Public Works Committee Meeting
July 7, 2026 @ 5:30 PM
This meeting is recorded for public record.

Committee Members:
Bernie Flynn, Chair
Bryan Travis
Brian McGinnis

Director of Public Works: Donald Anderson
Wastewater Director: Sean Mitchell
Director of Parks & Recreation: Keith Kurowski
Borough Manager: Sean Metrick

Public Works Committee Meeting:

I. Call to Order

II. Announcements

III. Comments

Comments, suggestions, petitions by residents, taxpayers and visitors in attendance regarding items that are not on the agenda. Please be advised there is a 5-minute time limit which is at the discretion of the Council President and/or Chair.

IV. Reports

A. Engineers' report (attachment)

B. Public Works (attachment)

C. Wastewater (attachment)

D. Parks & Recreation (attachment)

E. Public Works Committee – Chair Report, workplan and issues raised at prior meetings

V. Old Business

A. Approve June 2026 meeting minutes (attachment)

B. Discuss progress on the consideration of a new Public Works building
Issue: Continue conversation on a new Public Works building

VI. New Business

A. Motion to approve resolution to amend the fee schedule to increase the cost of the recycling bins from $15 to $17.
Issue: the Borough is not covering the cost to produce the bins at $16.05 per bin

B. Motion to approve the NexGen renewal contract for providing general maintenance and emergency work for the heating and air conditioning systems. (attachment)
Issue: NexGen is a specialized vendor for maintenance of the heating and air conditioning units at Borough Hall, Public Works, Bicentennial Garage, Library, and the Wastewater plants.

C. Discuss the elevator repair quotes for Chestnut Street Garage (attachments)
Issue: Repair the counterweight sheaves in elevator

VII. Other Business

VIII. Adjournment

Visit www.west-chester.com for access to all attachments.
Agendas are posted to www.west-chester.com by noon 3 business days prior to the meeting.

MONTHLY ENGINEERING REPORT

TO: Sean Metrick, Borough Manager

FROM: Kelly Goff, PE, CFM, Consulting Engineer

RE: West Chester Borough

Monthly Engineering Report

DATE: July 2, 2026

The purpose of this memorandum is to provide a status update on engineering, planning, MS4 compliance, capital projects, and land development activities within West Chester Borough. A summary of high-priority projects is provided below. A detailed engineer's report is included as Appendix A.

Project	Project Summary	Status Update
Gay Street Closure Project	Chester County Revitalization Grant-funded project providing removable barricades along the Gay Street Open-Air Market.	This project is substantially complete. A punchlist has been drafted. RVE recommended payment #3 on 5/20/2026.
Gay & High Improvements	Reconstruction of the Gay Street and High Street intersection, currently in poor condition.	RVE is developing construction and permit plans.
High Street Improvements	Streetscape improvements including trees, sidewalks, curbs, and lighting between Miner Street and Barnard Street.	RVE has completed the survey of this area.
2026 Storm Sewer Lining Project	This project is being funded through the flood mitigation grant. This project includes the lining of pipe at the following locations: South High Street, from Lacey Street to Dean Street; West Union Street, from Hickory Alley to S. New Street.	RVE is developing the bid package for this project.

Should you have any questions, please do not hesitate to contact me directly at (484) 843-3653.

Figure 1 – Rendering of Gay Street Closure Project

Figure 2 – Outfall Inspections

Appendix A - Detailed Engineer's Report

1 GENERAL ENGINEERING & PLANNING SERVICES

1.1 Monthly Meetings

Monthly progress meetings are held with RVE and Borough staff to review the status of ongoing projects. The most recent meeting was held on June 30, at 1:00 PM.

1.2 Planning Services

1.2.1 Intersection Improvements

RVE continues to work with the Borough to identify and develop improvements at various intersections. The Borough's committee is compiling public feedback. Intersections considered include:

- Saint Agnes School Intersections (Hannum Ave. and New St.)
- E. Gay Street & Matlack Street
- N. Biddle Street & N. High Street
- E. Biddle Street & N. Penn Street
- N. Franklin Street & E. Marshall Street
- W. Ashbridge Street & Hoopes Park Lane
- W. Gay Street & N. New Street
- Gay Street & High Street *(construction plans in development)*
- Washington Street & High Street
- Chestnut Street & New Street *(Public Works obtaining striping maintenance quotes)*
- Price Street & Darlington Street *(improvements completed in 2025)*
- S. Brandywine Street & Price Street *(improvements completed in 2024)*
- Gay Street & Bradford Avenue *(improvements completed in 2025)*

1.3 Grant Funding Acquisition Services

RVE continues to coordinate with Borough staff to identify and pursue grant opportunities aligned with Borough priorities. A 2026 Grants Memorandum was submitted in January 2026. Grant opportunities are reviewed as updated information becomes available.

1.3.1 Priority Projects

The Borough and RVE are maintaining a list of priority projects that need grant funding. The Borough is interested in funding the following projects through grant programs.

- Gay & Matlack intersection improvements
- Darlington & Chestnut Parking Lot improvements
- Rain Garden Curb Bump-outs
- High Street Improvements Phase 2
- Gay Street Phase 2

- Goose Creek Interceptor Phase 2
- Cedar Alley Gabions
- Public Works Building

1.3.2 DCED Multimodal Transportation Fund

This grant application is due 7/31. Transportation improvements are eligible. No match is required. RVE is developing a construction estimate for road improvements on Adams and Neilds.

2 MS4 SERVICES

The Borough's MS4 Permit is required under the Clean Water Act and mandates the implementation of pollution-reduction practices for stormwater systems discharging to surface waters. RVE works with Borough staff to ensure regulatory compliance.

Bi-monthly coordination meetings are held. The most recent meeting occurred on 5/4/2026.

2.1 Annual Report

The annual report was submitted on 9/22/2025.

2.2 PRP and TMDL Addenda (Goose Creek)

Pollution Reduction Plans (PRP) and Total Maximum Daily Load (TMDL) Plans are required to reduce pollutants entering impaired waterways through BMP implementation. Certain BMPs in the original plans were deemed infeasible; therefore, addenda were prepared and submitted to PADEP on December 29, 2025.

A joint site visit with Borough staff to evaluate potential BMP locations occurred on March 6, 2026.

2.3 BMP Inspections

BMP inspection needs are currently under internal review by Borough staff.

2.4 Outfall Inspections

RVE completed outfall inspections and sampling per PADEP requirements.

2.5 PRP Addenda (Brandywine Creek, Blackhorse, Run, Plum Run, Taylor Run)

The PRP is a mandatory component of Pennsylvania's MS4 permit program, designed to reduce sediment and pollutant discharges into impaired waterways through BMPs. Some BMPs listed in the original plan are not feasible. An addendum will be developed to include additional BMPs.

Borough staff is compiling plans of previously implemented BMPs.

3 CAPITAL PROJECTS (PLANNING, DESIGN, BIDDING & CONSTRUCTION)

3.1 Gay Street Closure

The Gay Street Closure Project is a project funded by the Chester County Revitalization Grant that will result in removable barricades along the Gay Street open air market.

- The Borough Council voted on 8/28/2025 to issue a notice of intent to award the Base Bid, Alternate 1, Alternate 5, and Alternate 6.
- A preconstruction meeting was held on 9/30/2025.
- A Notice to Proceed was issued on 10/2/2025.

- The project is nearing substantial completion. A punchlist is being developed.
- Change Order #1, #2, #3 were recommended to the Borough.
- Payment #2 was recommended on 5/6/2026.
- Payment #3 was recommended on 5/20/2026.
- RVE is coordinating with Marino to complete the punchlist items.

3.2 Storm infrastructure Lining project

This project proposed to rehabilitate several stormwater pipes by adding a liner. This project is being funded by the flood mitigation grant.

- A field visit was conducted on 3/24/26 to review the existing conditions.
- RVE has compiled the bid package. This project includes the lining of pipe at the following locations: South High Street, from Lacey Street to Dean Street; West Union Street, from Hickory Alley to S New Street
- RVE is coordinating with the grant agency on the change of scope.

3.3 Gay & High Street Intersection Improvements

This project includes the reconstruction of the intersection of Gay & High. RVE is developing construction and permit plans. The Borough would like to have stamped asphalt for the crosswalks and intersection. Asphalt for the intersection will be an alternate bid item. RVE made a submission to PennDOT on 5/15/2026.

Comments were received from PennDOT on 6/25. RVE is addressing the comments.

3.4 High Street Improvements (Miner to Barnard)

RVE worked with Borough staff to acquire the DCED MTF grant. This project includes sidewalk, curb, landscaping and lighting improvements. RVE has performed the survey. RVE is developing a proposal for the design.

3.5 Linden & High Bus Shelter

RVE has submitted the HOP application in April 2026.

RVE received comments from PennDOT in June 2026. RVE is addressing the comments.

4 SUBDIVISION & LAND DEVELOPMENT REVIEWS

4.2 330 Market (PCWBP002)

The applicant is proposing to construct a 185 unit apartment building with 215 parking spaces.

- RVE received the first submission on 5/3/2023. RVE is reviewing this submission.
- A second review letter was issued on 8/18/2023.
- RVE attended the Planning Commission meeting on 8/29/2023 in order to address concerns from the public.
- RVE issued a 3rd review letter on 1/9/24.
- RVE issued a 4th Review letter on 2/23/24.

4.3 611 E Nields (PCWBP003)

The project proposes to construct two separate industrial warehouse buildings totaling 523,653 square feet at 611 East Nields Street within the Industrial (ID) zoning district. This application has preliminary land development approval.

- RVE issued a review letter #1 on 2/27/24.
- RVE issued a review letter #2 on 5/9/24.
- RVE issued a review letter #3 on 6/27/25.

4.4 250 East Market (PCWBP005)

The applicant is proposing to construct a four-story apartment building with 221 units and 230 parking spaces.

- RVE issued review letter #1 on 8/17/2024.
- RVE issued review letter #2 on 10/01/2024.
- RVE issued review letter #3 on 7/14/2025.

4.5 210-214 W. Washington Street (PCWBP006)

The applicant is proposing to construct 8 single-family attached homes on three parcels along West Washington Street within the Neighborhood Conservation District (NC-2) zoning district. The site is bounded by West Washington Street to the west, Patton Alley to the east, and Birdseye Alley to the south. The proposed subdivision plans to demolish the existing automotive repair building and consolidate the three parcels. Each home will have a 1-car garage and share a common driveway.

- RVE submitted review letter #1 to the Borough staff on 11/07/2024.
- RVE submitted review letter #2 to Borough staff on 1/30/2025.
- RVE submitted review letter #3 to Borough staff on 5/21/2025.
- RVE submitted review letter #4 to Borough staff on 12/4/2025.
- RVE submitted review letter #5 to Borough staff on 4/7/2026.

4.6 700 S High Street (PCWBP007)

The applicant is proposing improvements to the university.

- RVE sent a review letter to Borough staff on 7/3/2025.
- RVE testified at the conditional use hearing on 5/28/2026.

4.7 410 High Street, Application #3

This application is proposing a set of townhomes at the old Burger King site. The application has not been submitted to RVE at the time of this report.

- RVE submitted review letter #1 to Borough staff 4/21/2026.
- RVE received a second submission on 6/24.
- RVE received a revised second submission on 6/29.

4.9 615/617 South Walnut

This application is proposing five (5) townhomes.

- RVE has received submission #1 on 5/3/2026.
- RVE sent review letter #1 on 5/26/26
- RVE received a submission on 7/1/2026. RVE is reviewing this submission.

4.8 330 Market (Application No. 2) Coming Soon

The applicant is proposing to construct

August 3 meeting – goff come tentatively

Similar to costars – program

Storm sewer near new street – sample in summer and in fall

Public Works Report
July 7, 2026

These are our year-to-date totals for the mentioned services, collected by Public Works

2026 YTD	# of permits	$$ Collected YTD
Bulk	84	$4,525.00
Dumpster	19	$1,620.00
Sidewalk	24	$660.00
Street	51	$133,360.00
total	as of June 2026,	**$140,165.00**

Facilities

West Chester Public Library

- No Issues

Garages

- Two elevators at the Chestnut Street garage are OOS. We are awaiting a response from Code Elevator regarding one elevator. The other requires a sheave replacement. I have attached two quotes and am awaiting the third. (Attachment).
- The Public Works department will begin pressure washing the garage next week. By doing the work ourselves, we will save the borough approximately $6000.

New Public Works Facility

- Site visits are still underway

Streets

- We enhanced the crosswalk at the intersection of New and Chestnut Streets. The crosswalk symbol signs have been installed. We are awaiting the arrow signs; once they arrive, this task will be completed.
- The installation of the new bollards on Gay Street is finished.

- We continue to water the trees we planted recently.
- We are awaiting the return of the contract for the 2026 Paving Project from Long's Asphalt.
- We received and approved a PECO permit for the new gas main project on E Chestnut, E Washington, and N Adams Streets, for $23,000.
- Kuharchik is scheduled to begin repairing the non-operational Opticom devices.

Parks and landscapes

- We are collaborating with the Friends Groups to address their landscaping issues.

Sanitary/Storm Sewers

- Eagle Contracting & Landscape repaired the sinkhole at Adams and Nields streets. The contractor needs to return to pave the road. (See attachments.)
- The broken storm line that caused the sinkhole at Magnolia and Sharon Alley has been repaired. We are waiting for the stone to settle before paving the area.

Trash and recycling

- Chapter 62 violations – we are addressing the properties in violation

Vehicles/fleet

- We've added the entire fleet to Cartegraph, including VINs and new and sold vehicles.

Cartegraph reports

- Reports are included in the agenda packet for your review (see attachment)

Administration

- Actively recruiting for open summer help positions.

Other

- Brubacher is working for Aqua, installing a water main on South Church Street from University Ave to W Market. They've completed the section from University Ave to Price Street.

- Danella is working for PECO on West Chestnut, North Adams, and West Penn Street.
- Danella is working for PECO on College Ave. This is a collaboration between PECO, West Goshen Township, and the borough.
- Nexgen, our HVAC company's contract, is due for renewal. (Attachment)

Public Works Last Month Requests

Request ID	Entry Date	Close Date	Issue	Status	Street	Description
1675	6/1/2026	6/4/2026	Missed Trash/Recycle	Closed	127 W MINER ST	Recycling missed two bags of paper and Trash missed one can
1676	6/1/2026	6/15/2026	Yard Waste Missed	Closed	119 W MINER ST	two bags of yard waste missed in Wollerton Alley
1677	6/1/2026	6/4/2026	Park Maintenance	Closed	100 S BRANDYWINE ST	Complaint the doggie water fountain is running all the time.
1678	6/2/2026	6/3/2026	Yard Waste Missed	Closed	200 W LAFAYETTE ST	Caller claims the 200 block of W Lafayette Street yard waste was not collected.
1679	6/2/2026	6/15/2026	Litter	Closed	218 PRICE ST	Claims baghs of trash in street at 220 Price
1683	6/3/2026		SmartGov Submission	Open	601 WALDEN DR	I have a small brook that traverses my property that feeds into a pipe that goes under West Ashbridge Road across from Hoopes Park. The brook typically has a very small amount of running water in it through out the year, however, during heavy rain storms, the flow can get very strong. I am experiencing significant erosion under a large black walnut tree that is starting to concern me. Since this is a result of water drainage not emanating from my property, I would like to understand how best to address this situation before I have a tree come down.

