



Finance & Revenue Committee Meeting  
**September 9, 2026 @ 5:30 PM**  
*This meeting is recorded for public record.*

**Committee Members:**

Brian McGinnis, Chair  
Bernie Flynn  
Jerome Szczepaniak

**Director of Finance & Revenue:** Barbara Lioni  
**Borough Manager:** Sean Metrick

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**Finance & Revenue 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. Director's report on 2027 Budget (attachment)
- B. Finance Committee – Chair Report, workplan and issues raised at prior meetings (attachment)

V. Old Business

- A. Approve August 2026 meeting minutes (attachment)

VI. New Business

- A. Motion to approve Budget Modification # 2026-6 for \$10,000.00 (attachment)  
Issue: Reallocate funding from line item, 01-45458-07, 250 America Expense, to pay for study that was not budgeted for in 2026.
- B. Motion to approve Budget Modification # 2026-07 for capital repairs to elevators at garages in the amount of \$6,006.00 (attachment)  
Issue: Budget modification is needed for required repairs for garage elevators
- C. Motion to approve purchasing requests (attachment):  
Issue: Review and recommend the approval of qualifying purchase orders

- 1. All Seasons Landscaping Co for \$26,250

2. Tremendous \$20,000
3. Code Elevator: Parking Garage Repairs \$88,175
4. Code Elevator: Parking & PW Service Contract 2026 for \$10,035
5. ORAD: Leadership Coaching for \$11,000

#### VII. Other Business

#### VIII. Adjournment

Visit [www.west-chester.com](http://www.west-chester.com) for access to all attachments.

Agendas are posted to [www.west-chester.com](http://www.west-chester.com) by noon 3 business days prior to the meeting.

## ACCOUNT BALANCE (MTD/YTD ACTIVITY) REPORT FOR WEST CHESTER BOROUGH

Balance As of 08/31/2026

| GL Number                                    | Description                 | 2026<br>Amended<br>Budget | Beg. Balance<br>01/01/2026 | Activity For<br>08/31/2026 | YTD<br>THRU<br>08/31/2026 | YTD Balance<br>08/31/2026 |
|----------------------------------------------|-----------------------------|---------------------------|----------------------------|----------------------------|---------------------------|---------------------------|
| <b>Fund: 01 GENERAL FUND</b>                 |                             |                           |                            |                            |                           |                           |
| <b>Account Category: Liabilities</b>         |                             |                           |                            |                            |                           |                           |
| <b>Department: 00</b>                        |                             |                           |                            |                            |                           |                           |
| 01-00-40534                                  | Codification                |                           | 17,747.00                  | 0.00                       | 0.00                      | 17,747.00                 |
| Total Department 00:                         |                             |                           | 17,747.00                  | 0.00                       | 0.00                      | 17,747.00                 |
| Liabilities                                  |                             |                           | 17,747.00                  | 0.00                       | 0.00                      | 17,747.00                 |
| <b>Account Category: Revenues</b>            |                             |                           |                            |                            |                           |                           |
| <b>Department: 07 PARKS REC &amp; EVENTS</b> |                             |                           |                            |                            |                           |                           |
| 01-07-34323                                  | SPECIAL EVENT APP FEE       | 0.00                      | 0.00                       | 0.00                       | 10.00                     | 10.00                     |
| 01-07-36731                                  | SPONSORSHIP REVENUE         | 30,000.00                 | 0.00                       | 0.00                       | 28,750.00                 | 28,750.00                 |
| 01-07-36732                                  | SPECIAL EVENT FEES          | 50,000.00                 | 0.00                       | 0.00                       | 20,015.50                 | 20,015.50                 |
| 01-07-36733                                  | REST. FESTIVAL REVENUE      | 30,000.00                 | 0.00                       | 3,932.00                   | 20,717.00                 | 20,717.00                 |
| 01-07-36734                                  | TURKS HEAD REVENUE          | 11,000.00                 | 0.00                       | 0.00                       | 9,402.13                  | 9,402.13                  |
| 01-07-36737                                  | PARK RENTAL FEES            | 0.00                      | 0.00                       | 0.00                       | 100.00                    | 100.00                    |
| 01-07-36738                                  | PARK RENTAL FEES            | 7,000.00                  | 0.00                       | 0.00                       | 3,627.25                  | 3,627.25                  |
| 01-07-36739                                  | CLASS REVENUE               | 53,000.00                 | 0.00                       | 4,197.00                   | 53,534.08                 | 53,534.08                 |
| 01-07-44568                                  | TRF TO CAPITAL              | 0.00                      | 0.00                       | 0.00                       | (1,578.75)                | (1,578.75)                |
| Total Department 07:                         |                             | 181,000.00                | 0.00                       | 8,129.00                   | 134,577.21                | 134,577.21                |
| <b>Department: 09 PARKING</b>                |                             |                           |                            |                            |                           |                           |
| 01-09-33112                                  | ORDINANCE VIOLATIONS        | 0.00                      | 0.00                       | 0.00                       | 170.00                    | 170.00                    |
| Total Department 09:                         |                             | 0.00                      | 0.00                       | 0.00                       | 170.00                    | 170.00                    |
| <b>Department: 40 POLICE</b>                 |                             |                           |                            |                            |                           |                           |
| 01-40-33112                                  | ORDINANCE VIOLATIONS        | 280,000.00                | 0.00                       | 38,938.78                  | 142,734.08                | 142,734.08                |
| 01-40-34100                                  | INTEREST INCOME             | 0.00                      | 0.00                       | 0.00                       | 1.30                      | 1.30                      |
| 01-40-34317                                  | ALARM REVENUE               | 0.00                      | 0.00                       | 0.00                       | (2,050.00)                | (2,050.00)                |
| 01-40-35810                                  | POL SERV CONTRACT-EBT       | 1,911,053.00              | 0.00                       | 0.00                       | 1,433,289.45              | 1,433,289.45              |
| 01-40-36210                                  | POLICE SERVICES             | 155,920.00                | 0.00                       | 7,199.57                   | 166,831.93                | 166,831.93                |
| 01-40-36211                                  | POLICE REPORTS-COPIES       | 9,060.00                  | 0.00                       | 965.00                     | 4,840.00                  | 4,840.00                  |
| 01-40-36213                                  | SECURITY ALARM FEE          | 30,000.00                 | 0.00                       | 1,200.00                   | 8,150.00                  | 8,150.00                  |
| 01-40-36235                                  | POLICE SVCS OT REIMB        | 0.00                      | 0.00                       | 0.00                       | (46,730.15)               | (46,730.15)               |
| 01-40-38002                                  | RESTITUTION PYMTS           | 16,670.00                 | 0.00                       | 2,324.85                   | 16,135.76                 | 16,135.76                 |
| Total Department 40:                         |                             | 2,402,703.00              | 0.00                       | 50,628.20                  | 1,723,202.37              | 1,723,202.37              |
| <b>Department: 50 BUILDING &amp; HOUSING</b> |                             |                           |                            |                            |                           |                           |
| 01-50-32176                                  | Licenses/Permits-Mechanical | 60,000.00                 | 0.00                       | 2,839.00                   | 2,839.00                  | 2,839.00                  |
| 01-50-33104                                  | DISTRICT COURT VIOLATIONS   | 0.00                      | 0.00                       | 0.00                       | 217.00                    | 217.00                    |
| 01-50-33112                                  | ORDINANCE VIOLATIONS        | 70,000.00                 | 0.00                       | 410.00                     | 38,775.81                 | 38,775.81                 |
| 01-50-35507                                  | ELECTRICAL PERMITS          | 0.00                      | 0.00                       | 0.00                       | 8,917.50                  | 8,917.50                  |
| 01-50-36134                                  | ZONING HEARING BOARD        | 40,000.00                 | 0.00                       | 500.00                     | 7,250.00                  | 7,250.00                  |
| 01-50-36135                                  | ZONING SITE INSP FEES       | 3,000.00                  | 0.00                       | 0.00                       | 0.00                      | 0.00                      |
| 01-50-36241                                  | BUILDING PERMITS            | 300,000.00                | 0.00                       | 25,641.25                  | 248,765.33                | 248,765.33                |
| 01-50-36242                                  | ELECTRICAL PERMITS          | 30,000.00                 | 0.00                       | 2,054.50                   | 30,487.00                 | 30,487.00                 |
| 01-50-36243                                  | PLUMBING PERMITS            | 20,000.00                 | 0.00                       | 1,049.50                   | 13,469.00                 | 13,469.00                 |
| 01-50-36244                                  | ZONING HEARING BOARD        | 0.00                      | 0.00                       | 0.00                       | 2,900.00                  | 2,900.00                  |
| 01-50-36245                                  | RENTAL PERMITS              | 388,000.00                | 0.00                       | 35,767.02                  | 225,589.28                | 225,589.28                |
| 01-50-36482                                  | TRASH BAG FEES              | 0.00                      | 0.00                       | 0.00                       | 21.00                     | 21.00                     |
| 01-50-38007                                  | LAND DEVELOPMENT FEES       | 0.00                      | 0.00                       | 0.00                       | 1,046.68                  | 1,046.68                  |
| Total Department 50:                         |                             | 911,000.00                | 0.00                       | 68,261.27                  | 580,277.60                | 580,277.60                |
| <b>Department: 70 IT</b>                     |                             |                           |                            |                            |                           |                           |

