



Borough Council Meeting Work Session
August 18, 2026 @ 6:30 PM
This meeting is recorded for public record.

Nicole Scimone, President	Member, 4th Ward	Term Expires: 12/31/27
Bernie Flynn, Vice President	Member, 6th Ward	Term Expires: 12/31/27
Bryan Travis	Member, 2nd Ward	Term Expires: 12/31/27
Brian McGinnis	Member, 3rd Ward	Term Expires: 12/31/29
Stephen Marvin	Member, 5th Ward	Term Expires: 12/31/29
Lisa Kearns	Member, 7th Ward	Term Expires: 12/31/29
Jerome Szczepaniak	Member, 1st Ward	Term Expires: 12/31/29

Mayor: Lillian L. DeBaptiste

Borough Manager: Sean Metrick

Assistant Borough Manager: Ramsey Reiner

Borough Council Meeting:

- I. Call to Order
- II. Pledge of Allegiance
- III. Announcements
 - A. Announce the purpose of the July 27, 2026 Executive Session
 - B. Announce the purpose of the August 6, 2026 Executive Session
 - C. Announce Public Hearing: August 19, 2026 at 6:30 p.m
An Ordinance of the Borough of West Chester, Chester County, Pennsylvania, amending the Code of the Borough of West Chester, Chapter 112 titled “Zoning” to amend Section 112-202 to amend the definition for retail store or shop and to add a definition for tobacco store/smoke shop; Section 112-304.c to add a tobacco store/smoke shop as a use permitted by Conditional Use in the TC Town Center and CS Commercial Service Districts; and to add a new Section 112-917 to adopt regulations for tobacco store/smoke shops. (attachment)
 - D. Announce Public Hearing: August 19, 2026 at 6:30 PM
An Ordinance of the Borough of West Chester, Chester County, Pennsylvania, to prohibit the sale, manufacture and public use of kratom, kratom-derived products and concentrated 7-OH substances within the Borough.
 - E. Announce Public Hearing: August 19, 2026 at 6:30 PM
Amendments to Chapter 104
 - F. The West Chester Borough is participating in a friendly “Food Fight” with East &

West Bradford Townships from July 1st to August 31, to collect non-perishable food items. Collection site is in the lobby at West Chester Borough Hall

G. The Borough of West Chester will be closed on September 7, 2026 for the Labor Day Holiday. Note: trash, recycling and yard waste collection will be pushed back one day from normal collection

H. Acknowledgment of Employee/s years of service:

Josh Moran 5 years- Taylor Run

IV. 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.

V. Reports/Presentations

A. Borough Manager Report

VI. Old Business

A. Approve July 14 and 15, 2026 Borough Council Meeting Minutes

B. Discuss the use of Gas-powered leaf blowers in the West Chester Borough (attachment)

VII. New Business

A. Public Works Committee

1) Motion to approve Code Elevator maintenance rates (attachment)

Issue: Approve rates for the elevator located at the West Chester Public Library

Committee Recommendation: 3-0

2) Motion to approve Goose Creek Connection Management Plan amendment (attachment)

Issue: Discuss management plan amendment

Committee Recommendation: 3-0

B. Public Safety

1) Motion to approve Special Event Applications (SEAs) (attachments)

Issue: Approve Special Event Permits (attachments)

i. Unite for HER Run/Walk - 10/17/2026

ii. Veterans Parade - 11/08/2026

iii. Christmas Parade - 12/4/2026

Committee Recommendation: 3-0

2) Motion to adopt Resolution to approve the Chester County Hazard Mitigation Plan (attachments)

Issue: Hazard Mitigation Plan for Chester County. This plan is updated every five years

Committee Recommendation: 3-0

C. Parking Committee

- 1) Motion to approve changes to Special Event Parking Policy (attachment)
Issue: Move start time to 2-hours prior to start of the event, not including the Christmas Parade.
Committee Recommendation: 3-0
- 2) Motion to continue the inclusion of 222 N Walnut Street in the Residential Parking Permit Program
Issue: Allow the inclusion of 222 N Walnut Street in the Residential Parking Permit Program until the residential permit parking study is concluded.
Committee Recommendation 3-0
- 3) Motion to approve a Resolution to update the fee schedule; and, approve the policy for New Street Lot (lot 3) (attachment)
Issue: Update policy to allow for monthly parking permits in lot from 8am-5pm Monday-Friday at current monthly daytime rate (currently \$95). Allow two vehicles per property address to apply. Permits will be sold first come, first served online.
Committee Recommendation: 3-0
- 4) Motion to renew 2-year lease at Gay Street Lot with County.(attachment)
Issue: Current lease ends October 31, 2026 for Chester County to lease 79 spaces at current rate.
Committee Recommendation: 3-0