Request ID	Entry Date	Close Date	Issue	Status	Street	Description
1684	6/3/2026		SmartGov Submission	Open		During one of the recent Borough Council meetings, a representative from Pennoni stated that the utility companies are required to replace the entire width of a street, curb to curb, if the road had been replaced within the past 5 years and they subsequently dug it up for their utility work. Given this, I wanted to bring an issue to your attention. PECO completed work replacing each home's connection to the natural gas main on the 200-400 block of N. Darlington Street Oct-December 2025. They rushed to complete the work before Christmas and the patchwork/repaving was rushed and has held up very poorly. The 200 block between Patton Alley and Chestnut Street is particularly bad. I wanted to ask the Borough to contact PECO to fix the shoddy paving work. Additionally, our street was repaved within the past 5 years during the COVID pandemic, and so I was wondering if they would be held to the requirement to repave from curb to curb.
1685	6/4/2026		SmartGov Submission	Open	302 N CHURCH ST	There are 4 lights outside the properties of 302-308 N Church St, 3 of which are cable tied to the street trees (the 4th is on the utility pole). The 3 on the trees will evently start to grow into the trees and cause damage if left there.
1686	6/5/2026	6/29/2026	Sign	Closed	50 N CHURCH ST	ADD HANDICAP SIGN - 50 N CHURCH ST - WEST SIDE
1687	6/5/2026		Sign	Open	300 N NEW ST	ADD HANDICAP SIGN - 331 N NEW ST - WEST SIDE
1688	6/5/2026	6/29/2026	Sign	Closed	400 W UNION ST	ADD HANDICAP SIGN - 417 W UNION ST - NORTH SIDE

Request ID	Entry Date	Close Date	Issue	Status	Street	Description
1690	6/8/2026		SmartGov Submission	Open		Being reported on behalf of a constituent: On the 200 block of N Darlington, across from the parking lot, there are trees that are the responsibility of the borough. I call each year to have them cut back as we can't pass on the sidewalk-especially the families with the bus stop on that corner- and they scratch the cars parked in front of them. In the past the arborist has come right out and trimmed them (and complained that trees of this kind should never have been planted), but this year, after repeated contact, no one has been out.
1692	6/9/2026		Sign	Open		Move sign from front yard to hell strip
1693	6/9/2026	6/9/2026	Missed Trash	Closed		Six blue bags filled with bamboo. Confirmed with the landfill this is trash and not yard waste.
1695	6/10/2026	6/11/2026	SmartGov Submission	Closed	104 N WAYNE ST	Hello, I was curious if our baby tree could be given a water bag? I see most new trees in town have a water bag attached but ours does not. I was also curious if we could have another baby tree planted on our strip? Thank you, Colin
1696	6/10/2026		Tree Branches	Open	229 W UNION ST	branch knocked off lilac tree by trucks. Resident said its in the street. prune back any broken branches with clean cuts to the trunk. Very small tree.
1697	6/10/2026	6/11/2026	Tree	Closed	122 E BIDDLE ST	Remove street tree planted fall 2025. It is mostly dead.
1698	6/10/2026	6/12/2026	Tree Branches	Closed	409 N MATLACK ST	Remove branches underneath tree along pathway in SW corner of the park, per resident request May 29th
1699	6/10/2026	6/11/2026	Tree	Closed	120 N HIGH ST	Remove dead, recently planted tree from in front of Warner Hotel. Fill tree well to grade with tamped down soil or mulch. We'll replant in the Fall.
1700	6/11/2026	6/15/2026	Big Belly Trash	Closed	100 W CHESTNUT ST	Big Belly not emptied and overflowing
1701	6/11/2026		Garage Issue	Open	21 S HIGH ST	floor soaked and smells - please investigate water infiltration

Request ID	Entry Date	Close Date	Issue	Status	Street	Description
1702	6/11/2026	6/15/2026	Missed Trash	Closed	145 E MINER ST	Trash missed - pelase collect
1703	6/11/2026		Tree	Open	401 E GAY ST	Remove dead tree (planted 2025?).
1704	6/11/2026	6/15/2026	Missed Trash/Recycle	Closed	317 S CHURCH ST	Recycling missed at 317 and 319 S Church. Also, mentioned that the trash cans need to be placed back along fence because cars are running over them in the alley. Thank you
1705	6/11/2026		Wires Down	Open	135 SHARPLESS ST	Claims wires down on sidewalk. Called Comcast two months ago and they never came out.
1706	6/12/2026		Sign	Open	198 S MATLACK ST	After review by BnH, the street next to this parking area is available to be used as on-street parking for Residential A Area permit holders. We would like to add A area signs to the beginning and end of parking area, along w/any street sweeping signs per 104-32.
1707	6/12/2026	6/15/2026	Tree Branches	Closed		Red Bud tree needs trimming as it is blocking the stop sign.
1708	6/15/2026		Tree Branches	Open		Large branch fell and is in the middle of the road
1709	6/15/2026		Tree	Open	322 S HIGH ST	2025 planting in bumpout now dead. In front of High Street Cafe. Please remove.
1710	6/16/2026		Tree	Open	168 N PENN ST	2025 planting has died, SE corner of Fugett Park. Remove and repair area
1711	6/16/2026		Tree Branches	Open	619 S MATLACK ST	Tree branch fell and is laying in his yard.
1712	6/16/2026		Tree	Open	503 E MINER ST	Dead tree planted in 2025 at 503 E Barnard - please remove and repair grade
1713	6/17/2026	6/30/2026	Inlet Repair	Closed		Inlet collapsing around sink hole that is forming
1714	6/17/2026		Tree Branches	Open		Tree branch fell along the road
1715	6/18/2026	6/25/2026	Sign Down	Closed		One- way sign down and cars are going the wrong way
1716	6/18/2026		Yard Waste Missed	Open		Reynolds Alley yard waste missed
1717	6/18/2026	6/22/2026	Tree Branches	Closed	100 S HIGH ST	tree branch laying on sidewalk in front of Clout Vape Shop on the 100 block of S High. Please remove - thank you
1718	6/19/2026		Tree Branches	Open	201 N PENN ST	Please remove branches at east end of rain garden
1719	6/22/2026		SmartGov Submission	Open		SmartGov Request # CR-26-0637 Light cycling on and off all night

Request ID	Entry Date	Close Date	Issue	Status	Street	Description
1720	6/22/2026	6/29/2026	Sign	Closed	200 E GAY ST	ADD HANDICAP SIGN IN FRONT OF 212 EAST GAY ST - SOUTH SIDE - FOR (214 EAST GAY ST)
1721	6/23/2026		Missed Trash	Open		Trash missed - cans on Darlington side of property.
1723	6/23/2026		SmartGov Submission	Open		SmartGov Request # CR-26-0641 There has been a power line wire dangling down near my house for o er a week. I have made reports to PECO, Comcast, and Verizon but no one has claimed it nor fixed it. I'm not sure what else to do or who else to contact at this point.
1724	6/23/2026		Missed Trash	Open	210 W ASHBRIDGE ST	Trash missed. Cans on N New Street.
1727	6/23/2026		SmartGov Submission	Open		SmartGov Request # CR-26-0643 Pedestrian crossing call button on the southwest corner does not work properly. The button beeps. The light lights briefly while the button is depressed, but that action does not result in a crossing signal for pedestrians.
1728	6/24/2026	6/30/2026	Tree Branches	Closed	609 SHARPLESS ST	Tree branch fell in street and moved to sidewalk. Please pick up the branch.
1729	6/24/2026		Tree	Open	504 PRICE ST	Please remove recently planted tree that has died, smooth grade
1730	6/25/2026		Tree Branches	Open	201 N CHURCH ST	Fallen tree branch needs to be removed
1731	6/26/2026		Yard Waste Missed	Open	215 W BIDDLE ST	yard waste missed
1732	6/26/2026		Yard Waste Missed	Open	421 S CHURCH ST	yard waste missed
1735	6/26/2026		Sign	Open	617 S WALNUT ST	Please remove handicapped sign at 617 S Walnut St. No longer valid.
1736	6/26/2026	6/26/2026	Sign	Closed	214 E GAY ST	Please install handicapped sign at 214 E Gay St.
1737	6/26/2026	6/29/2026	Sign	Closed	319 S ADAMS ST	Please install handicapped sign & space at 319 S Adams.
1738	6/29/2026	6/30/2026	Tree Branches	Closed	211 N CHURCH ST	Remove partially downed tree branch from Lot 10
1739	6/29/2026	6/30/2026	Sign	Closed		Claims a No Parking This Side Sign removed and the post is sticking up 8 inches out of the ground. It is a hazard and he would like the sign reinstalled.
1740	6/29/2026	7/2/2026	Yard Waste Missed	Closed		yard waste not collected

Work Detail (Work Order 28695)

Work Summary

Description: REPAIR
Status: IN PROGRESS
Notes:
power steering maint

Cost Summary

Total Cost: $505.67

Labor	$123.40
Equipment	$0.00
Materials	$0.00
Other	$382.27

Task Details

Activity	Completed	Labor Cost	Material Cost	Other Cost	Total Cost
Repair	6/5/2026	123.40	0.00	382.27	505.67
		$123.40	$0.00	$382.27	$505.67

Employee	Title	Hours
Charles Seydel III	Mechanic Public Works	4.00

Equipment Details

Equipment Item	Rate	Hours	Total
Dump Truck	$147.99	0.00	$0.00
			$0.00

Material Details

Material	Quantity	Unit	Price Per Unit	Total
				$0.00

Miscellaneous Details

Notes		Cost
booster assembly	$382.27	
		$382.27

Work Detail (Work Order 28695)

Work Detail (Work Order sq-52)

Work Summary

Description: REPLACE
Status: IN PROGRESS
Notes:

Cost Summary

Total Cost: $307.91

Labor	$185.10
Equipment	$0.00
Materials	$0.00
Other	$122.81

Task Details

Activity	Completed	Labor Cost	Material Cost	Other Cost	Total Cost
Repair	6/17/2026	185.10	0.00	122.81	307.91
		$185.10	$0.00	$122.81	$307.91

Employee	Title	Hours
Kevin Garris	Driver/Operator PW	6.00

Equipment Details

Equipment Item	Rate	Hours	Total
Maintenance	$34.59	0.00	$0.00
			$0.00

Material Details

Material	Quantity	Unit	Price Per Unit	Total
				$0.00

Miscellaneous Details

Notes		Cost
starter	$122.81	
		$122.81

Work Detail (Work Order sq-52)

Work Detail (Work Order 28696)

Work Summary

Description: REPLACE
Status: IN PROGRESS
Notes:

Cost Summary

Total Cost: $309.85

Labor	$0.00
Equipment	$0.00
Materials	$0.00
Other	$309.85

Task Details

Activity	Completed	Labor Cost	Material Cost	Other Cost	Total Cost
Replace	6/4/2026	0.00	0.00	309.85	309.85
		$0.00	$0.00	$309.85	$309.85

Employee	Title	Hours
Charles Seydel III	Mechanic Public Works	

Equipment Details

Equipment Item	Rate	Hours	Total
Maintenance	$34.59	0.00	$0.00
			$0.00

Material Details

Material	Quantity	Unit	Price Per Unit	Total
				$0.00

Miscellaneous Details

Notes		Cost
new running boards	$309.85	
		$309.85

Work Detail (Work Order 28696)

Work Detail (Work Order 28711)

Work Summary

Description: REPLACE
Status: IN PROGRESS
Notes:

Cost Summary

Total Cost: $154.95

Labor	$0.00
Equipment	$0.00
Materials	$0.00
Other	$154.95

Task Details

Activity	Completed	Labor Cost	Material Cost	Other Cost	Total Cost
Replace	6/9/2026	0.00	0.00	154.95	154.95
		$0.00	$0.00	$154.95	$154.95

Employee	Title	Hours
Charles Seydel III	Mechanic Public Works	

Equipment Details

Equipment Item	Rate	Hours	Total
Maintenance	$35.75	0.00	$0.00
			$0.00

Material Details

Material	Quantity	Unit	Price Per Unit	Total
				$0.00

Miscellaneous Details

Notes		Cost
replaced dead battery	$154.95	
		$154.95

Work Detail (Work Order 28711)

Work Detail (Work Order 01-D4)

Work Summary

Status: IN PROGRESS
Notes:
Emission Test Exemption

Cost Summary

Total Cost: $20.00

Labor	$0.00
Equipment	$0.00
Materials	$0.00
Other	$20.00

Task Details

Activity	Completed	Labor Cost	Material Cost	Other Cost	Total Cost
Maintain	6/11/2026	0.00	0.00	20.00	20.00
		$0.00	$0.00	$20.00	$20.00

Employee	Title	Hours

Equipment Details

Equipment Item	Rate	Hours	Total
Detective Vehicle	$19.19	0.00	$0.00
			$0.00

Material Details

Material	Quantity	Unit	Price Per Unit	Total
				$0.00

Miscellaneous Details

Notes		Cost
	$20.00	
		$20.00

Work Detail (Work Order 01-D4)

Fleet Maintenance Work Orders

ID	Stop Date	Equipment	Total Cost	Notes

Borough of West Chester

401 East Gay St West Chester PA 19380
www.west-chester.com
(610)-692-7574

Borough Council
Nicole Scimone, President
Bernie Flynn, Vice President
Jerome Szczepaniak
Bryan Travis
Brian McGinnis
Steve Marvin
Lisa Kearns

Mayor
Lillian L. DeBaptiste

Borough Manager
Sean Metrick

July 2026 Wastewater Department Report

Goose Creek

Employees installed the two new sluice gates on the digester tank. New anchors and sealants were applied and checked prior to placing tanks back on-line.

A 200 hp blower motor was shutting off for no apparent reason. The maintenance crew disconnected the motor, wired up a spare motor and checked for rotation. The unit will be laser aligned and vibration tested.

The sludge thickener tank had the electrical conduit and spray lines removed in preparation for the contractor to come in and remove the deck and center drive unit.

The maintenance department repaired two sink fixtures in the lab that were reported continually dripping. New cartridges and rubber and brass washers were installed.

Taylor Run

Crews took wet well pump #12 offline for maintenance, upon inspection the shaft, impeller, bearings, and wear plate in the pump and motor were replaced.