## ACCOUNT BALANCE (MTD/YTD ACTIVITY) REPORT FOR WEST CHESTER BOROUGH

Balance As of 08/31/2026

| GL Number                            | Description                    | 2026<br>Amended<br>Budget | Beg. Balance<br>01/01/2026 | Activity For<br>08/31/2026 | YTD<br>THRU<br>08/31/2026 | YTD Balance<br>08/31/2026 |
|--------------------------------------|--------------------------------|---------------------------|----------------------------|----------------------------|---------------------------|---------------------------|
| <b>Fund: 01 GENERAL FUND</b>         |                                |                           |                            |                            |                           |                           |
| <b>Account Category: Revenues</b>    |                                |                           |                            |                            |                           |                           |
| <b>Department: 70 IT</b>             |                                |                           |                            |                            |                           |                           |
| 01-70-44568                          | TRF TO CAPITAL                 | 0.00                      | 0.00                       | (1,495.34)                 | (442.49)                  | (442.49)                  |
| Total Department 70:                 |                                | 0.00                      | 0.00                       | (1,495.34)                 | (442.49)                  | (442.49)                  |
| <b>Department: 80 PUBLIC WORKS</b>   |                                |                           |                            |                            |                           |                           |
| 01-80-32180                          | CABLE TV FRANCHISE             | 0.00                      | 0.00                       | 0.00                       | 3,359.79                  | 3,359.79                  |
| 01-80-32280                          | STREET OPEN/SIDEWALK PERMITS   | 125,000.00                | 0.00                       | 5,181.80                   | 63,297.20                 | 63,297.20                 |
| 01-80-35500                          | GRANT REVENUE                  | 60,000.00                 | 0.00                       | 0.00                       | 0.00                      | 0.00                      |
| 01-80-35510                          | WINTER MAINTENANCE REVENUE     | 33,000.00                 | 0.00                       | 0.00                       | 0.00                      | 0.00                      |
| 01-80-36450                          | SALE OF RECYCLABLE MATERIAL    | 0.00                      | 0.00                       | 0.00                       | 15.00                     | 15.00                     |
| 01-80-36451                          | SALE OF RECYCLING BINS         | 10,000.00                 | 0.00                       | 412.63                     | 5,963.88                  | 5,963.88                  |
| 01-80-36481                          | DUMPSTER FEES                  | 5,000.00                  | 0.00                       | 90.00                      | 3,881.90                  | 3,881.90                  |
| 01-80-36482                          | TRASH BAG FEES                 | 28,000.00                 | 0.00                       | 1,843.92                   | 23,522.65                 | 23,522.65                 |
| 01-80-38005                          | RECYCLING REVENUE              | 0.00                      | 0.00                       | 0.00                       | (211.00)                  | (211.00)                  |
| 01-80-38026                          | STREET OPENING REIMB           | 0.00                      | 0.00                       | 0.00                       | 4,500.00                  | 4,500.00                  |
| 01-80-39120                          | TRASH BAG FEES                 | 0.00                      | 0.00                       | 0.00                       | 1,797.00                  | 1,797.00                  |
| Total Department 80:                 |                                | 261,000.00                | 0.00                       | 7,528.35                   | 106,126.42                | 106,126.42                |
| <b>Department: 90 ADMINISTRATION</b> |                                |                           |                            |                            |                           |                           |
| 01-90-30120                          | RE TAXES-PY LEVY               | 110,000.00                | 0.00                       | 10,255.23                  | 145,416.41                | 145,416.41                |
| 01-90-30125                          | LIENED REAL ESTATE TAX REVENUE | 0.00                      | 0.00                       | 0.00                       | 4,200.27                  | 4,200.27                  |
| 01-90-31010                          | REAL ESTATE TRANSFER TAX       | 630,000.00                | 0.00                       | 48,976.73                  | 432,993.55                | 432,993.55                |
| 01-90-31020                          | EARNED INCOME TAX              | 6,706,325.00              | 0.00                       | 1,115,450.29               | 5,099,004.34              | 5,099,004.34              |
| 01-90-31030                          | BUSINESS PRIVILEGE TAX         | 140,000.00                | 0.00                       | 1,953.34                   | 85,886.41                 | 85,886.41                 |
| 01-90-31050                          | LOCAL SERVICES TAX             | 700,000.00                | 0.00                       | 114,415.33                 | 576,419.83                | 576,419.83                |
| 01-90-31090                          | EARNED INCOME TAX              | 0.00                      | 0.00                       | 0.00                       | (7,190.20)                | (7,190.20)                |
| 01-90-31091                          | DEED TRANSFER TAX              | 0.00                      | 0.00                       | 0.00                       | (52,036.06)               | (52,036.06)               |
| 01-90-31093                          | LOCAL SERVICES TAX             | 0.00                      | 0.00                       | 0.00                       | (1,705.98)                | (1,705.98)                |
| 01-90-32180                          | CABLE TV FRANCHISE             | 250,000.00                | 0.00                       | 3,460.58                   | 156,037.46                | 156,037.46                |
| 01-90-32280                          | STREET OPEN/SIDEWALK PERMITS   | 0.00                      | 0.00                       | 0.00                       | 1,500.00                  | 1,500.00                  |
| 01-90-34100                          | INTEREST INCOME                | 145,000.00                | 0.00                       | 21,072.36                  | 143,763.67                | 143,763.67                |
| 01-90-35500                          | GRANT REVENUE                  | 0.00                      | 0.00                       | 0.00                       | 87,674.23                 | 87,674.23                 |
| 01-90-35505                          | GEN MUN PENSION - STATE AID    | 1,191,169.00              | 0.00                       | 0.00                       | 0.00                      | 0.00                      |
| 01-90-35600                          | PAYMENT IN LIEU TAXES          | 14,000.00                 | 0.00                       | 0.00                       | 0.00                      | 0.00                      |
| 01-90-36165                          | TAX CERTIFICATION FEES         | 67,000.00                 | 0.00                       | 5,260.00                   | 31,005.00                 | 31,005.00                 |
| 01-90-36561                          | LIB/BID MED INS                | 100,487.00                | 0.00                       | 26,421.40                  | 76,566.22                 | 76,566.22                 |
| 01-90-36562                          | PHMIC REFUND                   | 275,000.00                | 0.00                       | 279,865.00                 | 279,865.00                | 279,865.00                |
| 01-90-38000                          | MISCELLANEOUS REVENUE          | 0.00                      | 0.00                       | 1,235.53                   | 25,988.42                 | 25,988.42                 |
| 01-90-38009                          | CERTIF FEES                    | 0.00                      | 0.00                       | 0.00                       | 1,200.00                  | 1,200.00                  |
| 01-90-38014                          | CELL TOWER/CABLE FRAN REV      | 0.00                      | 0.00                       | 0.00                       | (20,141.93)               | (20,141.93)               |
| 01-90-38015                          | STREAM PROT REVENUE            | 0.00                      | 0.00                       | 0.00                       | (50.00)                   | (50.00)                   |
| 01-90-38019                          | W/C REIMBURSEMENT              | 0.00                      | 0.00                       | 0.00                       | 1,154.57                  | 1,154.57                  |
| 01-90-38030                          | UCOMP REIMBURSEMENT            | 3,000.00                  | 0.00                       | 5,332.00                   | 5,332.00                  | 5,332.00                  |
| 01-90-38902                          | MISC REVENUE                   | 20,000.00                 | 0.00                       | 0.00                       | 148.47                    | 148.47                    |
| 01-90-39205                          | TRF FROM FIRE FUND             | 61,108.00                 | 0.00                       | 0.00                       | 61,108.00                 | 61,108.00                 |
| 01-90-39208                          | TRF FROM SEWER FD              | 600,000.00                | 0.00                       | 0.00                       | 600,000.00                | 600,000.00                |
| 01-90-39209                          | TRF FROM PARKING FD            | 2,217,384.00              | 0.00                       | 184,782.00                 | 1,478,256.00              | 1,478,256.00              |
| 01-90-39216                          | TRF FROM SPF                   | 262,815.00                | 0.00                       | 0.00                       | 262,815.00                | 262,815.00                |
| 01-90-39217                          | TRF FROM OPEB FUND             | 192,755.00                | 0.00                       | 0.00                       | 0.00                      | 0.00                      |
| 01-90-39218                          | TRF FROM CAPTL OPER RES FD     | 143,646.00                | 0.00                       | 0.00                       | 0.00                      | 0.00                      |
| 01-90-39230                          | TRF FROM DEBT FUND             | 0.00                      | 0.00                       | 0.00                       | 41,425.19                 | 41,425.19                 |

