

South Coatesville Borough - Project & Issue Tracker

Updated: November 1, 2025

Date	Task / Topic	Details	Due Date	Comments / Updates	Status
	2024 LSA Grant (BH)	\$670,000 renovation for Borough Hall		4/7- waiting on minutes to submit and then we can receive this money; Tina and Rebecca working on minutes. Submit Minutes Next: Identify needs; renovate basement? Carpet? Furniture 11/1-Waiting for budget	
	2024 LSA Grant (PD)	\$70,000 upgrades to computer system		4/7- waiting on minutes to submit and then we can receive this money Next Submit Minutes Identify computer system and network upgrade. Anything else	
	Solar Farm	Solar Farm on Upper Gap		ECA Solar recommends waiting for Community Solar Bill to pass. 9/21-Waiting for Community Solar.	On Hold
	Woodward Rd Repair	Repair Road and guard rails, repaired section	End of August	Received; Carol Engineer putting together contract documents to go out to bid; Tom Wilkes anticipates opening by August	

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				<p>9/21- The contract was awarded to Advanced Paving Contractors. A pre-construction meeting was held on 9/15 and the notice to proceed was agreed for 9/30/2025. Estimated completion date of 11/30/2025.</p>	
	Southview	Development		<p>Crotty to reply to Bob's email for update on infrastructure and punch list for Phases 1, 2, and 3 Ryan expecting to be out by July</p> <p>4/21- No work has commenced and there has been no update to CEG from Paul on any planned work. Greg Adelman (Kaplin Stewart) replied to Mike C on 4/9 that The stormwater work that was to commence in March was delayed because a design change was needed. Paul informed him that EB Walsh is finishing up the design change and will be submitting to Cedarville shortly. Bob F. has not been informed of any necessary changes to the design for the stormwater.</p>	

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				11/1-Request for escrow was denied by the Council due to a major lack of escrow funds to cover the leftover work.	
	Summit Village	Development		Began construction on East side in April Bob Miller; Fee in lieu of expected when they start construction on the West side. Bob meeting with Bob week of April 7	
	Delinquent Accounts				
	Sewer			Diversified – Monica working with them to put together trash bills with delinquencies listed and started sending out pay up or else letters; last resort to shut off water and sewer services.	
	Trash			Monica update	
	Modena	Money owed for Police services from last year, Sewer, and PennVest		Rebecca collating outstanding money for Modena.	
	Evaluate Sewer System	Research on sale of system		Need to revisit; Bob to provide contact name. Requires research and evaluation, and assessment from Council. 9/21-We should confirm any important repairs, upgrades, etc. required.	
	STMP	5-year Plan		Keystone Municipal Service	

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				<p>continuing to lead us to sound financial plan, financial document needed for procedures.</p> <p>Next Step: Draft 5-year plan 9/21-Need to revisit this and begin process for 5-year plan.</p>	
	Update Code Fees	Refresh of codes costs		<p>Fees established; approval pending; Next post to website; DONE; need to look at Engineering Principle fees and some of the bills to ensure we are charging enough.</p> <p>9/21-Done... posted on website; need to print and replace old codes document in the office.</p>	
	Trash Bid	<p>May be working with COG to do trash; would require we request a 1-year extension to allow us to eventually go in with COG. May also work on Animal Control.</p>	<p>September Start April</p>	<p>Discuss with Mascaro to see what they can do to help us to reduce fees; we are paying \$300,000; we are paying for more homes than we have</p> <p>Confirm COG timeline December 31st of 2025; contract expires; 11/1-Seeking an extension of our current contract to allow time for receiving bids.</p>	
	Agility Agreement	Partnership between us and PennDot		Bob sent email to PennDot rep and the world waiting on	

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		where they help us with supplies, materials, and training to do road work that they don't have time to do. E.g. Modena Rd.		PennDot to reply Need a new agreement; 2021 agreement expired	
	Budget Oversight	KMS and Finance Committee and all Council looking at how we are spending money	NOW	Need to get 2025 budget loaded into Quickbooks; Member of Feeser's IT group can help with this. David Feeser. Finance reports generated to allow oversight Dan and Brooke are monitoring right now	
	Training	Quickbooks training for Rebecca	NOW	Need to get training for her; confirm if she was able to download the budget in QB 9/21-When are we training Rebecca?	
	Police Contract	Ends Dec 31 2025		Start negotiations early June	
	Employee Handbook		NOW	Chris has offered to come in and help us on a Saturday 4/21-Bob to send / give Shelly handbook to start draft 9/21-Bob... can you send the template you have? I have started a draft outline for us to work on. We will need help with this if anyone is interested in	

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				taking on portions of this, I will prioritize this asap. 11/1-Have drafted an outline to start the process	
	OASD	Octorara School		OASD Engineers need to decide and submit necessary drawings to CEG where they will place the buildings and accommodate handicap.	
	CCTC Pole Barn	?			
	Winery			No news; need to reach out to Jose and ask for an update; 9/21-Please provide contact name. I will reach out to them asap.	
	Roles & Responsibilities	General topic for Personnel and new manager; part of the handbook			
	Wood St Codes Inq	Backyard full of appliances		Need update on progress 11/1-Complete	
	Kozachesan Property			Still trying to identify who owns this property. The owners signed an agreement, but it was never filed. It is still showing as owned by the Koz brothers. School district taxes may be outstanding; we need to get to the bottom of this. Next: Kenny Bond update and may know the family. May have someone who will	