Tertiary filters #2 & 3 were drained, inspected, hosed out and bleached as a preventive maintenance measure. Upon completion, they had a final rinse and inspection before being placed back on-line.

Tertiary filter #1 motor had new bearings and seals replaced on the unit.

Four Taylor Run employees completed a four-hour forklift training session. All Taylor Run employees are certified on forklift now.

The Plants Laboratory passe its annual proficiency test through the PADEP.

Pumping Stations

The Miner St. pumpstation had its phone line restored after the tree knocked them out last month. The emergency call-out system is back on-line.

All four pumping stations had their check valves opened, cleaned and inspected over the past month.

The Worthington St. pump station had a seal failure in pump #1. Crews diverted the flow removed the pump, inspected the wetwell and installed the back-up pump. The pumps guide rails were aligned at this time also.

All emergency generators were checked over by employees and fuel topped off after the past storms rolled through the area.

Capital Projects

The Goose Creek electrical substation project is 99% complete. We are waiting on a few punch list items from the vendor to complete the project. The grant has been deemed complete and closed by the Chester County office. We are waiting on final invoicing and warranty items from the vendor for the equipment and small punch list items to close out the contractor. I'm hoping to close the project by end of July.

The Maple Alley project: The supplies for the project have been delivered to the site, construction is slated to begin on Monday July 6, 2026. Private trash haulers have been notified of the alley closure along with an alert sent out to responsible parties, Borough website, and social media. The alerts will be updated as needed.

Taylor Run driveway replacement should have bids to be awarded at the August meetings for a fall 2026 completion.

VOLVO

Wastewater Tasks

Department	Asset	Activity	Date Completed	Notes	Total Cost
Waste Water (Goose Creek)					
Waste Water (Goose Creek)	WWTP Facility GC-B-3	Preventive Maintenance	6/1/2026	monthly change overs	0.00
Waste Water (Goose Creek)	WWTP Facility GC-B-4	Preventive Maintenance	6/1/2026	monthly change overs	0.00
Waste Water (Goose Creek)	WWTP Facility GC-B-1	Replace	6/1/2026	replaced 2 of the lab sinks hot and cold water internals, rubber washers and brass cartridges (perimeter sinks)	0.00
Waste Water (Goose Creek)	WWTP Blower K-2A	Electrical Troubleshooting	6/1/2026	blower tripped out twice around lunch time, checked all connections found a small nick in one of leg 1 wires and taped it up, checked fan actuator that seemed normal. ran again for 20 mins and tripped out put B blower on..	0.00
Waste Water (Goose Creek)	WWTP Structure GC-T7B	Scrubbing	6/2/2026	scrubbed T-7	0.00
Waste Water (Goose Creek)	Wastewater Treatment Plant GC	Other	6/2/2026	Moved pile of river rock from behind T-2 valve chamber and used to fill in by side of PS2 to help with erosion. Kevin getting grass seed for hill and will seed/water when returns.	0.00
Waste Water (Goose Creek)	WWTP Facility GC-B-4	Cleaning	6/2/2026	cleaned soda ash room and scraped tank walls	0.00
Waste Water (Goose Creek)	WWTP Structure GC-GT	Pump Down	6/2/2026	Staged 3" trash pump in preparation for grit removal tomorrow w/Eddie.	0.00
Waste Water (Goose Creek)	WWTP Structure GC-T7A	Scrubbing	6/2/2026	Scrubbed T-7 A	0.00
Waste Water (Goose Creek)	Wastewater Treatment Plant GC	Other	6/2/2026	Cut/removed brush and some branches outside of fence.	0.00
Waste Water (Goose Creek)	WWTP Structure GC-T4B	Hosing	6/2/2026	Hosed walls, weirs, and arm.	0.00
Waste Water (Goose Creek)	WWTP Facility GC-B-2	Hosing	6/2/2026	Flushed micro-screen grit channel out in preparation for grit removal tomorrow. Good bit, but nothing crazy.	0.00

Department	Asset	Activity	Date Completed	Notes	Total Cost
Waste Water (Goose Creek)	WWTP Facility GC-B-3	Condition Asessment	6/2/2026	helped Zander with 6 inch hoses/ traffic cones	0.00
Waste Water (Goose Creek)	WWTP Structure GC-T4A	Hosing	6/2/2026	Hosed walls, weirs, and arm.	0.00
Waste Water (Goose Creek)	WWTP Structure GC-T2B	Hosing	6/2/2026	Hosed walls and weirs.	0.00
Waste Water (Goose Creek)	WWTP Structure GC-T13	Clean	6/3/2026	cleaned off rags from mixer and steps	0.00
Waste Water (Goose Creek)	WWTP Facility WW - Worthington Street Pump Station - Valve Chamber	Clean	6/3/2026	cleaned check valves out while the station was being bypassed pumped for pump work. pump 1 was good pump 2 had a small amount of rags	0.00
Waste Water (Goose Creek)	WWTP Pump WW - Worthington Street Pump Station - Pump 1	Replace	6/3/2026	bypass pumped station and pulled pump 1 out for seal failure, removed piping, wiring and brackets from old pump and installed on replacement pump, rewired new pump. reset middle guide rails for pump. turned on and still has a seal failure alert.	0.00
Waste Water (Goose Creek)	WWTP Structure GC-GT	Cleaning	6/3/2026	Pumped down grit tank and removed grit using McGovern Hi-Vac truck. Fairly heavy load of grit due to heavy rains in past few weeks, but managed to clear out all but a couple inches in bottom of trough before driver informed us truck was full. Not bad. Also found missing 2" hose for micro-screen rotamat in grit pile. Will clean and reinstall.	0.00
Waste Water (Goose Creek)	WWTP Structure GC-T2A	Hosing	6/3/2026	Hosed grease from center.	0.00
Waste Water (Goose Creek)	Wastewater Treatment Plant GC	Mowing	6/4/2026	zero turn and weed whacked the fence and swell in second stage	0.00
Waste Water (Goose Creek)	WWTP Structure GC - Soda Ash Solution Tank	Repair	6/4/2026	repaired a leaking pvc joint on discharge pipe from pumps	0.00
Waste Water (Goose Creek)	WWTP Screen GC-SCREEN-1	Preventive Maintenance	6/4/2026	Replaced brush. Old hardware still looked good and installation went pretty well. Works much better now.	0.00
Waste Water (Goose Creek)	WWTP Pump WW - Worthington Street Pump Station - Pump 1	Electrical Troubleshooting	6/4/2026	went back out this morning and looked over wiring and checked fuses jus to see if it was something other than a seal failure, everything looked ok so guess its the sensor in the pump. going to rebuild pump we pulled out then swap out pumps	0.00

Department	Asset	Activity	Date Completed	Notes	Total Cost
Waste Water (Goose Creek)	WWTP Screen GC-SCREEN-1	Ice	6/4/2026	Ran ice through, got a lot out esp. w/new brush.	0.00
Waste Water (Goose Creek)	WWTP Structure GC-T8A	Cleaning	6/4/2026	drained and cleaned contact tank & scrubbed and hosed par. flume	0.00
Waste Water (Goose Creek)	WWTP Screen S-2	Ice	6/4/2026	Ran ice through to clean out. A good bit.	0.00
Waste Water (Goose Creek)	WWTP Structure GC-T7B	Hosing	6/4/2026	scrubbed T-7 A	0.00
Waste Water (Goose Creek)	WWTP Structure GC-T4B	Scrub	6/4/2026	Scrubbed T-4B walls and weirs.	0.00
Waste Water (Goose Creek)	Facility Equipment GC-VEHICLE-1 stakebody	Cleaning	6/5/2026	drove out 202 to chesterbrook exit and back to clean out DPF filter till readout on dash cleared good now	0.00
Waste Water (Goose Creek)	WWTP Structure GC-T13	Drain	6/5/2026	Drained T-13 and cleaned out all rags	0.00
Waste Water (Goose Creek)	Wastewater Treatment Plant GC	Other	6/5/2026	Weedwhacked 1st stage fence (inner and outer) and around first stage structures. Blew grass off walkways.	0.00
Waste Water (Goose Creek)	WWTP Structure GC-T11B	Install	6/5/2026	Removed old, corroded sluice gate and frame. Brought new frame up to tank as a group and dropped into place. Had to modify grating and brackets for grating to accommodate new frame. Existing bolt holes do not line up with new frame and so will be cut and new holes/anchors installed. Took gate down to shop and cleaned up/epoxied existing bolt holes, will cure over the weekend so rubber strip can be installed next week.	0.00
Waste Water (Goose Creek)	WWTP Structure WW - Miner Street Pump Station - Valve Chamber	Pump Down	6/9/2026	pumped out 9" of ground water from valve chamber	0.00
Waste Water (Goose Creek)	WWTP Structure GC-T7A	Drain	6/9/2026	dropped tank	0.00
Waste Water (Goose Creek)	WWTP Structure WW - Worthington Street Pump Station - Wet Well	Clean	6/9/2026	used fish net and pulled out floating debris on top of tank. mostly chunks of grease and carwash strips.	0.00

Department	Asset	Activity	Date Completed	Notes	Total Cost
Waste Water (Goose Creek)	WWTP Blower K-2A	Replace	6/10/2026	replaced motor with a spare we had. disconnected wiring and unbolted motor then installed refurbished motor, connected wiring, insulated wiring and started motor to check direction. it was spinning backwards so we flipped wires in breaker. new motor tripped out after 10mins of running.. leaving off now till we fix leak in air supply line to T-11. waiting on clamp to arrive	0.00
Waste Water (Goose Creek)	Wastewater Treatment Plant GC	Mowing	6/10/2026	zero turn plant and weed whacked second stage	0.00
Waste Water (Goose Creek)	WWTP Structure GC-T7B	Scrubbing	6/10/2026	Scrubbed T-7 B	0.00
Waste Water (Goose Creek)	WWTP Structure GC-T7A	Hosing	6/10/2026	hosed out sludge at bottom of tank	0.00
Waste Water (Goose Creek)	WWTP Sluice Gate GC - T11 - Effluent Sluice Gate 1	Install	6/12/2026	installed new gate frame. removed old frame, cut off any old anchors we couldn't use, cleaned off concrete with a wire wheel and chipped off any uneven concrete to flatten the mounting surface, set new frame in place and leveled. drilled new anchor points in gate flange and concrete. set anchors and releveled frame. sealed new frame to concrete with polyurethane sealant. installed a new rubber lip seal on gate. trimmed walkway decking to sit flat around new frames	0.00
Waste Water (Goose Creek)	WWTP Sluice Gate GC - T11- Effluent Sluice Gate 2	Install	6/12/2026	installed new gate frame. removed old frame, cut off any old anchors we couldn't use, cleaned off concrete with a wire wheel and chipped off any uneven concrete to flatten the mounting surface, set new frame in place and leveled. drilled new anchor points in gate flange and concrete. set anchors and releveled frame. sealed new frame to concrete with polyurethane sealant. installed a new rubber lip seal on gate. trimmed walkway decking to sit flat around new frames	0.00
Waste Water (Goose Creek)	WWTP Structure GC-T8A	Drain	6/12/2026	drained and cleaned contact tank and Par. Flume	0.00
Waste Water (Goose Creek)	WWTP Structure GC-T7C	Scrubbing	6/12/2026	Scrubbed T-7C	0.00
Waste Water (Goose Creek)	Wastewater Treatment Plant GC	Mowing	6/12/2026	zero turn and weed whacked fence	0.00
Waste Water (Goose Creek)	WWTP Facility GC - Structures - Maintenance Shop	Mechanical Troubleshooting	6/12/2026	tore down the 2" manual pipe threader and cleaned/greased all parts and reset cutter heads. wasnt working properly when we tried to thread a end onto a new pipe for worthing street pump.	0.00

Department	Asset	Activity	Date Completed	Notes	Total Cost
Waste Water (Goose Creek)	WWTP Facility GC-B-1	Cleaning	6/14/2026	cleaned breakroom/ locker room trash, and mopped	0.00
Waste Water (Goose Creek)	Drive GC-CLARIDRIVE-12	Retire	6/16/2026	removed spray line, disconnected\ removed all wiring and cut conduit at wall in preparation for new drive coming so bridge can be removed	0.00
Waste Water (Goose Creek)	WWTP Structure WW - Worthington Street Pump Station - Wet Well	Preventive Maintenance	6/16/2026	checked for floating debris in wet well, looked good	0.00
Waste Water (Goose Creek)	WWTP Structure GC-T2B	Hosing	6/16/2026	Hosed T-2B walls and weirs. Removed ball of rags from scum beach.	0.00
Waste Water (Goose Creek)	WWTP Structure WW - College Avenue Pump Station - Valve Chamber	Clean	6/16/2026	pumped out ground water and checked fog-rod	0.00
Waste Water (Goose Creek)	WWTP Structure GC-T4B	Scrub	6/16/2026	Scrubbed walls and weirs.	0.00
Waste Water (Goose Creek)	WWTP Structure GC-T2A	Hosing	6/16/2026	Hosed T-2A.	0.00
Waste Water (Goose Creek)	WWTP Structure GC-T7C	Scrubbing	6/16/2026	scrubbed T7-B	0.00
Waste Water (Goose Creek)	WWTP Structure GC-T4B	Hosing	6/17/2026	Hosed T-4B trough and arm.	0.00
Waste Water (Goose Creek)	WWTP Structure GC-T7C	Scrubbing	6/17/2026	Scrubbed T-7C	0.00
Waste Water (Goose Creek)	Facility Equipment GC - Portable Equipment - 3in. Trash Pump	Install	6/17/2026	Moved 3" pump and two sections of line from T-5 to contact tank in preparation for tomorrow. Packed up remaining 3" suction and discharge line and put back in B3.	0.00
Waste Water (Goose Creek)	WWTP Structure WW - Miner Street Pump Station - Valve Chamber	Cleaning	6/17/2026	isolated each check valve and removed lid. cleaned out debris\rags not to much in either one. washed down floor and pumped out	0.00
Waste Water (Goose Creek)	WWTP Structure GC-T4A	Scrub	6/17/2026	Scrubbed T-4A.	0.00