## ACCOUNT BALANCE (MTD/YTD ACTIVITY) REPORT FOR WEST CHESTER BOROUGH

Balance As of 08/31/2026

| GL Number                                    | Description               | 2026<br>Amended<br>Budget | Beg. Balance<br>01/01/2026 | Activity For<br>08/31/2026 | YTD<br>THRU<br>08/31/2026 | YTD Balance<br>08/31/2026 |
|----------------------------------------------|---------------------------|---------------------------|----------------------------|----------------------------|---------------------------|---------------------------|
| <b>Fund: 01 GENERAL FUND</b>                 |                           |                           |                            |                            |                           |                           |
| <b>Account Category: Revenues</b>            |                           |                           |                            |                            |                           |                           |
| <b>Department: 90 ADMINISTRATION</b>         |                           |                           |                            |                            |                           |                           |
| Total Department 90:                         |                           | 13,829,689.00             | 0.00                       | 1,818,479.79               | 9,516,635.87              | 9,516,635.87              |
| Revenues                                     |                           | 17,585,392.00             | 0.00                       | 1,951,531.27               | 12,060,546.98             | 12,060,546.98             |
| <b>Account Category: Expenditures</b>        |                           |                           |                            |                            |                           |                           |
| <b>Department: 07 PARKS REC &amp; EVENTS</b> |                           |                           |                            |                            |                           |                           |
| 01-07-40121                                  | OFFICE SUPPLIES           | 0.00                      | 0.00                       | 0.00                       | 450.00                    | 450.00                    |
| 01-07-40931                                  | UTILITIES                 | 0.00                      | 0.00                       | 0.00                       | 2,381.58                  | 2,381.58                  |
| 01-07-41018                                  | SALARY EXPENSE-OT         | 0.00                      | 0.00                       | 407.37                     | 649.59                    | 649.59                    |
| 01-07-42000                                  | ADVERTISING               | 21,000.00                 | 0.00                       | 64.15                      | 7,848.19                  | 7,848.19                  |
| 01-07-42007                                  | PROFESSIONAL FEES         | 0.00                      | 0.00                       | 0.00                       | (1,769.50)                | (1,769.50)                |
| 01-07-42011                                  | CONSULTANTS               | 0.00                      | 0.00                       | 0.00                       | (6,400.00)                | (6,400.00)                |
| 01-07-43820                                  | SAL EXP- RECREATION       | 180,673.00                | 0.00                       | 13,660.10                  | 114,290.95                | 114,290.95                |
| 01-07-45430                                  | PARK MAINTENANCE          | 0.00                      | 0.00                       | 870.94                     | 6,461.93                  | 6,461.93                  |
| 01-07-45432                                  | TRIPS/CLASS EXPENSE       | 53,000.00                 | 0.00                       | 5,608.00                   | 25,065.79                 | 25,065.79                 |
| 01-07-45436                                  | REST FESTIVAL             | 40,000.00                 | 0.00                       | 0.00                       | 0.00                      | 0.00                      |
| 01-07-45450                                  | TURKS HEAD FESTIVAL       | 20,000.00                 | 0.00                       | 0.00                       | 23,367.05                 | 23,367.05                 |
| 01-07-45452                                  | TOUCH TRUCK EVENT         | 5,000.00                  | 0.00                       | 0.00                       | 0.00                      | 0.00                      |
| 01-07-45457                                  | HALLOWEEN PARADE          | 6,000.00                  | 0.00                       | 0.00                       | 0.00                      | 0.00                      |
| 01-07-45458                                  | EVENT EXPENSE             | 20,000.00                 | 0.00                       | (274.97)                   | 1,306.34                  | 1,306.34                  |
| 01-07-45480                                  | SMALL EVENTS EXPENSE      | 22,000.00                 | 0.00                       | 2,775.05                   | 12,442.03                 | 12,442.03                 |
| 01-07-45760                                  | OFF SITE STORAGE          | 0.00                      | 0.00                       | 50.00                      | 400.00                    | 400.00                    |
| 01-07-45774                                  | TRAINING/DUES             | 4,000.00                  | 0.00                       | 0.00                       | 791.27                    | 791.27                    |
| 01-07-45798                                  | SOFTWARE                  | 6,500.00                  | 0.00                       | 0.00                       | 1,904.29                  | 1,904.29                  |
| 01-07-48330                                  | NU DEFINED CONTRB EXPENSE | 3,053.00                  | 0.00                       | 352.32                     | 1,956.14                  | 1,956.14                  |
| 01-07-48400                                  | WC INSURANCE EXPENSE      | 1,922.00                  | 0.00                       | 0.00                       | 1,798.27                  | 1,798.27                  |
| 01-07-48700                                  | INSURANCE EXP- MEDICAL    | 50,191.00                 | 0.00                       | 18.35                      | 31,013.30                 | 31,013.30                 |
| 01-07-48715                                  | PENSION EXP-DEF CONTB     | 0.00                      | 0.00                       | 0.00                       | (113.48)                  | (113.48)                  |
| 01-07-48720                                  | FICA EXPENSE              | 13,821.00                 | 0.00                       | 0.00                       | 0.00                      | 0.00                      |
| Total Department 07:                         |                           | 447,160.00                | 0.00                       | 23,531.31                  | 223,843.74                | 223,843.74                |
| <b>Department: 08 SEWER</b>                  |                           |                           |                            |                            |                           |                           |
| 01-08-43720                                  | VEHICLE REPAIR            | 0.00                      | 0.00                       | 0.00                       | 115.00                    | 115.00                    |
| Total Department 08:                         |                           | 0.00                      | 0.00                       | 0.00                       | 115.00                    | 115.00                    |
| <b>Department: 40 POLICE</b>                 |                           |                           |                            |                            |                           |                           |
| 01-40-40121                                  | OFFICE SUPPLIES           | 5,000.00                  | 0.00                       | 191.36                     | 1,963.71                  | 1,963.71                  |
| 01-40-40122                                  | POSTAGE & PRINTING        | 6,062.00                  | 0.00                       | 732.00                     | 3,282.26                  | 3,282.26                  |
| 01-40-40124                                  | LEASE EXPENSE             | 159,500.00                | 0.00                       | 13,054.84                  | 104,476.50                | 104,476.50                |
| 01-40-40131                                  | FIDELITY BOND MGR/TREAS   | 0.00                      | 0.00                       | 18.00                      | 18.00                     | 18.00                     |
| 01-40-40133                                  | ADMIN EXPENSE             | 3,000.00                  | 0.00                       | 0.00                       | 1,957.57                  | 1,957.57                  |
| 01-40-40280                                  | CIVIL SERVICE             | 20,000.00                 | 0.00                       | 500.00                     | 23,296.07                 | 23,296.07                 |
| 01-40-40639                                  | BANK FEES                 | 0.00                      | 0.00                       | 0.00                       | 13.25                     | 13.25                     |
| 01-40-40931                                  | UTILITIES                 | 56,776.00                 | 0.00                       | 4,131.18                   | 47,965.61                 | 47,965.61                 |
| 01-40-41010                                  | SAL EXP-LTS               | 561,699.00                | 0.00                       | 43,279.96                  | 360,306.34                | 360,306.34                |
| 01-40-41012                                  | SAL EXP-POLICE OFF        | 5,451,894.00              | 0.00                       | 396,336.04                 | 3,300,207.50              | 3,300,207.50              |
| 01-40-41014                                  | SALARY EXP-POL ADMIN/DISP | 881,232.00                | 0.00                       | 60,874.89                  | 510,992.20                | 510,992.20                |
| 01-40-41015                                  | SALARY EXP- POLICE CHIEF  | 195,619.00                | 0.00                       | 15,047.64                  | 112,857.30                | 112,857.30                |
| 01-40-41018                                  | SALARY EXPENSE-OT         | 372,500.00                | 0.00                       | 49,469.78                  | 237,708.95                | 237,708.95                |
| 01-40-41023                                  | SMALL EQUIPMENT           | 23,000.00                 | 0.00                       | 779.46                     | 1,316.70                  | 1,316.70                  |

## ACCOUNT BALANCE (MTD/YTD ACTIVITY) REPORT FOR WEST CHESTER BOROUGH

Balance As of 08/31/2026

| GL Number                                    | Description                | 2026<br>Amended<br>Budget | Beg. Balance<br>01/01/2026 | Activity For<br>08/31/2026 | YTD<br>THRU<br>08/31/2026 | YTD Balance<br>08/31/2026 |
|----------------------------------------------|----------------------------|---------------------------|----------------------------|----------------------------|---------------------------|---------------------------|
| <b>Fund: 01 GENERAL FUND</b>                 |                            |                           |                            |                            |                           |                           |
| <b>Account Category: Expenditures</b>        |                            |                           |                            |                            |                           |                           |
| <b>Department: 40 POLICE</b>                 |                            |                           |                            |                            |                           |                           |
| 01-40-41031                                  | CONTRACT EXPENSES          | 116,453.00                | 0.00                       | 0.00                       | 57,509.20                 | 57,509.20                 |
| 01-40-41032                                  | CELL BLOCK                 | 2,000.00                  | 0.00                       | 0.00                       | 1,016.98                  | 1,016.98                  |
| 01-40-41033                                  | FALSE ARREST INSURANCE EXP | 0.00                      | 0.00                       | 0.00                       | (3,211.50)                | (3,211.50)                |
| 01-40-41034                                  | FALSE AREEST INSURANCE     | 27,625.00                 | 0.00                       | 0.00                       | 0.00                      | 0.00                      |
| 01-40-42010                                  | UNIFORMS                   | 65,000.00                 | 0.00                       | 5,909.45                   | 31,082.64                 | 31,082.64                 |
| 01-40-43031                                  | FUEL EXPENSE               | 58,000.00                 | 0.00                       | 7,791.47                   | 43,593.79                 | 43,593.79                 |
| 01-40-43819                                  | SAL EXP-POLICE CHIEF       | 0.00                      | 0.00                       | 0.00                       | 12,790.62                 | 12,790.62                 |
| 01-40-43822                                  | SOFTWARE MAINT FEES        | 20,500.00                 | 0.00                       | 0.00                       | 0.00                      | 0.00                      |
| 01-40-43825                                  | SALA EXP-OT                | 0.00                      | 0.00                       | 0.00                       | 37,944.94                 | 37,944.94                 |
| 01-40-45300                                  | DONATIONS EXPENSE          | 500.00                    | 0.00                       | 0.00                       | 0.00                      | 0.00                      |
| 01-40-45655                                  | ARMORY                     | 33,700.00                 | 0.00                       | 0.00                       | (629.57)                  | (629.57)                  |
| 01-40-45712                                  | INFORMANT FEES             | 5,000.00                  | 0.00                       | 4,500.00                   | 4,500.00                  | 4,500.00                  |
| 01-40-45756                                  | MEDICAL SERVICES           | 11,770.00                 | 0.00                       | 855.94                     | 6,446.60                  | 6,446.60                  |
| 01-40-45760                                  | OFF SITE STORAGE           | 0.00                      | 0.00                       | 65.36                      | 522.88                    | 522.88                    |
| 01-40-45762                                  | MAYOR                      | 5,000.00                  | 0.00                       | 421.09                     | 1,725.73                  | 1,725.73                  |
| 01-40-45772                                  | UNIT                       | 92,250.00                 | 0.00                       | 1,459.27                   | 22,693.55                 | 22,693.55                 |
| 01-40-45774                                  | TRAINING/DUES              | 70,000.00                 | 0.00                       | 4,321.46                   | 39,900.27                 | 39,900.27                 |
| 01-40-45800                                  | SPCA                       | 15,000.00                 | 0.00                       | 3,147.44                   | 15,104.50                 | 15,104.50                 |
| 01-40-45810                                  | TRANSLATION                | 2,500.00                  | 0.00                       | 295.89                     | 1,530.54                  | 1,530.54                  |
| 01-40-48110                                  | FICA EXPENSE               | 0.00                      | 0.00                       | 0.00                       | 79.91                     | 79.91                     |
| 01-40-48330                                  | NU DEFINED CONTRB EXPENSE  | 13,663.00                 | 0.00                       | 1,484.08                   | 11,219.91                 | 11,219.91                 |
| 01-40-48400                                  | WC INSURANCE EXPENSE       | 374,177.00                | 0.00                       | 109.17                     | 292,316.44                | 292,316.44                |
| 01-40-48610                                  | INSURANCE EXP              | 95,064.00                 | 0.00                       | 0.00                       | 103,020.88                | 103,020.88                |
| 01-40-48700                                  | INSURANCE EXP- MEDICAL     | 1,551,378.00              | 0.00                       | (3,423.22)                 | 879,124.60                | 879,124.60                |
| 01-40-48715                                  | PENSION EXP-DEF CONTB      | 0.00                      | 0.00                       | 0.00                       | (352.92)                  | (352.92)                  |
| 01-40-48720                                  | FICA EXPENSE               | 162,849.00                | 0.00                       | 0.00                       | 0.00                      | 0.00                      |
| 01-40-49210                                  | TRF TO CAPITAL             | 115,000.00                | 0.00                       | 0.00                       | 0.00                      | 0.00                      |
| 01-40-49217                                  | TRF TO OPEB                | 85,000.00                 | 0.00                       | 0.00                       | 0.00                      | 0.00                      |
| 01-40-49260                                  | TRF TO PENSION-POLICE MMO  | 1,424,902.00              | 0.00                       | 0.00                       | 600,000.00                | 600,000.00                |
| Total Department 40:                         |                            | 12,083,613.00             | 0.00                       | 611,352.55                 | 6,864,291.95              | 6,864,291.95              |
| <b>Department: 50 BUILDING &amp; HOUSING</b> |                            |                           |                            |                            |                           |                           |
| 01-50-40121                                  | OFFICE SUPPLIES            | 0.00                      | 0.00                       | 0.00                       | 615.34                    | 615.34                    |
| 01-50-40122                                  | POSTAGE & PRINTING         | 3,000.00                  | 0.00                       | 0.00                       | 140.25                    | 140.25                    |
| 01-50-40124                                  | LEASE EXPENSE              | 9,558.00                  | 0.00                       | 1,194.75                   | 9,558.00                  | 9,558.00                  |
| 01-50-40132                                  | DUES & SUBSCRIPTIONS       | 0.00                      | 0.00                       | 0.00                       | 90.00                     | 90.00                     |
| 01-50-40150                                  | BOARDS/COMM EXP            | 0.00                      | 0.00                       | 0.00                       | 500.00                    | 500.00                    |
| 01-50-40410                                  | LEGAL FEES                 | 0.00                      | 0.00                       | 0.00                       | (553.00)                  | (553.00)                  |
| 01-50-40621                                  | GEN GOV-OFFICE SUPPLIES    | 0.00                      | 0.00                       | 1,976.90                   | 2,761.67                  | 2,761.67                  |
| 01-50-40745                                  | SOFTWARE EXPENSE           | 0.00                      | 0.00                       | 0.00                       | 5,854.80                  | 5,854.80                  |
| 01-50-40931                                  | UTILITIES                  | 4,000.00                  | 0.00                       | 271.79                     | 5,070.02                  | 5,070.02                  |
| 01-50-41018                                  | SALARY EXPENSE-OT          | 1,500.00                  | 0.00                       | 667.64                     | 1,526.56                  | 1,526.56                  |
| 01-50-41310                                  | SAL EXP-HOUSING            | 517,024.00                | 0.00                       | 32,586.52                  | 310,167.21                | 310,167.21                |
| 01-50-41331                                  | ZONING HEARING             | 50,000.00                 | 0.00                       | 330.00                     | 34,539.23                 | 34,539.23                 |
| 01-50-41332                                  | ELECTRICAL INSPECTOR       | 15,000.00                 | 0.00                       | 0.00                       | 0.00                      | 0.00                      |
| 01-50-41333                                  | MECHANICAL INSPECTOR       | 20,000.00                 | 0.00                       | 0.00                       | 0.00                      | 0.00                      |
| 01-50-41340                                  | 3rd Party Consultation     | 75,000.00                 | 0.00                       | 6,071.00                   | 11,471.46                 | 11,471.46                 |
| 01-50-42010                                  | UNIFORMS                   | 0.00                      | 0.00                       | 181.00                     | 181.00                    | 181.00                    |
| 01-50-42011                                  | CONSULTANTS                | 0.00                      | 0.00                       | 0.00                       | (259.00)                  | (259.00)                  |