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				clean it up.	
	Storm Drain	Is this in Youngsburg? Ronny S. and all homes up from there. Youngsburg Rd inlet remove repair		Grant ends 2025; waiting on CEG and PennDot engineer to agree on how to proceed with this project; may need to ask for an extension for the grant Youngburg Rd Grant 400,000 with 60,000 match	
	Trash and other stuff reported by Mike Norman			Bob has pictures from Chief Pierce. Need to look at Bob's pics to see how to forward them to LTL to assess for codes. 9/21-Need update on this.	
	Site Clean-Ups	TBD			
	Borrow Radar Trailer near Pastor Brunson	Berry Gober to look into this		9/21-Sgt. Gober checked into this and the trailer was no longer available. Any other options here?	
	Sink holes near church needs more orange tape	Chris C will use orange barriers to help cover these sink holes		Chris C will use orange barriers to help cover these sink holes	
	Window damage			Getting a quote on fixing this; to be part of building renovation	
	Manage Abandoned Properties	Initiate LTL codes/property maintenance enforcement We need LTL to take the lead on reaching			

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		<p>out to them. They will need to identify any property maintenance issues, code issues, etc. Also, it is important that the outreach goes to the property owner of record (based on who pays the taxes). Any enforcement actions must be directed to them. If there are circumstances where the owner is dead or nonresponsive after the initial outreach, we can take a few other alternative steps.</p> <p>For those in disrepair, after they have been cited, I'd recommend we loop in the Housing Partnership of Chester County. It has a program where it will take the lead on going through the legal process for it to acquire the properties, rehab them and sell them to first time homebuyers at an affordable rate.</p>			

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		<p>However, to get there, we first need to start the property enforcement process and outreach to the owners of record.</p>			
	<p>Confirm actions being enacted and Communicate scrap yard measures being established</p>	<p>Scrapyard explosions are impacting local homes. Sims Metal has reported that the main issue is that vendors are bringing cars in and hiding large glass cylinders that are difficult for the scrapyard workers to see.</p> <p>Sue Springsteen has reported that when these explosions occur, her entire house shakes from the roof to the basement. Many of these houses are historic and this repeat trauma to the foundations and walls of the houses is likely causing damage to their structural integrity. She now</p>		<p>4/21-Sgt. Gober had a meeting with the scrapyard to discuss the explosions and how the percussions are shaking the homes in the area. They advised that they are working on plans to revamp the process of the scrap that is coming in, in order to discover the hidden cylinders and some other processes. They agreed to attend a Council Meeting to provide an upate.</p> <p>Sylvia reported that that there is an ordinance about the level of noise coming from the scrap yard and Cleveland Cliffs. In the past the borough has had visits to both businesses, but also DEP and EPA came out to address our concerns. Our concerns were not just the noise, but, also the pollution. A committee was</p>	

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		has a large crack in her dining room wall that was not there four years ago. Water comes into her basement when it rains from the back of the house, also new in the past two years. There are other homeowners reporting issues. Citations are \$500.00 and do not escalate over time.		also formed made up of residents, surveys were done several years ago, and had we representatives come out from the Public Law Center in Philadelphia who made recommendations at that time, but, nothing was pursued at that time. The council may want to revisit the ordinance.	
	Convert this tracker to excel spreadsheet	It will be easier to manage and analyze tasks better.	TBD		
	ReadyChesco	Set up ReadyChesco	TBD	9/21-We need more than one person to be able to post communications	
	Budget Planning	Start the process			
	Trailer of trash on 1 st Ave	Locate owner and have them remove it.	ASAP	11/1-Contacted the owner and gave them a week to remove it. The owner will be asking for help on this. Will be towed if not handled in time communicated.	
11/1	Salt Shed Repairs	The salt shed needs to be repaired		11/1-Meeting held last week	
11/1	Engineer Reimbursables	Create an excel file of all reimbursables to be received from our engineers and developers	TBD		

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11/1	Handling of invoices	Document and communicate process to be followed when handling invoices; to include how invoices are sent via the finance mailbox.	TBD		
11/1	Managing overdue collections	Locate the ordinance and finalize our recommendations for handling overdue collections			
11/1	Emergency Management Coordinator	We need someone to replace Chris Corle			
11/1	LSA Grant Uses	Verify if we can make substitutions to the use of the LSA Grant			
11/1	Grant Tracker	Create and implement a grant tracker		Confirm who will update it and how often; save file in Teams	
11/1	Trash Cans	Mrs. Taylor requested that the Borough provide trash cans.		Keeping this on the list for us to consider at a later date.	
11/1	Semi parking on church property	Reach out to the owner of the semi.			
11/1	Large trucks using Birch	Reach out to Summit Village to remind them that Birch should not be used.		/	
11/1	Parked cars in park	People are sleeping in cars in the park. Mr. Roney suggests locking the park at night.			
11/1	Cleveland Cliffs	Cleveland Cliffs sign			

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	damaged sign	on Youngsburg, across from the food bank is badly damaged.			
11/1	Project sign near Borough Hall	This sign is very old; can we remove it?			
11/1	Parkway / Montclair Sign	This sign is about to fall over; need it repaired			
11/1	South Coatesville Sign	Sign coming down Youngsburg needs to be replaced			