Department	Asset	Activity	Date Completed	Notes	Total Cost
Waste Water (Goose Creek)	WWTP Structure WW - College Avenue Pump Station - Valve Chamber	Troubleshoot	6/17/2026	attempted to isolate valves and remove lids to clean. neither gate vale would seal enough to be able to work on check valves. got pump 1 lid off but backflow was to strong. got the lid back on then worked gate valve open and closed. then the gate valve got stuck 1\2 way, had to remove gear cover and found moon gear was damaged on the shut side. finally got gate back to open position but gate valves will probably need replaced	0.00
Waste Water (Goose Creek)	WWTP Facility GC-B-2	Hosing	6/17/2026	Hosed rag room. Flushed grit from channel, good bit from previous storm. Reinstalled flushing water drain hose on micro screen rotamat.	0.00
Waste Water (Goose Creek)	WWTP Structure GC-T8B	Hosing	6/18/2026	hosed out contact tank	0.00
Waste Water (Goose Creek)	WWTP Structure GC-T4B	Scrub	6/18/2026	Scrubbed walls and weirs.	0.00
Waste Water (Goose Creek)	WWTP Structure GC-T4A	Hosing	6/18/2026	Hosed T-4A walls and weirs.	0.00
Waste Water (Goose Creek)	WWTP Structure GC-T8A	Drain	6/18/2026	drained/ cleaned contact tank and Par. Flume	0.00
Waste Water (Goose Creek)	WWTP Structure GC-T8A	Drain	6/18/2026		0.00
Waste Water (Goose Creek)	WWTP Structure WW - College Avenue Pump Station - Valve Chamber	Preventive Maintenance	6/18/2026	topped off hydro fluid on check valves	0.00
Waste Water (Goose Creek)	WWTP Structure GC-T8B	Fill Tank	6/18/2026	re filled after cleaning	0.00
Waste Water (Goose Creek)	WWTP Structure GC-T8B	Drain	6/18/2026	drained contact tank to clean	0.00
Waste Water (Goose Creek)	WWTP Structure GC-T2B	Hosing	6/18/2026	Hosed T-2B trough.	0.00
Waste Water (Goose Creek)	Facility Equipment GC - Pickup	Cleaning	6/18/2026	removed all decals and get ready for auction	0.00
Waste Water (Goose Creek)	WWTP Structure GC-T7B	Hosing	6/21/2026	hosed t7b	0.00

Department	Asset	Activity	Date Completed	Notes	Total Cost
Waste Water (Goose Creek)	WWTP Facility GC-B-1	Cleaning	6/21/2026	cleaned b1	0.00
Waste Water (Goose Creek)	WWTP Structure GC-T4B	Scrub	6/23/2026	Scrubbed walls and weirs.	0.00
Waste Water (Goose Creek)	Wastewater Treatment Plant PS - Miner St Pumping Station	Other	6/23/2026	checked station and fuel level in generator after storm.. fuel 94%	0.00
Waste Water (Goose Creek)	Wastewater Treatment Plant PS - Worthington Street Pump Station	Other	6/23/2026	checked station after storm..	0.00
Waste Water (Goose Creek)	Wastewater Treatment Plant PS - New Street Pump Station	Other	6/23/2026	checked station after storm..	0.00
Waste Water (Goose Creek)	Wastewater Treatment Plant PS - College Avenue Pump Station	Other	6/23/2026	checked station and fuel level in generator after storm.. fuel 86%	0.00
Waste Water (Goose Creek)	WWTP Facility GC-B-4	Cleaning	6/23/2026	cleaned b4 and bathroom, took out trash	0.00
Waste Water (Goose Creek)	WWTP Facility GC - Structures - Maintenance Shop	Repair	6/24/2026	started tearing down the pump we removed from worthington street for repairs, definitely had water in lower oil housing causing seal failure. took apart and ordered the replacement parts. installed new seal and reassembled pump. added oil in upper motor and lower seal areas. hung over night to make sure no oil is leaking out. started fabricating new discharge pipe and check valve assembly, determined pipe threader was wrong tapper for the pump, ordered new cutter blades.	0.00
Waste Water (Goose Creek)	WWTP Structure GC-T7B	Scrubbing	6/24/2026	Scrubbed T-7 B	0.00
Waste Water (Goose Creek)	Wastewater Treatment Plant PS - College Avenue Pump Station	Other	6/24/2026	met plumber at station for backflow testing, passed	0.00
Waste Water (Goose Creek)	Wastewater Treatment Plant GC	Mowing	6/24/2026	zero turn and weed whacked outside fence 2nd stage	0.00
Waste Water (Goose Creek)	WWTP Structure GC-T7C	Cleaning	6/24/2026	cleaned sprays on T-7 B&C	0.00

Department	Asset	Activity	Date Completed	Notes	Total Cost
Waste Water (Goose Creek)	WWTP Blower GC-RB-2 Roots blower B	Electrical Troubleshooting	6/24/2026	blower was off in the morning, opened panel and found orange 3 phase wire was burnt\corroded trimmed back wire to clean copper and reinstalled. check amps on legs 2.8 for all	0.00
Waste Water (Goose Creek)	WWTP Structure GC-T2B	Hosing	6/24/2026	Hosed T-2B walls and weirs.	0.00
Waste Water (Goose Creek)	WWTP Structure GC-T2A	Hosing	6/24/2026	Hosed T-2A walls and weirs.	0.00
Waste Water (Goose Creek)	WWTP Structure GC-T4A	Scrub	6/24/2026	Hosed then scrubbed T-4A walls and weirs.	0.00
Waste Water (Goose Creek)	WWTP Structure GC-T4B	Scrub	6/25/2026	Scrubbed T-4B walls and weirs.	0.00
Waste Water (Goose Creek)	Facility Equipment GC-VEHICLE-1 stakebody	Fill Tank	6/26/2026	Filled front and rear vehicle fuel tanks.	0.00
Waste Water (Goose Creek)	Wastewater Treatment Plant GC	Mowing	6/26/2026	weed whacked 2nd stage building tanks and Hill behind T-12	0.00
Waste Water (Taylor Run)					
Waste Water (Taylor Run)	WWTP Filter Filter#2	Preventive Maintenance	6/1/2026	Filter # 2 Dropped and cleaned. f	0.00
Waste Water (Taylor Run)	WWTP RBC RBC-A4	Preventive Maintenance	6/3/2026	Primary Weekly Maintenance: RBC A4. Hydraulic pump connected to RBC and weighed. Weight recorded in maintenance book.	0.00
Waste Water (Taylor Run)	WWTP RBC RBC-B1	Preventive Maintenance	6/3/2026	Primary Weekly Maintenance: RBC B1. Hydraulic pump connected to RBC and weighed. Weight recorded in maintenance book.	0.00
Waste Water (Taylor Run)	WWTP RBC RBC-A1	Preventive Maintenance	6/3/2026	Primary Weekly Maintenance: RBC A1. Hydraulic pump connected to RBC and weighed. Weight recorded in maintenance book.	0.00
Waste Water (Taylor Run)	WWTP RBC RBC-C4	Preventive Maintenance	6/3/2026	Primary Weekly Maintenance: C4. Hydraulic pump connected to RBC and weighed. Weight recorded in maintenance book.	0.00
Waste Water (Taylor Run)	WWTP RBC RBC-C1	Preventive Maintenance	6/3/2026	Primary Weekly Maintenance: RBC C1. Hydraulic pump connected to RBC and weighed. Weight recorded in maintenance book.	0.00
Waste Water (Taylor Run)	WWTP Electrical Generator GEN-2	Preventive Maintenance	6/3/2026	Primary Weekly Maintenance: Plant generator. Oil level checked. Coolant level checked in radiator. Belt checked for tension. Hose connections checked. Gauges and lights checked for proper operation.	0.00

Department	Asset	Activity	Date Completed	Notes	Total Cost
Waste Water (Taylor Run)	WWTP Blower K-1	Preventive Maintenance	6/3/2026	Primary Weekly Maintenance: K1 Blower. Oil level checked. Belt checked. pressure relief valves lubricated. Air filter cleaned. Fittings greased. Upper and lower swing arm greased. Hoist oil level checked. Hoist cable checked for wear.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation Pak room eye wash and shower system	Preventive Maintenance	6/3/2026	Primary Weekly Maintenance: Pak room eye wash station. System checked for proper operation and water supply.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation I-5	Preventive Maintenance	6/3/2026	Final Weekly Maintenance: Chlorine Analyzer & Pre/post sample pump. Grease cup removed and cleaned out. Fresh polyrex blue greases pumped in. Tubing on analyzer cleaned. Drain line cleaned. Strainer cleaned.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation 558	Preventive Maintenance	6/3/2026	Primary Weekly Monthly: Bucket Elevator & incline screw conveyor. Oil levels checked in all reducers. All fittings greased. Chain checked for slack. Drive chain checked for slack. Belt checked for tension and wear.	0.00
Waste Water (Taylor Run)	WWTP Blower K-2	Preventive Maintenance	6/3/2026	Primary Weekly Maintenance: K2. Oil level checked. Belt tension checked. pressure relief valves lubricated. Air filter cleaned. Fittings greased.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation Ds3 sampler	Preventive Maintenance	6/3/2026	Final weekly maintenance: DS3. Pump tubing inspected for punctures. Sensor, sample line and torpedo cleaned. Lights, fan, heater and refrigerator checked for proper operation.	0.00
Waste Water (Taylor Run)	WWTP RBC RBC-B4	Preventive Maintenance	6/3/2026	Primary Weekly Maintenance: RBC B4. hydraulic pump connected to RBC and weighed. Weight recorded in maintenance book.	0.00
Waste Water (Taylor Run)	WWTP Structure 4	Preventive Maintenance	6/3/2026	Final Weekly maintenance: Soda ash solution tank: Soda ash sensor removed and cleaned. reinstalled.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation 557	Preventive Maintenance	6/3/2026	Final Weekly Maintenance: Raw Sampler. Pump tubing inspected for punctures. Cleaned sensor, sample line and torpedo. Lights, heater, fan and refrigerator checked for proper operation. Jug cleaned.	0.00
Waste Water (Taylor Run)	WWTP Structure TR-T-6B	Preventive Maintenance	6/3/2026	Final Weekly Maintenance: T6B. Oil level in reducer checked. Oil level in lower hosing checked. Chain checked for slack. Scraper arm checked for wear. Vents cleaned.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation Alum silo eye wash/ shower	Preventive Maintenance	6/3/2026	Primary Weekly Maintenance: Aluminum Silo eye wash station. System checked for water pressure and supply.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation Final Comp	Preventive Maintenance	6/3/2026	Final weekly maintenance: Final comp. Pump tubing inspected for punctures. Sensor, Sample line and torpedo cleaned. Lights, heater, fan and refrigerator checked for proper operation.	0.00
Waste Water (Taylor Run)	WWTP Structure TR-T-6A	Preventive Maintenance	6/3/2026	Final weekly Maintenance: T6A. Oil level checked in reducer. Oil level in lower housing checked. Chain checked for slack. Scraper arm inspected for wear. Vent cleaned.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation soda ash silo shower	Preventive Maintenance	6/3/2026	Final Weekly Maintenance: Soda ash silo. System tested for water pressure and supply.	0.00

Department	Asset	Activity	Date Completed	Notes	Total Cost
Waste Water (Taylor Run)	WWTP Instrumentation Primary Scum Mixer	Preventive Maintenance	6/3/2026	Primary Weekly Maintenance: Scum mixer. Super Bio clean 510 poured into pit and mixed for several minutes. Drained out through pumps 3 and 4.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation soda ash eye wash shower	Preventive Maintenance	6/3/2026	Final weekly maintenance: Soda ash eye wash. System checked for water pressure and supply.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation final back up	Preventive Maintenance	6/3/2026	Final weekly maintenance: Final backup. Pump tubing inspected for punctures. Cleaned sensor, sample line and torpedo. Lights, fan, heater and refrigerator checked for proper operation.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation DS2 sampler	Preventive Maintenance	6/4/2026	Primary Weekly maintenance: DS2. Pump tubing inspected for punctures. Cleaned sensor, sample line and torpedo. Lights, heater, fan and refrigerator checked for proper operation. Jug cleaned.	0.00
Waste Water (Taylor Run)	WWTP Sluice Gate Sl-G 2	Preventive Maintenance	6/4/2026	Final Monthly Maintenance: Sluice Gates. All gates on contact tanks and DS3. Sprayed with dry molly/ wd40 before and after being exercised open or closed.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation DS1 sampler	Preventive Maintenance	6/4/2026	Primary weekly maintenance: DS1. Pump tubing inspected for punctures. Cleaned sensor, sample line and torpedo. Checked lights, heater, fan and refrigerator for proper operation. Jug cleaned.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation 558	Repair	6/8/2026	Shut Down Bucket elevator and incline screw conveyor for fiber glass repair. Finished and put back into service.	0.00
Waste Water (Taylor Run)	WWTP Sluice Gate SLG-AIR T	Preventive Maintenance	6/9/2026	Primary Monthly Maintenance: Sluice gates. All gates in primary area sprayed with dry molly before and after being exercised open/closed.	0.00
Waste Water (Taylor Run)	WWTP RBC RBC-A1	Preventive Maintenance	6/10/2026	Primary Weekly Maintenance: RBC's A1, A4, B1, B4, C1 and C4. All RBC's weighed with a hydraulic pump. Weight recorded in maintenance book.	0.00
Waste Water (Taylor Run)	WWTP Electrical Generator GEN-2	Preventive Maintenance	6/10/2026	Primary Weekly Maintenance: Plant Generator. Oil level checked. Coolant in sight glass checked. Belts checked for tension. Hose connections checked. Gauges and lights checked for proper operation.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation soda ash eye wash shower	Preventive Maintenance	6/10/2026	Final Weekly Maintenance: Final Shower and Eye wash stations. Stations inspected for water supply and pressure.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation 557	Preventive Maintenance	6/10/2026	Primary Weekly Maintenance: Raw, DS1, DS2 Samplers. Pump tubing inspected for punctures. Cleaned sensors, sample lines and torpedoes. Lights, heaters, fans and refrigerators checked for proper operation.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation Primary Scum Mixer	Preventive Maintenance	6/10/2026	Primary Weekly Maintenance: Scum Mixer. Super bio clean 510 poured into pit and mixed for several minutes. Drained out with pumps 3 and 4.	0.00