## ACCOUNT BALANCE (MTD/YTD ACTIVITY) REPORT FOR WEST CHESTER BOROUGH

Balance As of 08/31/2026

| GL Number                                    | Description               | 2026<br>Amended<br>Budget | Beg. Balance<br>01/01/2026 | Activity For<br>08/31/2026 | YTD<br>THRU<br>08/31/2026 | YTD Balance<br>08/31/2026 |
|----------------------------------------------|---------------------------|---------------------------|----------------------------|----------------------------|---------------------------|---------------------------|
| <b>Fund: 01 GENERAL FUND</b>                 |                           |                           |                            |                            |                           |                           |
| <b>Account Category: Expenditures</b>        |                           |                           |                            |                            |                           |                           |
| <b>Department: 50 BUILDING &amp; HOUSING</b> |                           |                           |                            |                            |                           |                           |
| 01-50-43031                                  | FUEL EXPENSE              | 1,500.00                  | 0.00                       | 55.16                      | 808.36                    | 808.36                    |
| 01-50-43612                                  | DCED FILING FEES          | 3,000.00                  | 0.00                       | 0.00                       | 0.00                      | 0.00                      |
| 01-50-43825                                  | SALA EXP-OT               | 0.00                      | 0.00                       | 0.00                       | 42.00                     | 42.00                     |
| 01-50-45716                                  | LAND DEVELOPMENT EXPENSES | 0.00                      | 0.00                       | 0.00                       | 4,611.75                  | 4,611.75                  |
| 01-50-45760                                  | OFF SITE STORAGE          | 3,500.00                  | 0.00                       | 301.00                     | 2,142.00                  | 2,142.00                  |
| 01-50-45774                                  | TRAINING/DUES             | 24,000.00                 | 0.00                       | 255.00                     | 4,462.58                  | 4,462.58                  |
| 01-50-48330                                  | NU DEFINED CONTRB EXPENSE | 25,851.00                 | 0.00                       | 3,533.24                   | 17,380.84                 | 17,380.84                 |
| 01-50-48400                                  | WC INSURANCE EXPENSE      | 5,484.00                  | 0.00                       | 11.84                      | 6,726.10                  | 6,726.10                  |
| 01-50-48700                                  | INSURANCE EXP- MEDICAL    | 205,447.00                | 0.00                       | (75.40)                    | 100,522.57                | 100,522.57                |
| 01-50-48715                                  | PENSION EXP-DEF CONTB     | 0.00                      | 0.00                       | 0.00                       | (526.32)                  | (526.32)                  |
| 01-50-48720                                  | FICA EXPENSE              | 39,667.00                 | 0.00                       | 0.00                       | 0.00                      | 0.00                      |
| Total Department 50:                         |                           | 1,003,531.00              | 0.00                       | 47,360.44                  | 517,833.42                | 517,833.42                |
| <b>Department: 70 IT</b>                     |                           |                           |                            |                            |                           |                           |
| 01-70-40122                                  | POSTAGE & PRINTING        | 0.00                      | 0.00                       | 18.63                      | 31.93                     | 31.93                     |
| 01-70-40712                                  | SALARY EXPENSE-IT         | 189,476.00                | 0.00                       | 14,575.06                  | 109,312.95                | 109,312.95                |
| 01-70-40931                                  | UTILITIES                 | 2,700.00                  | 0.00                       | 120.15                     | 2,363.33                  | 2,363.33                  |
| 01-70-43817                                  | SALARY EXPENSE- IT        | 0.00                      | 0.00                       | 0.00                       | 12,465.33                 | 12,465.33                 |
| 01-70-43829                                  | MICROSOFT                 | 45,000.00                 | 0.00                       | 442.54                     | 23,039.53                 | 23,039.53                 |
| 01-70-45659                                  | BACKUP & SUPP SVC         | 54,000.00                 | 0.00                       | 4,043.09                   | 28,301.63                 | 28,301.63                 |
| 01-70-45754                                  | MEDIA USB                 | 0.00                      | 0.00                       | 0.00                       | 63.69                     | 63.69                     |
| 01-70-45766                                  | PARTS                     | 30,000.00                 | 0.00                       | 2,294.60                   | 20,186.28                 | 20,186.28                 |
| 01-70-45774                                  | TRAINING/DUES             | 10,000.00                 | 0.00                       | 0.00                       | 4,993.52                  | 4,993.52                  |
| 01-70-45782                                  | REMOTE ACCESS POINTS      | 4,000.00                  | 0.00                       | 0.00                       | 3,300.57                  | 3,300.57                  |
| 01-70-45798                                  | SOFTWARE                  | 24,000.00                 | 0.00                       | 0.00                       | 17,145.76                 | 17,145.76                 |
| 01-70-45802                                  | ADVANCED THREAT           | 80,000.00                 | 0.00                       | 2,801.26                   | 61,574.23                 | 61,574.23                 |
| 01-70-45820                                  | WEBSITE                   | 25,000.00                 | 0.00                       | 0.00                       | 20,329.52                 | 20,329.52                 |
| 01-70-48330                                  | NU DEFINED CONTRB EXPENSE | 3,212.00                  | 0.00                       | 365.16                     | 2,300.16                  | 2,300.16                  |
| 01-70-48400                                  | WC INSURANCE EXPENSE      | 1,922.00                  | 0.00                       | 0.00                       | 1,798.27                  | 1,798.27                  |
| 01-70-48700                                  | INSURANCE EXP- MEDICAL    | 70,280.00                 | 0.00                       | 5.49                       | 43,414.52                 | 43,414.52                 |
| 01-70-48715                                  | PENSION EXP-DEF CONTB     | 0.00                      | 0.00                       | 0.00                       | (117.60)                  | (117.60)                  |
| 01-70-48720                                  | FICA EXPENSE              | 14,495.00                 | 0.00                       | 0.00                       | 0.00                      | 0.00                      |
| 01-70-49210                                  | TRF TO CAPITAL            | 62,414.00                 | 0.00                       | 0.00                       | 0.00                      | 0.00                      |
| Total Department 70:                         |                           | 616,499.00                | 0.00                       | 24,665.98                  | 350,503.62                | 350,503.62                |
| <b>Department: 80 PUBLIC WORKS</b>           |                           |                           |                            |                            |                           |                           |
| 01-80-40121                                  | OFFICE SUPPLIES           | 2,000.00                  | 0.00                       | 176.04                     | 1,248.19                  | 1,248.19                  |
| 01-80-40122                                  | POSTAGE & PRINTING        | 3,000.00                  | 0.00                       | 599.69                     | 2,171.03                  | 2,171.03                  |
| 01-80-40124                                  | LEASE EXPENSE             | 63,332.00                 | 0.00                       | 5,220.76                   | 42,970.71                 | 42,970.71                 |
| 01-80-40133                                  | ADMIN EXPENSE             | 5,500.00                  | 0.00                       | 0.00                       | 4,720.00                  | 4,720.00                  |
| 01-80-40920                                  | MAT & SUPPLIES            | 22,000.00                 | 0.00                       | 1,467.62                   | 10,583.73                 | 10,583.73                 |
| 01-80-40931                                  | UTILITIES                 | 67,000.00                 | 0.00                       | 4,054.18                   | 40,625.99                 | 40,625.99                 |
| 01-80-40936                                  | UTILITIES - STREET LIGHTS | 108,486.00                | 0.00                       | 10,965.54                  | 79,719.08                 | 79,719.08                 |
| 01-80-40940                                  | SERVICE CONTRACTS         | 130,000.00                | 0.00                       | 19,589.41                  | 58,654.65                 | 58,654.65                 |
| 01-80-41018                                  | SALARY EXPENSE-OT         | 50,000.00                 | 0.00                       | 1,305.27                   | 31,158.69                 | 31,158.69                 |
| 01-80-41400                                  | LANDSCAPE MAINTENANCE     | 76,000.00                 | 0.00                       | 7,092.80                   | 19,433.79                 | 19,433.79                 |
| 01-80-42000                                  | ADVERTISING               | 0.00                      | 0.00                       | 864.58                     | 2,091.91                  | 2,091.91                  |
| 01-80-42010                                  | UNIFORMS                  | 21,000.00                 | 0.00                       | 2,081.02                   | 29,213.48                 | 29,213.48                 |
| 01-80-42011                                  | CONSULTANTS               | 90,000.00                 | 0.00                       | 17,265.25                  | 50,080.18                 | 50,080.18                 |
| 01-80-42730                                  | TRASH                     | 232,000.00                | 0.00                       | 23,523.14                  | 138,263.85                | 138,263.85                |

