs. Councilman Killian seconded the motion. The motion carried unanimously.

Strategic Planning Dates – Councilwoman Douglas – Councilwoman Douglas suggested that Council work with each Committee to support department heads to help with budgets, audits and resources. She asked that Committees work with department heads and that Council look at calendar to set dates for Strategic Planning session. She stressed that Council needs to set dates for session, Mrs. Roof will do a poll of dates provide to her and schedule dates for session.

EXECUTIVE SESSION:

Mayor Caldwell stated that Council needs to convene into Executive Session to discuss a Personnel Matter – VAWA Grant Position and Contractual Matter – Finance. Councilman King made a motion that Council convene into Executive Session to discuss VAWA Grant Position and Contractual Matter – Finance. Councilman Killian seconded the motion. The motion carried with Mayor Caldwell opposing. Council convened into Executive Session at 8:35 p.m.

At 8:52 p.m. Councilman King made a motion that Council reconvene from Executive Session. Councilwoman Bagley seconded the motion. The motion carried unanimously. Mayor Caldwell stated that while in Executive Session Council discussed VAWA Grant Position and Contractual Matter – Finance. No actions were taken. Councilman Killian made a motion to hire Tracey Bowman Howze as the city Domestic Violence Judge. Councilman King seconded the motion. The motion carried unanimously.

With no further discussion, Councilman King made a motion to adjourn. Councilman Killian seconded the motion. The motion carried unanimously. The meeting adjourned at 8:45 p.m.

Respectfully submitted by,

Sylvia Young