Department	Asset	Activity	Date Completed	Notes	Total Cost
Waste Water (Taylor Run)	WWTP Structure TR-T-6A	Preventive Maintenance	6/10/2026	Final Weekly Maintenance: T6A&T6B. Oil level checked in reducers. Oil level checked in lower housing. Chain checked for slack. Scraper arm checked for wear. vents cleaned.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation 558	Preventive Maintenance	6/10/2026	Primary Weekly Maintenance: Bucket Elevator and Incline Screw Conveyor. Oil level in reducers checked. All fittings greased. Chain checked for slack. Drive train checked for slack. Belt and tension checked for wear.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation Pak room eye wash and shower system	Preventive Maintenance	6/10/2026	Primary Weekly Maintenance: Shower and Eye Wash Stations. Both stations tested for water supply and pressure.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation I-5	Preventive Maintenance	6/10/2026	Final Weekly Maintenance: Chlorine Analyzer and Pre/ Post sample pump. Grease cup removed and old grease replaced with polyrex blue grease. Tubing on analyzer cleaned. Drain line cleaned. Strainer cleaned.	0.00
Waste Water (Taylor Run)	WWTP Blower K-1	Preventive Maintenance	6/10/2026	Primary Weekly Maintenance: K1&K2 Blower: Oil level checked. Belts checked for tension. Pressure relief valves lubricated. Air filters cleaned. Upper and Lower swing arm fittings greased. Hoist oil level checked. Hoist cable checked.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation Final Comp	Preventive Maintenance	6/10/2026	Final Weekly Maintenance: Final, Final Back up and DS3 Samplers. Pump tubing inspected for punctures. Cleaned sensors, sample lines and torpedoes. Checked for proper operation of lights, heater, fans and refrigerator.	0.00
Waste Water (Taylor Run)	WWTP Electrical Generator GEN-2	Preventive Maintenance	6/11/2026	Primary Monthly Maintenance: Plant Generator. Oil level checked. Coolant level checked. Belt checked for tension. Hoses and connections checked. Gauges and lights checked.	0.00
Waste Water (Taylor Run)	WWTP Screen F-2	Preventive Maintenance	6/11/2026	Primary Monthly Maintenance: Fine Screens. Both screens individually shut off and cleaned out. Checked forward and reverse motion. Ultrasonic level controllers tested for high flow simulation.	0.00
Waste Water (Taylor Run)	WWTP Facility TR-B-1	Preventive Maintenance	6/11/2026	Primary Monthly Maintenance: Portable Gas Meters. Calibrated.	0.00
Waste Water (Taylor Run)	WWTP Facility TR-B-1	Repair	6/11/2026	Lab sink drain repaired.	0.00
Waste Water (Taylor Run)	WWTP Valve V-12	Preventive Maintenance	6/11/2026	Primary Monthly Maintenance: Dezurich Valves. All Dezurich Valves sprayed with WD40 before and after being exercised open/close.	0.00
Waste Water (Taylor Run)	WWTP Facility TR-B-4	Clean	6/11/2026	Grease balls came into the raw tank. They were skimmed out and dumped in our dumpster.	0.00
Waste Water (Taylor Run)	WWTP Yard Hydrant Grit YH	Preventive Maintenance	6/12/2026	Primary Monthly Maintenance: Yard Hydrants. All hydrants on the plant were exercised open/closed. All working hydrants have Non-Potable signs.	0.00

Department	Asset	Activity	Date Completed	Notes	Total Cost
Waste Water (Taylor Run)	WWTP Facility TR-B-3	Preventive Maintenance	6/12/2026	Final Monthly Maintenance: B3 Heat Exchanger. Button head fitting on water valves lubricated. Oil checked in recirculating pumps. Exhaust fan and blower on top of heater lubricated. fuel oil pumps checked for proper operation. Lubricated Bell & Gossit booster recirculation pump with five drops of 3 in 1 oil.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation 557	Preventive Maintenance	6/16/2026	Primary 3 Month Maintenance: Raw Sigma Sampler. Side cover of pump removed, and pump tubing replaced. Sensor cleaned. Pump housing cleaned. Pump rollers cleaned.	0.00
Waste Water (Taylor Run)	WWTP Filter Filter #3	Preventive Maintenance	6/16/2026	Filter #3 dropped, sprayed and bleached overnight. Filled up and put back into service.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation DS2 sampler	Preventive Maintenance	6/16/2026	Primary 3 Month Maintenance: DS2 Sigma Sampler. Side cover of pump removed, and pump tubing replaced. Sensor cleaned. Pump housing cleaned. Pump rollers cleaned.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation DS1 sampler	Preventive Maintenance	6/16/2026	Primary 3 Month Maintenance: DS1 Sigma Sampler. Side cover of pump removed, and pump tubing replaced. Sensor cleaned. Pump housing cleaned. Pump rollers cleaned.	0.00
Waste Water (Taylor Run)	WWTP RBC RBC-A1	Preventive Maintenance	6/17/2026	Primary Weekly Maintenance: RBC A1. Hydraulic pump attached to RBC and weighed. Weight recorded in maintenance book.	0.00
Waste Water (Taylor Run)	WWTP Structure TR-LA	Preventive Maintenance	6/17/2026	Primary Weekly Maintenance: Aluminum Sulfite Storage Tank. Storage tank inspected for leaks. Moat pumped out.	0.00
Waste Water (Taylor Run)	WWTP RBC RBC-C1	Preventive Maintenance	6/17/2026	Primary Weekly Maintenance: RBC C1. Hydraulic pump attached to RBC and weighed. Weight recorded in maintenance book.	0.00
Waste Water (Taylor Run)	WWTP RBC RBC-B1	Preventive Maintenance	6/17/2026	Primary Weekly Maintenance: RBC B1. Hydraulic pump attached to RBC and weighed. Weight recorded in maintenance book.	0.00
Waste Water (Taylor Run)	WWTP Electrical Generator GEN-2	Preventive Maintenance	6/17/2026	Primary Weekly Maintenance: Plant Generator. Oil level checked. Coolant in sight glass checked. Belts checked for tension. Hose connections checked. Gauges and lights checked for proper operation.	0.00
Waste Water (Taylor Run)	WWTP RBC RBC-A4	Preventive Maintenance	6/17/2026	Primary Weekly Maintenance: RBC A4. Hydraulic pump attached to RBC and weighed. Weight recorded in maintenance book.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation 558	Preventive Maintenance	6/17/2026	Primary 3 Month Maintenance: Screw Conveyor. Oil drained and inspected. Replaced with Meropa 220. Worm drive and motor inspected. Lower worm lubricated.	0.00
Waste Water (Taylor Run)	WWTP Facility TR-B-6	Preventive Maintenance	6/17/2026	Final Monthly Maintenance: Chlorine Detector. Small amount of HTH held near air intake sensor. Checked for audible alarm. Checked roof alarm was flashing.	0.00

Department	Asset	Activity	Date Completed	Notes	Total Cost
Waste Water (Taylor Run)	WWTP Blower K-1	Preventive Maintenance	6/17/2026	Primary Weekly Maintenance: K1&K2 Blower: Oil level checked. Belts checked for tension. Pressure relief valves lubricated. Air filters cleaned. Upper and Lower swing arm fittings greased. Hoist oil level checked. Hoist cable checked.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation Pak room eye wash and shower system	Preventive Maintenance	6/17/2026	Primary Weekly Maintenance: Shower and Eye Wash Stations. Both stations tested for water supply and pressure.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation Primary Scum Mixer	Preventive Maintenance	6/17/2026	Primary Weekly Maintenance: Scum Mixer. Super bio clean 510 poured into pit and mixed for several minutes. Drained out with pumps 3 and 4.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation Final Comp	Preventive Maintenance	6/17/2026	Final Weekly Maintenance: Final, Final Back up and DS3 Samplers. Pump tubing inspected for punctures. Cleaned sensors, sample lines and torpedoes. Checked for proper operation of lights, heater, fans and refrigerator.	0.00
Waste Water (Taylor Run)	WWTP Structure TR-T-6A	Preventive Maintenance	6/17/2026	Final Weekly Maintenance: T6A&T6B. Oil level checked in reducers. Oil level checked in lower housing. Chain checked for slack. Scraper arm checked for wear. vents cleaned.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation I-5	Preventive Maintenance	6/17/2026	Final Weekly Maintenance: Chlorine Analyzer and Pre/ Post sample pump. Grease cup removed and old grease replaced with polyrex blue grease. Tubing on analyzer cleaned. Drain line cleaned. Strainer cleaned.	0.00
Waste Water (Taylor Run)	WWTP RBC RBC-B4	Preventive Maintenance	6/17/2026	Primary Weekly Maintenance: RBC B4. Hydraulic pump attached to RBC and weighed. Weight recorded in maintenance book.	0.00
Waste Water (Taylor Run)	WWTP Valve V-35	Preventive Maintenance	6/17/2026	Final Monthly Maintenance: Dezurik Valves. All Dezurik valves in PS2 and digester building. All stems sprayed with Wd-40 before and after being exercised.	0.00
Waste Water (Taylor Run)	WWTP Structure TR-T-6B	Preventive Maintenance	6/17/2026	Final Monthly Maintenance: T6A & T6B Clarifier Gear Reducers. Greased upper drive bearings with one shot of #2 grease. Greased lower worm bearings with two shots of #2 grease. Drained condensation/oil from micro switch housings.	0.00
Waste Water (Taylor Run)	WWTP Filter Filter#1	Install	6/17/2026	Vacuum pump motor changed out for filter #1. Back in service.	0.00
Waste Water (Taylor Run)	WWTP Structure 4	Preventive Maintenance	6/17/2026	Final Monthly Maintenance: Inline Water Screens. All screens in final area removed sprayed clean and reinstalled.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation 558	Preventive Maintenance	6/17/2026	Primary Weekly Maintenance: Bucket Elevator and Incline Screw Conveyor. Oil level in reducers checked. All fittings greased. Chain checked for slack. Drive train checked for slack. Belt and tension checked for wear.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation 558	Preventive Maintenance	6/17/2026	Primary 3 Month Maintenance: Bucket Elevator. Oil drained and inspected from both reducers. Oil replaced with Meropa 220. Lubricated drive chain with mobiltac 325. Shaft bearings lubricated with #2 grease.	0.00

Department	Asset	Activity	Date Completed	Notes	Total Cost
Waste Water (Taylor Run)	WWTP Instrumentation soda ash eye wash shower	Preventive Maintenance	6/17/2026	Final Weekly Maintenance: Final Shower and Eye wash stations. Stations inspected for water supply and pressure.	0.00
Waste Water (Taylor Run)	WWTP Structure 4	Preventive Maintenance	6/17/2026	Final Monthly Maintenance: Soda Ash Compressors. Belts inspected for tension. Oil condition and level checked. Air filters checked and cleaned. Both compressors ran to build up pressure. Condensation drained.	0.00
Waste Water (Taylor Run)	WWTP Structure 4	Preventive Maintenance	6/17/2026	Final Monthly Maintenance: Soda Ash Dust Collector. Filter bags inspected for damage. Bag connections inspected for attachment. Cleaned dust on blowers. Dustpan removed and cleaned.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation 557	Preventive Maintenance	6/18/2026	Primary Weekly Maintenance: Raw, DS1, DS2 Samplers. Pump tubing inspected for punctures. Cleaned sensors, sample lines and torpedoes. Lights, heaters, fans and refrigerators checked for proper operation.	0.00
Waste Water (Taylor Run)	WWTP Structure TR-LA	Preventive Maintenance	6/24/2026	Primary Weekly Maintenance: Aluminum Sulfite Storage Tank. Storage tank inspected for leaks. Moat pumped out.	0.00
Waste Water (Taylor Run)	WWTP RBC RBC-A1	Preventive Maintenance	6/24/2026	Primary Weekly Maintenance: RBC A1. Hydraulic pump attached to RBC and weighed. Weight recorded in maintenance book.	0.00
Waste Water (Taylor Run)	WWTP RBC RBC-C1	Preventive Maintenance	6/24/2026	Primary Weekly Maintenance: RBC C1. Hydraulic pump attached to RBC and weighed. Weight recorded in maintenance book.	0.00
Waste Water (Taylor Run)	WWTP RBC RBC-A4	Preventive Maintenance	6/24/2026	Primary Weekly Maintenance: RBC A4. Hydraulic pump attached to RBC and weighed. Weight recorded in maintenance book.	0.00
Waste Water (Taylor Run)	WWTP RBC RBC-B1	Preventive Maintenance	6/24/2026	Primary Weekly Maintenance: RBC B1. Hydraulic pump attached to RBC and weighed. Weight recorded in maintenance book.	0.00
Waste Water (Taylor Run)	WWTP Electrical Generator GEN-2	Preventive Maintenance	6/24/2026	Primary Weekly Maintenance: Generator. Checked oil level. Coolant level in radiator checked. Belts checked for tension. Hoses checked for connections. Gauges and lights checked.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation 557	Preventive Maintenance	6/24/2026	Primary Weekly Maintenance: Raw Sampler. Pump tubing inspected for punctures. Cleaned sensor, sample line and torpedo. Proper operation of lights, fan, heater and refrigerator.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation DS2 sampler	Preventive Maintenance	6/24/2026	Primary Weekly Maintenance: DS2 Sampler. Pump tubing inspected for punctures. Cleaned sensor, sample line and torpedo. Checked for proper operation of lights, heater, fan and refrigerator.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation Pak room eye wash and shower system	Preventive Maintenance	6/24/2026	Primary Weekly Maintenance: Eye wash Stations. Both systems inspected for leaks and water supply.	0.00

Department	Asset	Activity	Date Completed	Notes	Total Cost
Waste Water (Taylor Run)	WWTP RBC RBC-B4	Preventive Maintenance	6/24/2026	Primary Weekly Maintenance: RBC B4. Hydraulic pump attached to RBC and weighed. Weight recorded in maintenance book.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation Primary Scum Mixer	Preventive Maintenance	6/24/2026	Primary Weekly Maintenance: Scum mixer. Super bio 510 poured into pit and mixed for several minutes. Drained out through Pumps 3 &4.	0.00
Waste Water (Taylor Run)	WWTP Structure TR-T-6B	Preventive Maintenance	6/24/2026	Final Weekly Maintenance: T6B. Oil level checked in reducer. Oil in lower housing checked. Chain checked for slack. Scraper arm inspected for wear. Vents cleaned.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation soda ash silo shower	Preventive Maintenance	6/24/2026	Final Weekly Maintenance: Final Area eye wash stations. Systems checked for leaks and water supply.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation Final Comp	Preventive Maintenance	6/24/2026	Final Weekly Maintenance: Final Comp. Pump tubing inspected for punctures. Cleaned sensor, sample line and torpedo. Checked proper operation of lights, heater, fan and refrigerator.	0.00
Waste Water (Taylor Run)	WWTP Blower K-1	Preventive Maintenance	6/24/2026	Primary Weekly Maintenance: K1 & K2 Blowers. Oil levels checked, Oil replaced in K2. Belts inspected for tension. Lubricated pressure relief valves. Air filters cleaned. Fittings greased. Upper and Lower swing arm fittings greased. Hoist oil level checked and Hoist cable checked for wear.	0.00
Waste Water (Taylor Run)	WWTP Pump P-12	Install	6/24/2026	New rotating assembly installed in P-12 wet well pump.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation I-5	Preventive Maintenance	6/24/2026	Final Weekly Maintenance: Chlorine Analyzer & Pre/Post Sample pump. Grease cup removed and old grease replaced with polyrex blue grease. Tubing on analyzer checked. cleaned drain line and strainer.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation DS1 sampler	Preventive Maintenance	6/24/2026	Primary Weekly Maintenance: DS1 Sampler. Pump tubing inspected for punctures. Cleaned sensor, sample line and torpedo. Checked for proper operation of lights, heater, fan and refrigerator.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation 558	Preventive Maintenance	6/24/2026	Primary Weekly Maintenance: Bucket Elevator & Incline screw conveyor. Oil levels in all reducers checked. All fittings greased. Chain checked for slack. Drive chain checked for slack. Belt inspected for tension and wear.	0.00
Waste Water (Taylor Run)	WWTP Structure TR-T-6A	Preventive Maintenance	6/24/2026	Final Weekly Maintenance: T6A. Oil level checked in reducer. Oil in lower housing checked. Chain checked for slack. Scraper arm inspected for wear. Vents cleaned.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation Ds3 sampler	Preventive Maintenance	6/25/2026	Final Weekly Maintenance: DS3. Pump tubing inspected for punctures. Cleaned sensor, sample line and torpedo. Checked proper operation of lights, heater, fan and refrigerator.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation final back up	Preventive Maintenance	6/25/2026	Final Weekly Maintenance: Final Back Up Comp. Pump tubing inspected for punctures. Cleaned sensor, sample line and torpedo. Checked proper operation of lights, heater, fan and refrigerator.	0.00