## ACCOUNT BALANCE (MTD/YTD ACTIVITY) REPORT FOR WEST CHESTER BOROUGH

Balance As of 08/31/2026

| GL Number                             | Description                | 2026<br>Amended<br>Budget | Beg. Balance<br>01/01/2026 | Activity For<br>08/31/2026 | YTD<br>THRU<br>08/31/2026 | YTD Balance<br>08/31/2026 |
|---------------------------------------|----------------------------|---------------------------|----------------------------|----------------------------|---------------------------|---------------------------|
| <b>Fund: 01 GENERAL FUND</b>          |                            |                           |                            |                            |                           |                           |
| <b>Account Category: Expenditures</b> |                            |                           |                            |                            |                           |                           |
| <b>Department: 80 PUBLIC WORKS</b>    |                            |                           |                            |                            |                           |                           |
| 01-80-42732                           | RECYCLING                  | 81,000.00                 | 0.00                       | 7,277.36                   | 46,864.91                 | 46,864.91                 |
| 01-80-43012                           | SAL EXP-PW                 | 2,030,035.00              | 0.00                       | 151,179.56                 | 1,155,926.43              | 1,155,926.43              |
| 01-80-43031                           | FUEL EXPENSE               | 110,000.00                | 0.00                       | 12,193.75                  | 78,091.73                 | 78,091.73                 |
| 01-80-43200                           | WINTER MAINTENANCE         | 224,886.75                | 0.00                       | 0.00                       | 227,251.61                | 227,251.61                |
| 01-80-43720                           | VEHICLE REPAIR             | 255,000.00                | 0.00                       | 29,229.60                  | 173,527.28                | 173,527.28                |
| 01-80-43725                           | TOOLS                      | 23,100.00                 | 0.00                       | 4,634.75                   | 12,573.43                 | 12,573.43                 |
| 01-80-43800                           | ALLEYS                     | 10,000.00                 | 0.00                       | 7,881.98                   | 21,136.42                 | 21,136.42                 |
| 01-80-43825                           | SALA EXP-OT                | 0.00                      | 0.00                       | 0.00                       | 48,810.87                 | 48,810.87                 |
| 01-80-45430                           | PARK MAINTENANCE           | 47,047.00                 | 0.00                       | 2,397.67                   | 14,132.30                 | 14,132.30                 |
| 01-80-45540                           | TREES                      | 225,000.00                | 0.00                       | 9,276.50                   | 156,172.00                | 156,172.00                |
| 01-80-45630                           | LIBRARY MAINT              | 30,000.00                 | 0.00                       | 8,395.35                   | 21,953.81                 | 21,953.81                 |
| 01-80-45774                           | TRAINING/DUES              | 7,500.00                  | 0.00                       | 0.00                       | 5,267.00                  | 5,267.00                  |
| 01-80-48330                           | NU DEFINED CONTRB EXPENSE  | 42,342.00                 | 0.00                       | 5,089.92                   | 25,421.75                 | 25,421.75                 |
| 01-80-48400                           | WC INSURANCE EXPENSE       | 183,137.00                | 0.00                       | 1,087.76                   | 112,295.90                | 112,295.90                |
| 01-80-48610                           | INSURANCE EXP              | 92,360.00                 | 0.00                       | 0.00                       | 88,817.75                 | 88,817.75                 |
| 01-80-48700                           | INSURANCE EXP- MEDICAL     | 733,961.00                | 0.00                       | 4,230.54                   | 377,055.92                | 377,055.92                |
| 01-80-48715                           | PENSION EXP-DEF CONTB      | 0.00                      | 0.00                       | 0.00                       | (1,660.36)                | (1,660.36)                |
| 01-80-48720                           | FICA EXPENSE               | 159,123.00                | 0.00                       | 0.00                       | 0.00                      | 0.00                      |
| 01-80-49210                           | TRF TO CAPITAL             | 399,500.00                | 0.00                       | 0.00                       | 0.00                      | 0.00                      |
| Total Department 80:                  |                            | 5,524,309.75              | 0.00                       | 337,080.04                 | 3,074,574.03              | 3,074,574.03              |
| <b>Department: 90 ADMINISTRATION</b>  |                            |                           |                            |                            |                           |                           |
| 01-90-40005                           | SAL EXP-MAYOR/COUNCIL      | 33,000.00                 | 0.00                       | 0.00                       | 16,500.00                 | 16,500.00                 |
| 01-90-40045                           | GOOD FELL AMB CONT EXPENSE | 298,215.00                | 0.00                       | 0.00                       | 281,729.72                | 281,729.72                |
| 01-90-40110                           | SALARY EXP-BM              | 176,391.00                | 0.00                       | 13,110.76                  | 91,775.32                 | 91,775.32                 |
| 01-90-40112                           | SAL EXP- ADMIN DEPT        | 0.00                      | 0.00                       | 0.00                       | 39,285.67                 | 39,285.67                 |
| 01-90-40121                           | OFFICE SUPPLIES            | 6,000.00                  | 0.00                       | 0.00                       | 126.16                    | 126.16                    |
| 01-90-40122                           | POSTAGE & PRINTING         | 23,500.00                 | 0.00                       | 274.42                     | 7,727.82                  | 7,727.82                  |
| 01-90-40123                           | HR EXPENSE                 | 22,500.00                 | 0.00                       | 374.44                     | 4,265.78                  | 4,265.78                  |
| 01-90-40124                           | LEASE EXPENSE              | 5,130.00                  | 0.00                       | 427.49                     | 4,019.95                  | 4,019.95                  |
| 01-90-40131                           | FIDELITY BOND MGR/TREAS    | 1,700.00                  | 0.00                       | 0.00                       | 0.00                      | 0.00                      |
| 01-90-40133                           | ADMIN EXPENSE              | 4,000.00                  | 0.00                       | 480.66                     | (2,268.65)                | (2,268.65)                |
| 01-90-40134                           | CODIFICATION               | 12,000.00                 | 0.00                       | 2,862.00                   | 5,721.00                  | 5,721.00                  |
| 01-90-40140                           | BANK FEES                  | 0.00                      | 0.00                       | 0.00                       | 1,050.00                  | 1,050.00                  |
| 01-90-40150                           | BOARDS/COMM EXP            | 0.00                      | 0.00                       | 206.70                     | 17,516.55                 | 17,516.55                 |
| 01-90-40212                           | SAL EXP- FINANCE DEPT      | 271,986.00                | 0.00                       | 20,581.26                  | 143,985.30                | 143,985.30                |
| 01-90-40245                           | PAYROLL PROCESSING EXPENSE | 0.00                      | 0.00                       | 0.00                       | 22,917.98                 | 22,917.98                 |
| 01-90-40332                           | QUALIFYING VOL TAX CREDIT  | 12,000.00                 | 0.00                       | 0.00                       | 10,254.12                 | 10,254.12                 |
| 01-90-40345                           | COLECTION FEES-BERKHEIMER  | 13,000.00                 | 0.00                       | 0.00                       | 735.01                    | 735.01                    |
| 01-90-40410                           | LEGAL FEES                 | 0.00                      | 0.00                       | 0.00                       | 13,103.36                 | 13,103.36                 |
| 01-90-40430                           | LEGAL FEES-EMPLOYMT        | 0.00                      | 0.00                       | 0.00                       | 2,173.00                  | 2,173.00                  |
| 01-90-40431                           | LEGAL FEES                 | 124,000.00                | 0.00                       | (8,695.86)                 | 53,099.37                 | 53,099.37                 |
| 01-90-40449                           | LEGAL FEES-EMPLOYMENT      | 60,000.00                 | 0.00                       | 1,880.50                   | (4,227.20)                | (4,227.20)                |
| 01-90-40510                           | SAL EXP- FINANCE           | 0.00                      | 0.00                       | 0.00                       | 17,585.45                 | 17,585.45                 |
| 01-90-40550                           | CODIFICATION EXPENSE       | 0.00                      | 0.00                       | 0.00                       | 1,782.00                  | 1,782.00                  |
| 01-90-40612                           | SAL EXP-ADMINISTRATION     | 458,030.00                | 0.00                       | 36,529.78                  | 261,648.91                | 261,648.91                |
| 01-90-40621                           | GEN GOV-OFFICE SUPPLIES    | 0.00                      | 0.00                       | 0.00                       | 1,066.77                  | 1,066.77                  |
| 01-90-40634                           | ADVERTISING EXPENSE        | 8,000.00                  | 0.00                       | 1,088.97                   | 4,552.27                  | 4,552.27                  |
| 01-90-40639                           | BANK FEES                  | 16,050.00                 | 0.00                       | 4,059.58                   | 30,003.23                 | 30,003.23                 |