D. Finance & Revenue Committee

- 1) Consider public safety tax (attachment)
Issue: Raise funding for emergency medical services with a specific tax
Committee Recommendation: Further Discussion
- 2) Motion to approve Code Elevator repair rates for the West Chester Library (attachment)
Issue: Approve repair rates for Code Elevator for repairs at the West Chester Public Library
Committee Recommendation: 3-0
- 3) Motion to approve five-year contract with Granicus (SmartGov) to provide licensing, enforcement, and permit information management and services (attachment)
Issue: Approve five-year contract with Granicus
Committee Recommendation: 3-0
- 4) Consider approving bid award for Brick Sewer Relining (Attachment)
Issue: Approve bid for Brick Sewer Relining 2026 capital project
Committee Recommendation: Further Discussion
- 5) Consider approving the bid for the paving project at Taylor Run Wastewater Treatment Plant and the following parking lots: Green Field and the Market Street Lot. (attachment)
Issue: Approve bid for paving projects
Committee Recommendation: Further discussion

- 6) Motion to approve extension of Brendan Stanton Inc. (Electrical Substation upgrade) contract for 60 days to complete change order work and punch list items for Yale Electric
Committee Recommendation: 3-0
- 7) Motion to adopt budget modification for the Fire Fund and purchase of dedicated blocking vehicle for WCFD (attachment)
Committee Recommendation: 3-0
- 8) Motion to approve grant resolution for PA DCED Main Street Matters program for the South High Street Streetscape Improvements Project (attachment)
Issue: Public resolution required for grant application
Committee Recommendation: 3-0
- 9) Motion to approve the request for sponsorship from West Chester Foundation (attachment)
Issue: Approve \$900 Serpentine donation for the October 15, 2026, West Chester Downtown Foundation 2026 Preservation Awards Event
- 10) Motion to approve purchasing requests (attachment):
Issue: Review and recommend the approval of qualifying purchase orders
 - a. Code Elevator for \$10,000.00
 - b. Cody Computer Services, Inc for \$20,815.11
 - c. McClure Company for \$41,793.00
 - d. Pennoni for \$37,750.00
 - e. Petroleum Traders for \$42,081.60
 - f. Pix4DSA for \$17,079.00
 - g. RW Communications for \$64,432.02
 - h. CDW-G for \$39,082.46

Committee Recommendation: 3-0

E. Smart Growth

- 1) Motion to approve a Resolution to approve preliminary land development plan for 410 S High St – townhouses (attachment)
Committee Recommendation: 3-0
- 2) Motion to direct the Solicitor to attend Zoning Hearing Board for 615/617 S Walnut St– variance for parking in the front yard setback. (attachment)
Issue: Staff recommendation to NOT direct the Solicitor
Committee Recommendation: 0-3
- 3) Motion to direct the Solicitor to attend the Zoning Hearing for 500 W Lafayette St– dimensional variance for side yard setback (attachment)
Issue: Staff recommendation to NOT direct the Solicitor

Committee Recommendation: 0-3

- 4) Motion to approve minor edits to Chapter 66 Ordinance; and, direct the Solicitor to draft an amendment to the Ordinance
Issue: Current ordinance has minor issues with deadlines that need to be rectified for more efficient enforcement.
Committee Recommendation: 3-0

- 5) Motion to approve HARB applications (attachments)
Issue: Consider a Motion to approve the July HARB Certificate of Appropriateness
1. 2026-15: 122 S. High St-Railing
2. 2026-16: 143 W. Gay St-Sign
3. 2026-17: 200 N. High St-Awning
4. 2026-18: 20 W. Market St-HVAC Equipment
5. 2026-19: 16 E. Gay St-Sign & Façade painting
Committee Recommendation: 3-0 COAs number 1, 2, 3, 4
Committee Recommendation: Further Discussion COA number 5

F. Administration, Communication & Technology

- 1) Motion to approve amendments to the employee policy manual (attachment)
Committee Recommendation: 3-0
- 2) Motion to approve increasing the Borough Council and Mayor salaries to \$6,915.00 to become effective 2030.
Committee Recommendation: 3-0

G. Discuss Repeal of Stream Protection Fee Ordinance

H. Motion to approve Klingenberg Variance - Settlement Agreement

VIII. Other Business

IX. 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.