Run On	06/30/2026 01:42 PM
Run By	Ryan Michael
From	06/01/2026 12:00 AM
To	06/30/2026 11:59 PM

Transaction Summary by Category and Activity

Brandywine School Wizard Camp

Activity	Credit/Debit/ACH	User Credit	Total
1. Wizard Camp	$910.00	$0.00	$910.00
	$910.00	$0.00	$910.00

Just Tennis

Activity	Credit/Debit/ACH	User Credit	Total
1. Adult Tennis Clinics	$260.00	$0.00	$260.00
	$260.00	$0.00	$260.00

Just Tennis- Youth

Activity	Credit/Debit/ACH	User Credit	Total
1. Junior Tennis Summer Camp	$872.00	$0.00	$872.00
	$872.00	$0.00	$872.00

Skyhawk Sports

Activity	Credit/Debit/ACH	User Credit	Total
1. Beginner Golf Camp	$651.00	$0.00	$651.00
2. Multisports Tots	$228.00	$0.00	$228.00
3. Volleyball Camp	$386.00	$0.00	$386.00
	$1,265.00	$0.00	$1,265.00

Skyhawks Sports Camp

Activity	Credit/Debit/ACH	User Credit	Total
1. Beginner Golf Camp	$651.00	$0.00	$651.00
2. Volleyball Camp	$386.00	$0.00	$386.00
	$1,037.00	$0.00	$1,037.00

Soccer Shots

Activity	Credit/Debit/ACH	User Credit	Total
1. Classic Class	$0.00	($683.00)	($683.00)
	$0.00	($683.00)	($683.00)

Universal Rackets

Activity	Credit/Debit/ACH	User Credit	Total
1. Summer 1 Pickleball	$218.00	$0.00	$218.00
	$218.00	$0.00	$218.00

West Chester Restaurant and Food Truck Festival NO

Activity	Credit/Debit/ACH	User Credit	Total
1. Crafters, NON-crafters, NON-profit vendors	$200.00	$0.00	$200.00
2. Food Vendors	$765.00	$0.00	$765.00
	$965.00	$0.00	$965.00
Totals for Transaction Summary by Category and Activity			
	$5,527.00	($683.00)	$4,844.00

Run On	06/30/2026 01:42 PM
Run By	Ryan Michael
From	06/01/2026 12:00 AM
To	06/30/2026 11:59 PM
Facilities	Multiple (9)

Facility Reservations by Facility

Barclay Park Open Space

	Rental Date/Time	Description	User	Total Paid
1.	06/07/2026 08:00 AM - 09:00 PM	Transaction 105196372	Christina Motzko	$0.00
	Note: Rental			
				$0.00

Everhart Park Activity Area

	Rental Date/Time	Description	User	Total Paid
1.	06/03/2026 08:00 AM - 09:00 PM	Transaction 104520287	Rosalie Zwizanski	$25.00
	Note: Rental			
2.	06/04/2026 08:00 AM - 09:00 PM	Transaction 104520370	David Yori	$25.00
	Note: Rental			
3.	06/06/2026 08:00 AM - 09:00 PM	Transaction 104913263	Justin Mcclure	$75.00
	Note: Rental			
	Outside Vendors: No			
4.	06/11/2026 08:00 AM - 09:00 PM	Transaction 104535461	Jenna Everhart	$0.00
	Note: Rental			
5.	06/12/2026 08:00 AM - 09:00 PM	Transaction 104521156	Jenna Everhart	$0.00
	Note: Rental			
6.	06/13/2026 08:00 AM - 09:00 PM	Transaction 104519740	Ryan Michael	$0.00
	Note: Rental			
7.	06/20/2026 08:00 AM - 09:00 PM	Transaction 104521377	Elizabeth Slott	$125.00
	Note: Rental			
8.	06/27/2026 08:00 AM - 09:00 PM	Transaction 105920681	David Howard	$125.00
	Note: Rental			
9.	06/28/2026 08:00 AM - 09:00 PM	Transaction 104521532	Terri Manos	$125.00
	Note: Rental			
				$500.00

Everhart Park Gazebo

	Rental Date/Time	Description	User	Total Paid
1.	06/13/2026 08:00 AM - 09:00 PM	Transaction 105091014	Maddy Evans	$0.00
	Note: Rental			
				$0.00

Hoopes Park Pavilion

	Rental Date/Time	Description	User	Total Paid
1.	06/06/2026 08:00 AM - 09:00 PM	Transaction 104523790	Ryan Michael	$75.00
	Note: Rental			
	Outside Vendors: No			
2.	06/07/2026 12:00 AM - 12:00 AM	Transaction 104534499	Donna Dunn	$75.00
	Note: Donna Dunn church picnic			
	Outside Vendors: No			
3.	06/07/2026 08:00 AM - 09:00 PM	Transaction 104521997	Carolyn Ansley	$25.00
	Note: Rental			
	Outside Vendors: No			
4.	06/14/2026 08:00 AM - 09:00 PM	Transaction 104522276	Carolyn Ansley	$25.00
	Note: Rental			
	Outside Vendors: No			
5.	06/20/2026 08:00 AM - 09:00 PM	Transaction 104536999	Ryan Michael	$75.00
	Note: Rental			
	Outside Vendors: No			
6.	06/27/2026 08:00 AM - 09:00 PM	Transaction 106740642	Bethany Kerr	$0.00
	Note: Rental			
	Outside Vendors: No			
				$275.00

Marshall Square Park Activity Area

	Rental Date/Time	Description	User	Total Paid
1.	06/06/2026 08:00 AM - 09:00 PM	Transaction 106697998	Ryan Michael	$75.00
	Note: Rental			
2.	06/24/2026 08:00 AM - 09:00 PM	Transaction 104540445	Moses Chi	$25.00
	Note: Rental			
3.	06/27/2026 08:00 AM - 09:00 PM	Transaction 108798178	Harshal Dear	$0.00
	Note: Rental			
				$100.00

Marshall Square Park Gazebo

	Rental Date/Time	Description	User	Total Paid
1.	06/27/2026 08:00 AM - 09:00 PM	Transaction 108798176	Harshal Dear	$0.00
	Note: Rental			
				$0.00

Totals for Facility Reservations by Facility

$875.00

Park Notes and Projects June 2026

Projects can be Capital, grant funded, Rec Fee in Lieu of, or General.

Hoopes Park

Hoopes Park Playground renovation project

- Project is in the preliminary concept phase using information gathered from the group that met in Aug. (FOHP, Parks and Rec, Playground designer, and engineering)
    - Our playground designer met with the Parks and Rec department to start laying out conceptual designs.
        - We are looking into "inclusive play" designs for this playground renovation.
            - Inclusive play takes ADA to another level and incorporates elements of play for hearing/vision impaired along with sensory sensitive ideas.
    - We will be applying for a DCED GTRP grant (up to $250,000.00 with a 15% local match) in support of this project
        - Grant deadline was May 31st, 2026
    - We have applied for a Chester County Preservation Partnership Program (PPP) grant up to $100,000.00 with a 75% local match:
        - These grants can be used as matching funds/local match for the DCNR and DCED grants.
        - Grant application deadline 4.30.26

Marshall Square Park – The Franklin St. sidewalk project (approved by Council in 2025) will get under way with permitting and pre construction meeting in the near future.

- This project is funded and headed by the FOMSP with support from the Borough.

Everhart Park – Gazebo restoration project (FOEP)

- Timeline is TBD but they are shooting for a fall phase one completion

Mosteller Park – No projects at current time

Fugget Park – No projects at current time

Horace Pippin Park – New Playground has been installed (90%)

- We still need to add the ADA pathway from Everhart St. to the playground.

Kathy McBratnie Park - No projects at current time

Greenfield Park – No projects at current time

Veteran's Memorial Park – The Friends of Veteran's Park are looking to make some minor improvements to the equipment at the park.

- New bench/table
- Add musical play elements

- Trash can refurbish
- New benches

Barclay Park - No projects at current time

Bayard Rustin Park – No projects at current time

John O Green Park –

Fall zone project 2026 and beyond

- The total cost of the "waterplay" features (Phase 1 Noth) comes to $165,408.35
- As the project was overbudget and underfunded (due to an underassumption in the "rec fee in lieu of fund" the Borough used funding from other capital projects that were under budget to make up the difference.
- We have applied for a Pennsylvania Department of Conservation and Natural Resources Community Conservation Partnership Program (C2P2) grant up to $250,000.00 for the John O. Green Park playground project Phase 2 with a 50% local match.

a. Phase 2 is the remainder of the north side park excluding the splash pad. (attachment)

b. Grant application deadline 4.30.26

- We have applied for a Chester County Preservation Partnership Program (PPP) grant up to $100,000.00 with a 75% local match:

i. These grants can be used as matching funds/local match for the DCNR and DCED grants.

ii. Grant application deadline was 4.30.26

Park Usage/Rentals

Camps, classes, and bus trips

Ryan Michael, Program Coordinator, is continually working on our list of programming for Spring/Summer/Fall 2026.

We have transitioned to our new software and need more time to input/upload data.

* In 2026 the Parks and Recreation Department will be utilizing new recreation software.

Civic Plus has replaced Myrec.com

Civic Rec report as attachment to report.

Upcoming Events both Borough sponsored and Non-Borough and **Gay St. "Activation Zones"**

7.9.26 Concert at Marshall Square Park
7.10.26 Movie night at Barclay Park
7.16.26 Concert at John O Green Park (rescheduled from 6.18)
7.25.26 Mount Carmel Church Block party (pending)
8.2.26 America 250 Celebration (downtown West Chester)

West Chester Area Council of Governments – America 250 Celebration 8.2.26

- Update on what has been discussed to date
- The WCACOG America 250 Committee has been awarded two grants from the Chester County Community Foundation in support of our efforts to bring a great event to West Chester.
    - Dare to Declare grant - $2,500
        - Kickoff of the event with a special reading of the Declaration of Independence.
    - Let Freedom Ring - $5,000
        - Supports the event as a whole
- The committee has decided that each municipality will select one member of our community to read the Declaration of Independence at the event.
    - Seven municipalities = Seven readers
    - Each municipality will have a "Call for Readers/Volunteers" to aid in the selection process.
- The West Chester Area Council of Governments has received generous sponsorship from several entities in support of this event
    - First Trust Bank
    - Mini of West Chester
    - Pennoni
    - Treemendous Tree Care Inc.
    - Buckley, Brion, McGuire, and Morris LLP

For a full listing of Parks and Recreation events for 2026, please go to our website here: https://west-chester.com/370/Events

PROS Plan Implementation

Concepts/Plans/Projects relating to the Six Big Moves

- *Parks for all/Sustaining what we love*
    - John O Green Splash Pad renovations/upgrades
        - This project comes with complications due to the PA DEP covenant that is on this parcel, but we have a plan in place to have the new splash pad operational this summer.
            - Will have submitted a grant app to DCNR and ChesCo in support of this project to support phase two of the project, which is everything else in the north side park minus the splash pad.

- Parks for all/Sustaining what we love
    - Hoopes Park playground renovations
        - Concepts are still be worked out
            - With the considerable amount of tree removals at the park we are reconsidering our options on the layout/design
                - We have submitted grant apps to DCED and ChesCo in support of this project.

- *Go West Chester/Investing in our community*
    - Turks Head Trail feasibility study
        - We've had informative and fact-finding conversations with SEPTA, Turks Head Trail advocacy group, ChesCo Planning Commission, Delaware Valley Regional Planning Commission, and DelCo Planning Commission
        - The Borough will be submitting a TCDI Grant through the Delaware Valley Regional Planning Commission
            - This grant has no match and no fiscal responsibility from the Borough.
            - If awarded, DVRPC oversees the selection of our consultants and handles are invoicing/payments.
            - Minimum grant award is $100k.
        - Unfortunately, the Borough was not awarded this grant.
            - Received feedback that our application was very strong, but they received 3x more applications than they could fund, and only six municipalities are being awarded funding

across the Delaware valley. About 25% of the funding is just going to projects in the City of Philadelphia.

- We are looking into other grant funding to support a feasibility study for the “Turks Head Trail” within the Borough’s limits

This meeting is being audio recorded for the public record.

Public Works Committee

Date: **June 9, 2026 @ 5:30 PM**

Committee Members Present: Bernie Flynn – 6th Ward (Chair)
Bryan Travis – 2nd Ward
Brian McGinnis – 3rd Ward

Department Heads Present:
Don Anderson, Director Public Works
Sean Mitchell, Wastewater Director
Ramsey Reiner, Assistant Borough Manager
Keith Kurowski, Director Parks & Recreation

Borough Manager: Sean Metrick

****

1. Call to Order - meeting was called to order at 5:30 PM

2. Announcements
   - A Public Hearing will be held on May 20, 2026, at 6:30PM for the amendment to Chapter 62 Garbage, Rubbish and Refuse. Public Hearing: June 17th at 6:30 PM: Chapter 104, titled "Vehicles and Traffic," specifically to amend Section 104-32, titled "Parking Prohibited During Certain Hours" to prohibit parking on the north side of Wollerton Alley on Monday and Thursday from 2:00 am to 5:00 am; Section 104-33, titled "Parking Time Limited At Certain Locations" and to amend Section 104-47 titled, "Parking Meter Zones Established."
   - Friday, June 12th, Kildare's Pub will be hosting a FIFA watch party on Gay Street.

3. Comments, suggestions, petitions by residents in attendance regarding items not on the agenda.
   - Darryl Cook, S. Walnut Street, asked if the hearing was for the 200 block of Wollerton Street and Mr. Flynn said yes directly behind the Justice Center garage.