## ACCOUNT BALANCE (MTD/YTD ACTIVITY) REPORT FOR WEST CHESTER BOROUGH

Balance As of 08/31/2026

| GL Number                             | Description                    | 2026<br>Amended<br>Budget | Beg. Balance<br>01/01/2026 | Activity For<br>08/31/2026 | YTD<br>THRU<br>08/31/2026 | YTD Balance<br>08/31/2026 |
|---------------------------------------|--------------------------------|---------------------------|----------------------------|----------------------------|---------------------------|---------------------------|
| <b>Fund: 01 GENERAL FUND</b>          |                                |                           |                            |                            |                           |                           |
| <b>Account Category: Expenditures</b> |                                |                           |                            |                            |                           |                           |
| <b>Department: 90 ADMINISTRATION</b>  |                                |                           |                            |                            |                           |                           |
| 01-90-40646                           | GEN GOV-TRAINING EXPENSE       | 0.00                      | 0.00                       | 0.00                       | 5,455.78                  | 5,455.78                  |
| 01-90-40649                           | HUMAN RESOURCE DEPT EXPENSE    | 0.00                      | 0.00                       | 1,290.92                   | 1,290.92                  | 1,290.92                  |
| 01-90-40685                           | STENOGRAPHER EXPENSE           | 0.00                      | 0.00                       | 0.00                       | 2,696.00                  | 2,696.00                  |
| 01-90-40745                           | SOFTWARE EXPENSE               | 0.00                      | 0.00                       | 7,283.00                   | 7,672.90                  | 7,672.90                  |
| 01-90-40931                           | UTILITIES                      | 50,000.00                 | 0.00                       | 5,909.89                   | 41,390.18                 | 41,390.18                 |
| 01-90-40937                           | UTILITIES EXP-FIRE HYDRANTS    | 0.00                      | 0.00                       | 0.00                       | 17,013.14                 | 17,013.14                 |
| 01-90-40938                           | FIRE HYDRANTS                  | 83,000.00                 | 0.00                       | 8,506.57                   | 25,519.71                 | 25,519.71                 |
| 01-90-41033                           | FALSE ARREST INSURANCE EXP     | 0.00                      | 0.00                       | 0.00                       | 1,545.00                  | 1,545.00                  |
| 01-90-41337                           | STENOGRAPHER EXPENSE           | 1,200.00                  | 0.00                       | 0.00                       | 0.00                      | 0.00                      |
| 01-90-41340                           | 3rd Party Consultation         | 0.00                      | 0.00                       | 0.00                       | (274.75)                  | (274.75)                  |
| 01-90-42000                           | ADVERTISING                    | 0.00                      | 0.00                       | 0.00                       | (645.56)                  | (645.56)                  |
| 01-90-43031                           | FUEL EXPENSE                   | 0.00                      | 0.00                       | 0.00                       | 58.59                     | 58.59                     |
| 01-90-43720                           | VEHICLE REPAIR                 | 0.00                      | 0.00                       | 0.00                       | (1,135.00)                | (1,135.00)                |
| 01-90-43815                           | SAL EXP-BOROUGH MANAGER        | 0.00                      | 0.00                       | 0.00                       | 17,704.14                 | 17,704.14                 |
| 01-90-43822                           | SOFTWARE MAINT FEES            | 132,132.00                | 0.00                       | 0.00                       | 139,909.19                | 139,909.19                |
| 01-90-43823                           | PAYROLL PROCESSING FEES        | 68,000.00                 | 0.00                       | 5,709.84                   | 21,970.94                 | 21,970.94                 |
| 01-90-45311                           | BOARDS & COMMISSIONS EXP       | 10,000.00                 | 0.00                       | 0.00                       | (320.00)                  | (320.00)                  |
| 01-90-45630                           | LIBRARY MAINT                  | 0.00                      | 0.00                       | 0.00                       | 332.00                    | 332.00                    |
| 01-90-45650                           | LIBRARY ALLOCATION             | 110,000.00                | 0.00                       | 0.00                       | 110,000.00                | 110,000.00                |
| 01-90-45657                           | AUDIT EXPENSE                  | 60,000.00                 | 0.00                       | 0.00                       | 44,500.00                 | 44,500.00                 |
| 01-90-45760                           | OFF SITE STORAGE               | 4,100.00                  | 0.00                       | 251.18                     | 2,156.44                  | 2,156.44                  |
| 01-90-45774                           | TRAINING/DUES                  | 30,320.00                 | 0.00                       | 0.00                       | (4,775.00)                | (4,775.00)                |
| 01-90-45790                           | SEMINARS/CONF/MEALS-STAFF      | 0.00                      | 0.00                       | 0.00                       | 529.47                    | 529.47                    |
| 01-90-45836                           | TRAINING                       | 0.00                      | 0.00                       | 0.00                       | 10,369.38                 | 10,369.38                 |
| 01-90-45837                           | Tuition Reimbursement          | 3,600.00                  | 0.00                       | 0.00                       | 0.00                      | 0.00                      |
| 01-90-47180                           | PRIN PYMT- 2014 ENERGY         | 49,000.00                 | 0.00                       | 0.00                       | 49,000.00                 | 49,000.00                 |
| 01-90-47181                           | PRINCIPAL PAYMENTS-2016 BUILD  | 260,000.00                | 0.00                       | 0.00                       | 0.00                      | 0.00                      |
| 01-90-47182                           | PRIN PYMT- 2016 STREAM PROT    | 60,000.00                 | 0.00                       | 0.00                       | 0.00                      | 0.00                      |
| 01-90-47184                           | PRIN PYMT- 2016 FIRE TK        | 125,000.00                | 0.00                       | 0.00                       | 0.00                      | 0.00                      |
| 01-90-47222                           | INTEREST EXPENSE-2016 BUILDING | 0.00                      | 0.00                       | 0.00                       | 65,968.13                 | 65,968.13                 |
| 01-90-47223                           | INTEREST EXPENSE-2016 FIRE TRU | 0.00                      | 0.00                       | 0.00                       | 28,513.13                 | 28,513.13                 |
| 01-90-47225                           | INTEREST EXPENSE-2016 STR PROT | 0.00                      | 0.00                       | 0.00                       | 26,891.25                 | 26,891.25                 |
| 01-90-47230                           | INT EXP- 2016 Building         | 131,936.00                | 0.00                       | 0.00                       | 0.00                      | 0.00                      |
| 01-90-47250                           | INT EXP- 2016 FIRE TRUCK       | 57,026.00                 | 0.00                       | 0.00                       | 0.00                      | 0.00                      |
| 01-90-47294                           | INT EXP- 2014 ENREGY           | 42,885.00                 | 0.00                       | 0.00                       | 22,537.67                 | 22,537.67                 |
| 01-90-47297                           | INT EXP- 2016 STREAM           | 53,783.00                 | 0.00                       | 0.00                       | 0.00                      | 0.00                      |
| 01-90-48110                           | FICA EXPENSE                   | 71,865.00                 | 0.00                       | 33,840.95                  | 249,487.37                | 249,487.37                |
| 01-90-48330                           | NU DEFINED CONTRB EXPENSE      | 33,249.00                 | 0.00                       | 3,431.70                   | 24,678.81                 | 24,678.81                 |
| 01-90-48400                           | WC INSURANCE EXPENSE           | 9,151.00                  | 0.00                       | 22.20                      | 8,619.06                  | 8,619.06                  |
| 01-90-48610                           | INSURANCE EXP                  | 55,000.00                 | 0.00                       | 19,588.39                  | 45,919.33                 | 45,919.33                 |
| 01-90-48660                           | FIDELITY BOND-MGR/TREAS        | 0.00                      | 0.00                       | 0.00                       | 1,619.00                  | 1,619.00                  |
| 01-90-48700                           | INSURANCE EXP- MEDICAL         | 358,445.00                | 0.00                       | (774.19)                   | 198,947.92                | 198,947.92                |
| 01-90-48715                           | PENSION EXP-DEF CONTB          | 0.00                      | 0.00                       | 0.00                       | (771.16)                  | (771.16)                  |
| 01-90-48720                           | FICA EXPENSE                   | 0.00                      | 0.00                       | 0.00                       | 35,218.61                 | 35,218.61                 |
| 01-90-48952                           | GOODFELLOWSHIP AMBULANCE ALLOC | 0.00                      | 0.00                       | 0.00                       | 16,485.01                 | 16,485.01                 |
| 01-90-49205                           | TRF TO FIRE FUND               | 559,987.00                | 0.00                       | 0.00                       | 559,987.00                | 559,987.00                |
| 01-90-49210                           | TRF TO CAPITAL                 | 115,000.00                | 0.00                       | 0.00                       | 691,914.00                | 691,914.00                |
| 01-90-49216                           | TRF TO SPF                     | 52,105.00                 | 0.00                       | 0.00                       | 52,105.00                 | 52,105.00                 |
| 01-90-49265                           | TRF TO NU PENSION              | 232,321.00                | 0.00                       | 0.00                       | 0.00                      | 0.00                      |

## ACCOUNT BALANCE (MTD/YTD ACTIVITY) REPORT FOR WEST CHESTER BOROUGH

Balance As of 08/31/2026

| GL Number                                 | Description | 2026<br>Amended<br>Budget | Beg. Balance<br>01/01/2026 | Activity For<br>08/31/2026 | YTD<br>THRU<br>08/31/2026 | YTD Balance<br>08/31/2026 |
|-------------------------------------------|-------------|---------------------------|----------------------------|----------------------------|---------------------------|---------------------------|
| <b>Fund: 01 GENERAL FUND</b>              |             |                           |                            |                            |                           |                           |
| <b>Account Category: Expenditures</b>     |             |                           |                            |                            |                           |                           |
| <b>Department: 90 ADMINISTRATION</b>      |             |                           |                            |                            |                           |                           |
| Total Department 90:                      |             | 4,364,607.00              | 0.00                       | 158,241.15                 | 3,546,212.49              | 3,546,212.49              |
| Expenditures                              |             | 24,039,719.75             | 0.00                       | 1,202,231.47               | 14,577,374.25             | 14,577,374.25             |
| <b>Fund: 05 FIRE FUND</b>                 |             |                           |                            |                            |                           |                           |
| <b>Account Category: Revenues</b>         |             |                           |                            |                            |                           |                           |
| <b>Department: 00</b>                     |             |                           |                            |                            |                           |                           |
| 05-00-39201 TRF FROM GF                   |             | 559,987.00                | 0.00                       | 0.00                       | 559,987.00                | 559,987.00                |
| Total Department 00:                      |             | 559,987.00                | 0.00                       | 0.00                       | 559,987.00                | 559,987.00                |
| <b>Department: 05 FIRE</b>                |             |                           |                            |                            |                           |                           |
| 05-05-34100 INTEREST INCOME               |             | 33,075.00                 | 0.00                       | 3,337.83                   | 25,464.76                 | 25,464.76                 |
| 05-05-35500 GRANT REVENUE                 |             | 0.00                      | 0.00                       | 0.00                       | 50,000.00                 | 50,000.00                 |
| 05-05-36202 CONTRACTED FIRE PROT REV      |             | 818,665.00                | 0.00                       | 0.00                       | 735,511.00                | 735,511.00                |
| 05-05-36213 SECURITY ALARM FEE            |             | 0.00                      | 0.00                       | 0.00                       | 40.00                     | 40.00                     |
| Total Department 05:                      |             | 851,740.00                | 0.00                       | 3,337.83                   | 811,015.76                | 811,015.76                |
| Revenues                                  |             | 1,411,727.00              | 0.00                       | 3,337.83                   | 1,371,002.76              | 1,371,002.76              |
| <b>Account Category: Expenditures</b>     |             |                           |                            |                            |                           |                           |
| <b>Department: 05 FIRE</b>                |             |                           |                            |                            |                           |                           |
| 05-05-40121 OFFICE SUPPLIES               |             | 0.00                      | 0.00                       | 349.15                     | 483.75                    | 483.75                    |
| 05-05-40133 ADMIN EXPENSE                 |             | 23,764.00                 | 0.00                       | 1,000.00                   | 3,000.00                  | 3,000.00                  |
| 05-05-40931 UTILITIES                     |             | 97,490.00                 | 0.00                       | 6,448.53                   | 54,621.71                 | 54,621.71                 |
| 05-05-41110 OFFICER STIPENDS              |             | 10,927.00                 | 0.00                       | 0.00                       | 0.00                      | 0.00                      |
| 05-05-41120 EQUIP MAINT/REPAIR            |             | 37,662.00                 | 0.00                       | 2,675.87                   | 12,979.32                 | 12,979.32                 |
| 05-05-41121 EQUIP SMALL MAINT & REPL FIRE |             | 0.00                      | 0.00                       | 0.00                       | 1,024.00                  | 1,024.00                  |
| 05-05-41135 REPORTING FEES - FIRE         |             | 0.00                      | 0.00                       | 0.00                       | 4,000.00                  | 4,000.00                  |
| 05-05-41150 ALLOC TO FIRE COMPANIES       |             | 343,332.00                | 0.00                       | 0.00                       | 240,000.00                | 240,000.00                |
| 05-05-43013 CAPITAL EXPENSE               |             | 486,720.00                | 0.00                       | 0.00                       | 41,103.97                 | 41,103.97                 |
| 05-05-43031 FUEL EXPENSE                  |             | 40,495.00                 | 0.00                       | 3,951.92                   | 29,870.93                 | 29,870.93                 |
| 05-05-43720 VEHICLE REPAIR                |             | 162,240.00                | 0.00                       | 18,229.11                  | 99,128.82                 | 99,128.82                 |
| 05-05-45751 STATE APP FEES                |             | 0.00                      | 0.00                       | 0.00                       | 7,738.00                  | 7,738.00                  |
| 05-05-48600 INS EXPENSE-W/C/UNEMP         |             | 0.00                      | 0.00                       | 7,738.00                   | 69,666.00                 | 69,666.00                 |
| 05-05-48610 INSURANCE EXP                 |             | 147,989.00                | 0.00                       | 0.00                       | 82,374.98                 | 82,374.98                 |
| 05-05-49201 TRF TO GF                     |             | 61,108.00                 | 0.00                       | 0.00                       | 61,108.00                 | 61,108.00                 |
| Total Department 05:                      |             | 1,411,727.00              | 0.00                       | 40,392.58                  | 707,099.48                | 707,099.48                |
| Expenditures                              |             | 1,411,727.00              | 0.00                       | 40,392.58                  | 707,099.48                | 707,099.48                |
| <b>Fund: 08 SEWER FUND</b>                |             |                           |                            |                            |                           |                           |
| <b>Account Category: Revenues</b>         |             |                           |                            |                            |                           |                           |
| <b>Department: 08 SEWER</b>               |             |                           |                            |                            |                           |                           |
| 08-08-34100 INTEREST INCOME               |             | 90,000.00                 | 0.00                       | 17,902.41                  | 135,288.51                | 135,288.51                |
| 08-08-34332 SEWER REV-CCH/ARKEMA          |             | 200,000.00                | 0.00                       | 0.00                       | 93,935.57                 | 93,935.57                 |
| 08-08-35500 GRANT REVENUE                 |             | 900,000.00                | 0.00                       | 0.00                       | 31,603.45                 | 31,603.45                 |
| 08-08-36401 TAP IN FEES                   |             | 25,000.00                 | 0.00                       | 0.00                       | 15,347.49                 | 15,347.49                 |
| 08-08-36412 MONTHLY SEWER BILLINGS REV    |             | 0.00                      | 0.00                       | 0.00                       | (483,518.34)              | (483,518.34)              |
| 08-08-36460 OUTSIDE HAULING REVENUE       |             | 410,000.00                | 0.00                       | 105,204.47                 | 196,632.76                | 196,632.76                |
| 08-08-37811 SEWER REVENUE                 |             | 5,317,006.00              | 0.00                       | 347,792.43                 | 3,182,288.83              | 3,182,288.83              |
| Total Department 08:                      |             | 6,942,006.00              | 0.00                       | 470,899.31                 | 3,171,578.27              | 3,171,578.27              |

## ACCOUNT BALANCE (MTD/YTD ACTIVITY) REPORT FOR WEST CHESTER BOROUGH

Balance As of 08/31/2026

| GL Number                             | Description               | 2026<br>Amended<br>Budget | Beg. Balance<br>01/01/2026 | Activity For<br>08/31/2026 | YTD<br>THRU<br>08/31/2026 | YTD Balance<br>08/31/2026 |
|---------------------------------------|---------------------------|---------------------------|----------------------------|----------------------------|---------------------------|---------------------------|
| <b>Fund: 08 SEWER FUND</b>            |                           |                           |                            |                            |                           |                           |
| <b>Account Category: Revenues</b>     |                           |                           |                            |                            |                           |                           |
| <b>Department: 80 PUBLIC WORKS</b>    |                           |                           |                            |                            |                           |                           |
| 08-80-37811                           | SEWER REVENUE             | 0.00                      | 0.00                       | 0.00                       | 256,620.37                | 256,620.37                |
| Total Department 80:                  |                           | 0.00                      | 0.00                       | 0.00                       | 256,620.37                | 256,620.37                |
| Revenues                              |                           | 6,942,006.00              | 0.00                       | 470,899.31                 | 3,428,198.64              | 3,428,198.64              |
| <b>Account Category: Expenditures</b> |                           |                           |                            |                            |                           |                           |
| <b>Department: 08 SEWER</b>           |                           |                           |                            |                            |                           |                           |
| 08-08-40121                           | OFFICE SUPPLIES           | 7,000.00                  | 0.00                       | 378.14                     | 2,247.85                  | 2,247.85                  |
| 08-08-40122                           | POSTAGE & PRINTING        | 0.00                      | 0.00                       | 223.57                     | 1,045.43                  | 1,045.43                  |
| 08-08-40140                           | BANK FEES                 | 0.00                      | 0.00                       | 0.00                       | 11,831.12                 | 11,831.12                 |
| 08-08-40141                           | Bad Debts Expense         | 0.00                      | 0.00                       | 0.00                       | (32,632.03)               | (32,632.03)               |
| 08-08-40931                           | UTILITIES                 | 405,400.00                | 0.00                       | 27,053.46                  | 217,325.06                | 217,325.06                |
| 08-08-40940                           | SERVICE CONTRACTS         | 11,500.00                 | 0.00                       | 13,290.00                  | 16,499.97                 | 16,499.97                 |
| 08-08-41018                           | SALARY EXPENSE-OT         | 20,000.00                 | 0.00                       | 2,511.09                   | 10,528.73                 | 10,528.73                 |
| 08-08-42007                           | PROFESSIONAL FEES         | 80,000.00                 | 0.00                       | 135.00                     | 13,506.99                 | 13,506.99                 |
| 08-08-42010                           | UNIFORMS                  | 9,000.00                  | 0.00                       | 0.00                       | 4,587.50                  | 4,587.50                  |
| 08-08-42913                           | SAL EXPENSE-WW            | 1,170,595.00              | 0.00                       | 85,105.47                  | 700,541.34                | 700,541.34                |
| 08-08-42922                           | LAB SUPPLIES              | 50,000.00                 | 0.00                       | 1,628.41                   | 35,576.30                 | 35,576.30                 |
| 08-08-42925                           | SANITARY SEWER            | 75,000.00                 | 0.00                       | 399.13                     | 11,368.20                 | 11,368.20                 |
| 08-08-42933                           | SLUDGE REMOVAL            | 980,000.00                | 0.00                       | 39,350.13                  | 543,782.85                | 543,782.85                |
| 08-08-43013                           | CAPITAL EXPENSE           | 3,776,000.00              | 0.00                       | (4,880.00)                 | 1,437,313.22              | 1,437,313.22              |
| 08-08-43031                           | FUEL EXPENSE              | 10,000.00                 | 0.00                       | 1,324.01                   | 4,238.07                  | 4,238.07                  |
| 08-08-43720                           | VEHICLE REPAIR            | 0.00                      | 0.00                       | 73.34                      | 647.50                    | 647.50                    |
| 08-08-43825                           | SALA EXP-OT               | 0.00                      | 0.00                       | 0.00                       | 6,750.70                  | 6,750.70                  |
| 08-08-45689                           | Utilities                 | 0.00                      | 0.00                       | 0.00                       | (28,158.91)               | (28,158.91)               |
| 08-08-45691                           | Utilities- Pump Stations  | 30,600.00                 | 0.00                       | 1,897.90                   | 13,679.91                 | 13,679.91                 |
| 08-08-45702                           | EQUIP - PUMPING STATIONS  | 30,000.00                 | 0.00                       | 0.00                       | 0.00                      | 0.00                      |
| 08-08-45705                           | Heating Oil               | 43,000.00                 | 0.00                       | 0.00                       | 29,265.27                 | 29,265.27                 |
| 08-08-45708                           | GRIT REMOVAL              | 42,550.00                 | 0.00                       | 341.50                     | 3,600.23                  | 3,600.23                  |
| 08-08-45724                           | Pump Station Repairs      | 8,000.00                  | 0.00                       | 0.00                       | 165.00                    | 165.00                    |
| 08-08-45728                           | ALM SULFATE               | 360,000.00                | 0.00                       | 14,453.41                  | 135,209.07                | 135,209.07                |
| 08-08-45730                           | CHLORINE                  | 13,000.00                 | 0.00                       | 0.00                       | 10,696.02                 | 10,696.02                 |
| 08-08-45736                           | LIQUID BIO                | 3,000.00                  | 0.00                       | 0.00                       | 0.00                      | 0.00                      |
| 08-08-45738                           | Equipment                 | 70,000.00                 | 0.00                       | 1,869.13                   | 31,673.60                 | 31,673.60                 |
| 08-08-45740                           | POLYMER                   | 10,000.00                 | 0.00                       | 0.00                       | 0.00                      | 0.00                      |
| 08-08-45744                           | SODA ASH                  | 60,000.00                 | 0.00                       | 0.00                       | 17,531.86                 | 17,531.86                 |
| 08-08-45748                           | SODIUM BI                 | 6,000.00                  | 0.00                       | 0.00                       | 2,192.15                  | 2,192.15                  |
| 08-08-45750                           | SULPHUR DI                | 5,000.00                  | 0.00                       | 0.00                       | 559.30                    | 559.30                    |
| 08-08-45751                           | STATE APP FEES            | 13,000.00                 | 0.00                       | 0.00                       | 10,084.24                 | 10,084.24                 |
| 08-08-45774                           | TRAINING/DUES             | 10,000.00                 | 0.00                       | 306.00                     | 3,301.00                  | 3,301.00                  |
| 08-08-45778                           | Lab Professional Fees     | 34,000.00                 | 0.00                       | 3,040.00                   | 13,099.56                 | 13,099.56                 |
| 08-08-45794                           | Aqua Sewer Billing        | 0.00                      | 0.00                       | 0.00                       | (31,588.30)               | (31,588.30)               |
| 08-08-45822                           | Plant Repairs             | 120,000.00                | 0.00                       | 24,761.73                  | 59,612.65                 | 59,612.65                 |
| 08-08-45826                           | Generator Maint           | 6,000.00                  | 0.00                       | 0.00                       | 0.00                      | 0.00                      |
| 08-08-45828                           | HVAC Maint                | 10,000.00                 | 0.00                       | 0.00                       | 612.44                    | 612.44                    |
| 08-08-45830                           | INSTRUMENTATION           | 7,500.00                  | 0.00                       | 0.00                       | 0.00                      | 0.00                      |
| 08-08-47115                           | EMERGENCY CONTINGENCY     | 30,000.00                 | 0.00                       | 0.00                       | 0.00                      | 0.00                      |
| 08-08-48110                           | FICA EXPENSE              | 91,081.00                 | 0.00                       | 6,643.70                   | 46,079.53                 | 46,079.53                 |
| 08-08-48330                           | NU DEFINED CONTRB EXPENSE | 27,652.00                 | 0.00                       | 2,715.48                   | 15,997.27                 | 15,997.27                 |
| 08-08-48400                           | WC INSURANCE EXPENSE      | 75,818.00                 | 0.00                       | 0.00                       | 75,620.59                 | 75,620.59                 |