4. Departmental Reports
   a) Traffic & Engineering Reports

   - Kelly Goff, RVE, stated that for the Gay Street Closure Project for the open-air market is substantially complete. We are working on the punch list items for the contractor as well as compiling the closeout documentation. We are waiting on PennDOT comments for the Gay and High Street Improvement project. For the 2026

sewer lining project, it is being funded by the flood mitigation grant through the DCED. This is for lining the storm sewer pipe on S. High Street from Lacey to Dean as well as W. Union from Hickory Alley to S. New Street. We are developing the bid packet, and it should go to bid later this month. Mr. Flynn questioned if any research has been done on the base at the crosswalk at the corner of Gay and Matlack. Ms. Goff said no core samples have been done, but she will discuss with the Borough Manager.

b) Public Works

- Don Anderson, Director, said regarding the Gay and Matlack intersection that PECO did a project there and went under the crosswalk. PECO said they would repair it. I need to reach out to them for a status. We are still waiting for the arrow signs to close out the New and Chestnut Street crosswalk project. We received a $22,000 check for the PECO permit at E. Chestnut, N Adams, N Penn and E Washington gas main installation project. Public Works continues to water the newly planted trees.

- There was an issue with eh 2026 paving contractor low bidder. Schiefer is a subcontractor and that is not permitted per the specifications. On tomorrow's Finance agenda we will request to rescind the bid and award to Long's Asphalt. Mr. Flynn stated we don't need to award to the lowest bidder; we can go to the most responsible bidder that we have a history with. Mr. Flynn stated he is not familiar with Long's and questioned how we got to this position? Mr. Anderson stated we did not know that Schiefer was a subcontractor until Ms. Lionti asked for the MS329 Liquid Fuels form. Pennoni also stated this was the first year that PennDOT required these forms. Mr. McGinnis stated we know the other contractors. Mr. Flynn asked Mr. Metrick if he had any comments and said we would continue this discussion at Finance tomorrow. Mr. Anderson said at last month's meeting Darryl Cook asked how much it cost the Borough to open and close Gay Street. Not including the Parking Department, it costs Public Works approximately $400 to open and $400 to close.

- Mr. McGinnis asked when the utility paving and our street paving would be completed. Mr. Anderson said he wasn't sure when it will be scheduled because we are late getting it scheduled, but we will get it completed without any issues with Liquid Fuels. The utility paving is scheduled for July. Mr. Travis asked about the sinkhole repair at Magnolia Street and Sharon Alley. Mr. Anderson said Verizon has infrastructure under the road and we are waiting for them to get back to us. Mr. Flynn stated the park mobile sign installation has been going well and wanted to thank Public Works for their efforts. However, he stated that there are signs on Wollerton Street that are up too high and need to be lowered. Ms. Reiner stated there are more signs to be installed.

- Wastewater
    - Sean Mitchell, Wastewater Director, said the capital project at Goose Creek for the digester gate frames is in the works. The gates have been test fitted and set to be installed next week. The soda ash silo system was cleaned out and inspected. At Taylor Run, they rebuilt a couple of back up motors for the RBC units so we will not have to purchase any. They also rebuilt the P11 wet well pump. The Miner Street Pump Station had the wireless network installed. A large tree fell and took out five blocks of electrical wires and it impacted the Miner Street Pump Station. A PECO worker said it was the worst carnage he saw from a tree in years. Because of that accident, we no have emergency call out notifications until this is repaired. We have personnel going over every day to make sure everything is operating smoothly. The FIOS line was installed at the College Avenue pump station.

    - The Goose Creek Electrical Substation capital project is 95% complete. They are working through the punch list for the electrical equipment. Once all of that is completed, we can close out the grant and capital project. We held a pre-construction meeting for Maple Alley. We hand delivered an updated flyer to all properties affected by the project. We contacted the private trash haulers and answered numerous questions from residents. The project start date is Monday, July 6th. The paving will be temporary for 6 weeks while it settles and then complete curb to curb paving will occur. Mr. Flynn asked who was doing that paving and Mr. Mitchell stated that the contractor was paving. The Taylor Run driveway replacement has been pushed back to later date. Mr. Metrick wanted to acknowledge Sean Mitchell and his team for their work on the capital projects.

- Parks and Recreation
    - Keith Kurowski, Parks & Recreation Director, stated they closed out the Pro Plans with the County, and we should be receiving a check from them shortly. The Turks Head Festival took place and there was a decent turnout. The biggest problem this year was the lack of volunteers. Mr. Flynn asked if there were any issues with the food trucks being moved to Union Street. Mr. Kurowski stated he is waiting for more feedback from the vendors. He received two to date and one was positive and the other felt there were too many vendors. The non-food vendors prefer the trucks in the park because they feel it generates more foot traffic.

- Public Works Chair Report

    - Mr. Flynn stated he is working on finalizing a report about John O'Green Park and will present that along with photos at the July meeting.

5. Old Business

a) Approve the May 2026 meeting minutes
   - Approve 3 - 0

b) Discuss the progress of the new Public Works building
   Issue: Continue conversation on a new Public Works Building
   - Mr. Metrick stated they visited West Whiteland and what stood out to him from this visit and others was having a location undercover for the equipment and vehicles. Also, he mentioned the adapted re-use in East Goshen by converting a grocery store into a covered public works facility. We recently looked at a site in the Borough, Diplomat Demolition Construction and determined it wasn't a viable solution for our needs. We have three more visits scheduled and we anticipate having the framework for feasibility study drafted by the end of the Summer.

6. New Business

a) Discuss Borough entrance signs installed by the Wes Chester Exchange
   Issue: Discuss updating the signs at the Borough entrance points
   - Scott Sanders, current president of the Men's Exchange Club spoke about the entrance signs. He said the Men's Exchange erected signs at four entrance points to West Chester back in the 1960s. The signs were replaced and are now in poor shape. He would like to work with the Borough on the redesign and have larger club discs displayed on the signs. Mr. Flynn stated that we are currently rebranding the signs. Ms. Reiner stated we have already voted on the sign designs. We are receiving quotes and they are coming in at a higher rate than was budgeted, so we are moving this project to 2027. Mr. Sanders stated he would like to work with someone to put the larger discs back on the welcome signs. Mr. Flynn stated he should meet with Ms. Reiner to discuss this further and it could be put on the agenda for next month.

b) Presentation by Friends of Everhart Park for their proposed restoration of the gazebo in Everhart Park.
   Issue: Restoration of the gazebo in Everhart Park
   - Dale Frens, W. Miner Street, spoke on behalf of the Friends of Everhart Park. He explained they are looking to restore the gazebo, and the cost is approximately $88,000. They broke the costs into two phases. The first phase cost $48,000, which they are within 10% of reaching through their fund-raising efforts. Phase two will cost approximately $40,000. We are offering this as a gift to the Borough, and we hope you will accept. This structure is on the National Register. Mr. Frens explained that he is a retired restoration architect and has worked on several historical buildings in the Borough. Their goal is to fund raise privately and hire contractors that they know will do quality work. They know it

will be a challenge because you never know what you will uncover once you remove the shingles, etc. Mr. Travis asked weren't people starting fires underneath the gazebo. Mr. Frens said that was a couple of years ago and they have since applied a fire retardant and haven't had any recent issues. Mr. Travis asked about insurance and if this structure was on our policy. Nicole Scimone, Ward 4 and Council President, stated she wants to make sure the proper path for approval is followed. Mr. Metrick stated you need to look at the logistics of the project, how long, contractor vetting, insurance, material storage, etc.

c) Motion to approve Co-Stars quote for relining of CMP culvert on North Everhart.
Issue: Culvert needs to be repaired. This item will also be on the Finance agenda.

- Will Williams, Sustainability Director, stated they have $235,000 remaining on the ARPA grant money from the Taylor Run Stream Restoration Project. We must use these funds by September 30, 2026, or we lose them. We went back to the grantor and got permission to use the funds for this restoration. The bottom of the culvert rotted out. Due to the timing of the grant ending and we are not going to bid. We will use Co-Stars contractor Able ReCon who did a Hoppes Park project last year. The contract is for $198,000 with the grant, the cost to the Borough is $49,500. We will need a DEP permit and Pennoni is currently working on that for us. Mr. Flynn asked if legal was consulted. Terry Skully, 216 E Market Street, questioned where the $49,000 was coming from and Mr. Williams explained we had it in the budget.
    - Approve 3 – 0

d) Discuss public tree-related projects, priorities, and funding
Issue: Funding for tree-related activities

- Will Williams, Sustainability Director, explained he has been working with the Tree Commission for several months. They are removing Emerald Ash trees from the parks. While we used to have a staff arborist, we now rely on a 3rd party. Every year the tree maintenance contract goes out to bid, and he feels we start over. The preventive maintenance and pruning are lacking and needs to be improved. Chip Horne, Tree Commission Chair, stated we need to increase the tree budget. The ordinance states the Borough covers planting, pruning, maintenance, treatments, etc. However, it can't be done with the current budget. We are being reactive and need to start being proactive with maintenance. The arborist recently looked at 95 street trees on Gay Street from New to Franklin and said 50 need pruning and 13 need to be removed. We will do that over the next few years. We would like to do that for every street in the Borough. We are asking for an extra $33,000 next year. Mr. McGinnis stated he knows how important trees are so we will actively look into this request during budget season. Mr. Flynn asked Mr. Williams if

any Stream Protection money could be used and he said only for planting not for maintenance.

e) Motion to approve the sale of the Wastewater F-250 on Municibid with the funds being deposited in the sewer fund.
Issue: Sale of decommissioned Wastewater vehicle

- Sean Mitchell, Wastewater Director, stated the F-250 needs a new motor and it was recommended to sell the vehicle and purchase a new one based on the age and condition of the vehicle. The Kelly Bluebook value is roughly $15-20,000.
    - Approve 3 – 0

f) John O Green Park project update
Issue: Updated cost summary and possible increase in funding needed. Also, on Finance agenda tomorrow.

- Keith Kurowski, Director of Parks and Recreation, stated they applied for grants for the upgrades and didn't receive them. In recent years the splash pad significantly deteriorated. The rubberized fall zone has contracted so much that we had to close the section down this year. Public Works put in a temporary water park. The DEP Covenant and a new meter pit is costing the Borough an additional $17,000. The biggest cost is the new concrete pad, bringing us to a $45,000 deficit. Ms. Lionti will explain tomorrow at the Finance Meeting. This park is utilized by many and is the only water park in the Borough. Mr. McGinnis asked if there would be any other additional costs. Mr. Kurowski said not that he is aware of, but he wanted to point out the water fee are approximately $3,000 – 3,500 a month from May – August. We will be spending a fraction of that since the main water features are closed. We hope to install everything in the Fall and get the park ready for Summer 2027. Mr. Travis asked what the Pros Plan recommended and Mr. Kurowski said to replace the splash pad for phase one and for phase two to upgrade the play equipment and the pavilion as well as new landscaping. Mr. Travis said we have put a band-aid on this park for a long time and Mr. Kurowski said this isn't a band-aid it is a brand-new splash pad. It is poured concrete and we will not have a rubber pad anymore. Mr. Flynn said we removed contaminated soil and we keep going back for more money for the splash pad. Mr. Kurowski said that is why we want to do a total replacement. Mr. Travis asked if it could be postponed until next year and Mr. Kurowski said we keep pushing in down the road. Mr. Travis asked if the grants cover this repair. Mr. Kurowski said the grants we just applied for are for phase two only. Mr. Flynn said we will discuss it at Finance tomorrow and with full council next week. Terry Skully, 216 E Market, said she doesn't think council has a choice since this park is a hazard and needs to be fixed. She claims some of the residents don't have air conditioning and this water park is the only relief some of them get. Mr. Flynn and Mr. Travis stated they understand the park needs to be fixed, but we are thinking about the budget and not raising taxes.

This meeting is being audio recorded for the public record.

Adjourn – 6:45 PM

AGREEMENT INVESTMENT

DATE PREPARED: 05.15.2026

PREPARED FOR:
Borough of West Chester
401 East Gay Street
West Chester, PA 19380

PREPARED BY
Nexgen Automation, LLC
4501 Chambers Hill Road
Harrisburg, PA 17111

For Services to be Provided at the following Location(s):

Municipal Building – 401 E Gay St
Public Works Dept Building – 205 Lacey St
Goose Creek Plant - 351 Snyder Avenue
Bicentennial Parking Garage – 20 S High St
Public Library Building – 415 N Church St
Taylor Run Plant – 795 Downingtown Pike

Nexgen Automation agrees to provide technical consultation and services described according to the attached schedules:

General Conditions **Scope of Work** **Service Dept Procedures** **Energy Management Services**

Terms and Conditions of Payment

TERM	Year 1	Year 2	Year 3
START DATE	June 1, 2026	June 1, 2027	June 1, 2028
EXPIRATION DATE	May 31, 2027	May 31, 2028	May 31, 2029
CONTRACT COST	$39,870.00	$41,465.00	$43,125.00

After Year 1, this agreement shall automatically renew according to the schedule above unless either party gives the other written notice to the contrary at least 60 days prior to the end of a contract year. Should the scope or coverage of this agreement change, the client will be advised of any pricing adjustments or deviations from the above schedule at least 60 days in advance of the annual renewal date.

In addition to the annual contract amount, the customer is responsible for any applicable sales taxes or governmental charges with regard to the service, maintenance, or technical consulting associated with the equipment covered by this agreement. Payment terms are **Annual in Advance, Net 30 days.**

This proposal, including the terms & conditions and attachments, constitutes the entire agreement and shall become a valid contract after customer acceptance and credit approval by Nexgen Automation. This agreement supersedes all prior presentations and agreements not incorporated herein. This Proposal is valid through the proposed contract start date.

Signatures

Submitted for **Nexgen:**	Accepted for **Customer:**	Approved for **Nexgen:**
By: Stephen Keefer	By:	By: Stephen Keefer
Title: General Manager	Title:	Title: General Manager
Signature: Stephen Keefer	Signature:	Signature:
Date: 05.15.2026	Date:	Date:

Borough of West Chester – Chestnut Street Parking Garage
14 East Chestnut Street
West Chester, PA 19380

PROPOSAL FOR ELEVATOR SERVICE

Code Elevator, Inc. proposes to furnish all labor and material necessary to perform elevator service and repair work at the Borough of West Chester Chestnut Street Parking Garage located at 14 East Chestnut Street, West Chester, PA 19380.

I. Project Summary

This proposal represents Code Elevator's offer to perform elevator service and repair work at the Borough of West Chester Chestnut Street Parking Garage. The scope of work outlined herein is based on our site survey and field evaluation.

Code Elevator shall perform the following work:

- Secure and hang the elevator safely prior to beginning work.
- Remove the belts from each of the four sheaves located in the elevator pit.
- Remove the existing counterweight sheaves.
- Furnish and install new OEM (OTIS) counterweight sheaves.
- Reinstall the existing belts.
- Unhang the elevator upon completion of repairs.
- Test the elevator and verify proper operation prior to returning the unit to service.

All work shall be performed during regular working hours of the trade (7:00 AM – 3:30 PM), unless otherwise coordinated and agreed upon in advance. The described work above will take approximately two days to complete.

II. Exclusions

This proposal does not include:

- Any work outside the scope specifically listed above.

- Structural, electrical, or machine room modifications unless specifically noted.
- Permits, inspections, or fees by others unless otherwise noted.
- Any unforeseen repairs discovered after work has commenced.

III. Pricing

Total Price for Above Work is Fifteen Thousand Eight Hundred and Fifty Dollars **$15,850.00.**

Pricing is valid for thirty (30) days from the date of this proposal.

IV. Contract Terms

It is expressly understood and agreed that all verbal agreements are void and that acceptance of this proposal constitutes a binding contract for the material and work specified above. Any modifications to this agreement must be made in writing and signed by both parties.

This contract shall be returned to Code Elevator with the required deposit as outlined. A copy of the fully executed agreement will be provided to the purchaser.

V. Acceptance of Proposal

Customer: Borough of West Chester

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____

Submitted By: Code Elevator, Inc.

Stephen Vogelman

Date: May 22, 2026

Otis Service and Repair Order

6/12/2026

CUSTOMER NAME
Borough of West Chester
14 East Chestnut Street
West Chester, PA 19382

OTIS ELEVATOR COMPANY
30 TWOSOME DR STE 4,
MOORESTOWN, NJ 08057

OTIS CONTACT
Erin Charlton
Phone: (215) 688-1732
Email: erin.charlton@otis.com

PROJECT LOCATION
CHESTNUT STREET GARAGE
14 E CHESTNUT ST
WEST CHESTER, PA 19380-2662

PROPOSAL NUMBER
QTE-002465709

OTIS SERVICE AND REPAIR ORDER

We propose to furnish the necessary material and labor on the following units:

Unit	Customer Designation
737739	ELV 3

SCOPE OF WORK

Sheave Repair – Chestnut Street Garage

Otis will provide a team of mechanics to replace the counterweight sheave. This scope of work includes safely securing (hanging) the car, removing and disassembling the existing sheave, installing the new sheave, and performing all necessary adjustments to ensure proper operation.

This proposal includes two (2) team-days of labor. As Otis is not the current service provider and the existing condition of the equipment is unknown, any additional time, parts, or unforeseen work required beyond this scope will be addressed through a separate proposal.

Material provided shall be installed in accordance with the ASME A17.1 Safety Code for Elevators and Escalators.

The customer will be responsible for paying local inspection fees if applicable.

Your account representative will contact you to schedule the work. All work will be performed during regular working days and hours of the Elevator Trade unless otherwise specified above. The price quoted below does not include sales tax and is valid for 30 days from the date specified above. The work will be scheduled based on the availability of material and manpower to complete the job efficiently.

The scope proposed herein represents the entire scope that we are contracted for, if additional work is required by others to allow for completion of this work and/or for the inspection to occur, that work is not included. If additional labor and material are needed, a supplemental proposal will be sent.

PRICE
$13,830.00
Thirteen thousand eight hundred thirty dollars

This price is based on a **one hundred** percent **(100%) downpayment** in the amount of $13,830.00.

PAYMENT TERMS:

- The downpayment amount is due in full prior to Otis ordering material and/or mobilizing.

This proposal, including the provisions printed on the pages following, shall be a binding contract between you, or the party identified below for whom you are authorized to contract (collectively referred to herein as "you"), and us when accepted by you through execution of this proposal by you and approved by our authorized representative; or by your authorizing us to perform work for the project and our commencing such work.

OTIS SERVICE AND REPAIR ORDER

PURCHASE ORDER INFORMATION

We strive to provide the best service to you!
Please be sure to provide your purchase order information to prevent any delays.
Thank you!

Purchase Order Required: Yes ☐ No ☐
Purchase Order Number: _____
Purchase Order Amount: _____
Accounts Payable Contact Name: _____
Accounts Payable Contact Email: _____
Phone number: _____

Accepted in Duplicate

Borough of West Chester	Otis Elevator Company
Date:_____	Date:_____
Signed:	Signed:
_____	_____
Print Name: _____	Print Name: Dennis Parker
Title: _____	Title: Sr Mgr, Gen Mgmt
Email: _____	Email: _____
Company Name: Borough of West Chester	
□ Principal, Owner or Authorized Representative of Principal or Owner	
□ Agent _____ (Name of Principal or Owner)	

OTIS SERVICE AND REPAIR ORDER

TERMS AND CONDITIONS

1. This quotation is subject to change or withdrawal by us prior to acceptance by you.
2. The work shall be performed for the agreed price plus any applicable sales, excise or similar taxes as required by law. In addition to the agreed price, you shall pay to us any future applicable tax imposed on us, our suppliers or you in connection with the performance of the work described. Furthermore, you agree that the agreed price is subject to increase caused by any reason beyond Otis' reasonable control including but not limited to commodity, fuel, tariff, and/or shipping transportation cost increases.
3. Payments shall be made as follows: A down payment of One Hundred percent (100.0%) of the price shall be paid by you upon your signing of this document. Full payment shall be made on completion if the work is completed within a thirty days period. If the work is not completed within a thirty day period, monthly progress payments shall be made based on the value of any equipment ready or delivered. We reserve the right to discontinue our work at any time until payments shall have been made as agreed and we have assurance satisfactory to us that subsequent payments will be made when due. Payments not received within thirty (30) days of the date of invoice shall be subject to interest accrued at the rate of eighteen percent (18%) per annum or at the maximum rate allowed by applicable law, whichever is less. We shall also be entitled to reimbursement from you of the expenses, including attorney's fees, incurred in collecting any overdue payments.
4. In the event the work is not completed within 180 calendar days from your original authorization to proceed through no fault of Otis, Otis may notify you of an updated price – which may be accepted or rejected by you. If rejected, Otis will not be required to perform work, and no amounts will be due and payable by you hereunder except amounts for any labor, services, or materials that had already been furnished or procured by Otis prior to notice of price increase. If you are not notified of a new price by Otis, then the parties' obligations will be unchanged and each party will be required to perform their obligations hereunder.
5. Our performance is conditioned upon your securing any required governmental approvals for the installation of any equipment provided hereunder and your providing our workmen with a safe place in which to work. Additionally, you agree to notify us if you are aware or become aware prior to the completion of the work of the existence of asbestos or other hazardous material in any elevator hoistway, machine room, hallway or other place in the building where Otis personnel are or may be required to perform their work. In the event it should become necessary to abate, encapsulate or remove asbestos or other hazardous materials from the building, you agree to be responsible for such abatement, encapsulation or removal, and in such event Otis shall be entitled to delay its work until it is determined to our satisfaction that no hazard exists and compensation for delays encountered if such delay is more than sixty (60) days. In any event, we reserve the right to discontinue our work in the building whenever in our opinion this provision is being violated.
6. Unless otherwise agreed in writing, it is understood that the work shall be performed during our regular working hours of our regular working days. If overtime work is mutually agreed upon and performed, an additional charge therefore, at our usual rates for such work, shall be added to the contract price. The performance of our work hereunder is conditioned on your performing the preparatory work and supplying the necessary data specified on the front of this proposal or in the attached specification, if any. Should we be required to make an unscheduled return to your site to begin or complete the work due to your request, acts or omissions, then such return visits shall be subject to additional charges at our then current labor rates.
7. Title to any material to be furnished hereunder shall pass to you when final payment for such material is received. In addition, we shall retain a security interest in all material furnished hereunder and not paid for in full. You agree that a copy of this Agreement may be used as a financing statement for the purpose of placing upon public record our interest in any material furnished hereunder, and you agree to execute a UCC -1 form or any other document reasonably requested by us for that purpose.
8. Except insofar as your equipment may be covered by an Otis maintenance or service contract, it is agreed that we will make no examination of your equipment other than that necessary to do the work described in this contract and assume no responsibility for any part of your equipment except that upon which work has been done under this contract.
9. Otis shall not be liable for any loss, damage or delay due to any cause beyond our reasonable control including, but not limited to, acts of government, strikes, lockouts, other labor disputes, fire, explosion, theft, floods, water damage, weather damage, extreme weather, traffic conditions, epidemic, pandemic, quarantine (including Covid-19), sabotage, cyber security, national emergency, act of terrorism, earthquake, riot, civil commotion, war or insurrection, vandalism, misuse, abuse, mischief, or acts of God or nature.
10. We warrant that all services furnished will be performed in a workmanlike manner. We also warrant that any equipment provided hereunder shall be free from defects in workmanship and material. Our sole responsibility under this warranty shall be at our option to correct any defective services and to either repair or replace any component of the equipment found to be defective in workmanship or material provided that written notice of such defects shall have been given to us by you within ninety (90) days after completion of the work or such longer period as may be indicated on the front of this form. All defective parts that are removed and replaced by us shall become our property. We do not agree under this warranty to bear the cost of repairs or replacements due to vandalism, abuse, misuse, neglect, normal wear and tear, modifications not performed by us, improper or insufficient maintenance by others, or any causes beyond our control. We shall conduct, at our own expense, the entire defense of any claim, suit or action alleging that, without further combination, the use by you of any equipment provided hereunder directly infringes any patent, but only on the conditions that (a) we receive prompt written notice of such claim, suit or action and full opportunity and authority to assume the sole defense thereof, including settlement and appeals, and all information available to you for such defense; (b) said equipment is made according to a specification or design furnished by us; and (c) the claim, suit or action is brought against you. Provided all of the foregoing conditions have been met, we shall, at our own expense, either settle said claim, suit or action or shall pay all damages excluding consequential damages and costs awarded by the court therein and, if the use or resale of such equipment is finally enjoined, we shall, at our option, (i) procure for you the right to use the equipment, (ii) replace the equipment with equivalent noninfringing equipment, (iii) modify the

equipment so it becomes noninfringing but equivalent, or (iv) remove the equipment and refund the purchase price (if any) less a reasonable allowance for use, damage and obsolescence.

THE EXPRESS WARRANTIES SET FORTH HEREIN ARE THE EXCLUSIVE WARRANTIES GIVEN; WE MAKE NO OTHER WARRANTIES EXPRESS OR IMPLIED, AND SPECIFICALLY MAKE NO WARRANTY OF MERCHANTABILITY OR OF FITNESS FOR ANY PARTICULAR PURPOSE; AND THE EXPRESS WARRANTIES SET FORTH IN THIS ARTICLE ARE IN LIEU OF ANY SUCH WARRANTIES AND ANY OTHER OBLIGATION OR LIABILITY ON OUR PART.

11. Under no circumstances shall either party be liable for special, indirect, liquidated, or consequential damages in contract, tort, including negligence, warranty or otherwise, notwithstanding any indemnity provision to the contrary. Notwithstanding any provision in any contract document to the contrary, our acceptance is conditioned on being allowed additional time for the performance of the Work due to delays beyond our reasonable control. Your remedies set forth herein are exclusive and our liability with respect to any contract, or anything done in connection therewith such as performance or breach thereof, or from the manufacture, sale, delivery, installation, repair or use of any equipment furnished under this contract, whether in contract, in tort (including negligence), in warranty or otherwise, shall not exceed the price for the equipment or services rendered.
12. To the fullest extent permitted by law, you agree to defend, indemnify, and hold Otis harmless against any claim or suit for personal injury or property damage alleged to arise out of this contract, except to the extent that such damage or injury has been adjudicated as having been caused by Otis' sole negligence. In the event that Otis is requested to provide hoistway cartop/pit access to you, and/or to third parties acting at your request, direction, or control, and which may be subject to additional charges at Otis' sole discretion, then in addition to the foregoing defense, indemnity and hold harmless obligations, you shall carry and maintain the following insurance throughout the duration of such work in the hoistway/cartop/pit areas, and will furnish to Otis a certificate of insurance evidencing the following: Commercial General Liability insurance, written on an occurrence basis, with limits on a per occurrence basis of at least $2,000,000 for personal injury or death, and $2,000,000 for property damage, naming Otis as additional insured. Such insurance shall be issued by an insurer authorized to do business in the state or province where the property is located and the equipment and/or services are to be rendered, shall contain a clause in the policy setting forth the insurer's acceptance of liability as set forth in this agreement, and a clause pursuant to which the insurer waives any right of subrogation as to Otis. This policy shall be written as a primary policy only, and not contributing to or in excess of any insurance carried by Otis. You shall provide Otis with at least thirty (30) days prior written notice of cancellation or material change in the coverage.
13. It is agreed that after completion of our work, you shall be responsible for ensuring that the operation of any equipment being furnished hereunder is periodically inspected. The interval between such inspections shall not be longer than what may be required by the applicable governing safety code.
14. In furtherance of OSHA's directive contained in 29 C.F.R. § 1910.147(f)(2)(i), which requires that a service provider (an "outside employer") and its customer (an "on-site employer") must inform each other of their respective lock out/tag out ("LOTO") procedures whenever outside servicing personnel are to be engaged in control of hazardous energy activities on the customer's site, Otis incorporates by reference its mechanical LOTO procedures and its electrical LOTO procedures. These procedures can be obtained at www.otis.com by clicking on "Tools & Resources" on the home page, selecting "Lockout Tagout Policy" under the "Safety Information" column and downloading the "Lockout Tagout Policy Otis 6.0" and "Mechanical Energy Policy Otis 7.0," or the then most current version, both of which are in .pdf format. You agree that you will disseminate these procedures throughout your organization to the appropriate personnel who may interact with Otis personnel while Otis personnel are working on site at your facility and will ensure that such personnel comply with these LOTO procedures while Otis personnel are working on site.
15. This Agreement constitutes the entire understanding between the parties regarding the subject matter hereof and may not be modified by any terms on your order form or any other document and supersedes any prior written or oral communication relating to the same subject. Any amendment or modifications to this Agreement shall not be binding upon either party unless agreed to in writing by an authorized representative of each party.
16. This Contract will be deemed voidable, even after execution, if it is determined by Otis that performance of the services and/or engagement in the contractual relationship/transaction will violate, or is otherwise restricted by, any and all laws, regulations and/or orders, including sanctions laws, that are applicable to Otis or otherwise apply to Otis' operations.
17. By accepting delivery of parts incorporating software, you agree that the transaction is not a sale of such software but merely a license to use such software solely for operating the unit(s) for which the part was provided, not to copy or let others copy such software for any purpose whatsoever, to keep such software in confidence as a trade secret, and not to transfer possession of such part to others except as a part of a transfer of ownership of the equipment in which such part is installed, provided that you inform us in writing about such ownership transfer and the transferee agrees in writing to abide by the above license terms prior to any such transfer.