## ACCOUNT BALANCE (MTD/YTD ACTIVITY) REPORT FOR WEST CHESTER BOROUGH

Balance As of 08/31/2026

| GL Number                                    | Description                 | 2026<br>Amended<br>Budget | Beg. Balance<br>01/01/2026 | Activity For<br>08/31/2026 | YTD<br>THRU<br>08/31/2026 | YTD Balance<br>08/31/2026 |
|----------------------------------------------|-----------------------------|---------------------------|----------------------------|----------------------------|---------------------------|---------------------------|
| <b>Fund: 08 SEWER FUND</b>                   |                             |                           |                            |                            |                           |                           |
| <b>Account Category: Expenditures</b>        |                             |                           |                            |                            |                           |                           |
| <b>Department: 08 SEWER</b>                  |                             |                           |                            |                            |                           |                           |
| 08-08-48610                                  | INSURANCE EXP               | 112,704.00                | 0.00                       | 0.00                       | 96,669.04                 | 96,669.04                 |
| 08-08-48700                                  | INSURANCE EXP- MEDICAL      | 436,026.00                | 0.00                       | 29,000.52                  | 262,308.38                | 262,308.38                |
| 08-08-48715                                  | PENSION EXP-DEF CONTB       | 0.00                      | 0.00                       | 0.00                       | (890.08)                  | (890.08)                  |
| 08-08-48720                                  | FICA EXPENSE                | 0.00                      | 0.00                       | 0.00                       | 5,019.58                  | 5,019.58                  |
| 08-08-49201                                  | TRF TO GF                   | 600,000.00                | 0.00                       | 0.00                       | 600,000.00                | 600,000.00                |
| 08-08-49265                                  | TRF TO NU PENSION           | 62,548.00                 | 0.00                       | 0.00                       | 0.00                      | 0.00                      |
| Total Department 08:                         |                             | 8,911,974.00              | 0.00                       | 251,621.12                 | 4,357,498.20              | 4,357,498.20              |
| <b>Department: 80 PUBLIC WORKS</b>           |                             |                           |                            |                            |                           |                           |
| 08-80-45708                                  | GRIT REMOVAL                | 0.00                      | 0.00                       | 0.00                       | 341.50                    | 341.50                    |
| 08-80-45738                                  | Equipment                   | 0.00                      | 0.00                       | 0.00                       | 359.10                    | 359.10                    |
| Total Department 80:                         |                             | 0.00                      | 0.00                       | 0.00                       | 700.60                    | 700.60                    |
| <b>Department: 90 ADMINISTRATION</b>         |                             |                           |                            |                            |                           |                           |
| 08-90-48110                                  | FICA EXPENSE                | 0.00                      | 0.00                       | 0.00                       | 3,294.56                  | 3,294.56                  |
| Total Department 90:                         |                             | 0.00                      | 0.00                       | 0.00                       | 3,294.56                  | 3,294.56                  |
| Expenditures                                 |                             | 8,911,974.00              | 0.00                       | 251,621.12                 | 4,361,493.36              | 4,361,493.36              |
| <b>Fund: 09 PARKING FUND</b>                 |                             |                           |                            |                            |                           |                           |
| <b>Account Category: Revenues</b>            |                             |                           |                            |                            |                           |                           |
| <b>Department: 09 PARKING</b>                |                             |                           |                            |                            |                           |                           |
| 09-09-33103                                  | PARKING TICKET REVENUE      | 0.00                      | 0.00                       | (42.00)                    | (879.00)                  | (879.00)                  |
| 09-09-33110                                  | SERVER FEE REVENUE-CONST    | 45,600.00                 | 0.00                       | 6,894.14                   | 25,115.99                 | 25,115.99                 |
| 09-09-33112                                  | ORDINANCE VIOLATIONS        | 150,000.00                | 0.00                       | 20,173.73                  | 94,457.81                 | 94,457.81                 |
| 09-09-33114                                  | PARKING TICKET REVENUE      | 1,200,000.00              | 0.00                       | 36,960.55                  | 735,720.96                | 735,720.96                |
| 09-09-34100                                  | INTEREST INCOME             | 35,000.00                 | 0.00                       | 9,846.01                   | 69,844.81                 | 69,844.81                 |
| 09-09-34324                                  | REST FESTIVAL REVENUE       | 0.00                      | 0.00                       | 0.00                       | 70,017.24                 | 70,017.24                 |
| 09-09-36241                                  | BUILDING PERMITS            | 0.00                      | 0.00                       | 0.00                       | (1,057.00)                | (1,057.00)                |
| 09-09-36311                                  | PARKING PERMIT REVENUE      | 200,000.00                | 0.00                       | 6,407.28                   | 256,032.07                | 256,032.07                |
| 09-09-36321                                  | PARKING METER REVENUE       | 2,028,000.00              | 0.00                       | 119,442.75                 | 1,325,971.12              | 1,325,971.12              |
| 09-09-36322                                  | PARKING PERMIT/LOT REVENUE  | 0.00                      | 0.00                       | 0.00                       | 351.00                    | 351.00                    |
| 09-09-36323                                  | PARKING GARAGE REVENUE      | 0.00                      | 0.00                       | 0.00                       | 102,414.18                | 102,414.18                |
| 09-09-36324                                  | PARK GARG REVENUE-NET       | 2,000,000.00              | 0.00                       | 50,752.25                  | 1,100,661.31              | 1,100,661.31              |
| 09-09-36325                                  | PARKING GARG-LEASED SPACES  | 122,000.00                | 0.00                       | 11,954.47                  | 56,999.49                 | 56,999.49                 |
| 09-09-36326                                  | PARKING GARAGE LEASED SPACE | 0.00                      | 0.00                       | 0.00                       | 6,324.73                  | 6,324.73                  |
| 09-09-36736                                  | SOLAR/EV REVENUE            | 14,000.00                 | 0.00                       | 2,584.19                   | 8,983.71                  | 8,983.71                  |
| 09-09-38900                                  | GAIN/(LOSS) ON SALE         | 0.00                      | 0.00                       | 0.00                       | 126.00                    | 126.00                    |
| Total Department 09:                         |                             | 5,794,600.00              | 0.00                       | 264,973.37                 | 3,851,084.42              | 3,851,084.42              |
| <b>Department: 50 BUILDING &amp; HOUSING</b> |                             |                           |                            |                            |                           |                           |
| 09-50-36241                                  | BUILDING PERMITS            | 0.00                      | 0.00                       | 0.00                       | 1,057.00                  | 1,057.00                  |
| Total Department 50:                         |                             | 0.00                      | 0.00                       | 0.00                       | 1,057.00                  | 1,057.00                  |
| <b>Department: 90 ADMINISTRATION</b>         |                             |                           |                            |                            |                           |                           |
| 09-90-36311                                  | PARKING PERMIT REVENUE      | 0.00                      | 0.00                       | 0.00                       | 14.42                     | 14.42                     |
| Total Department 90:                         |                             | 0.00                      | 0.00                       | 0.00                       | 14.42                     | 14.42                     |
| Revenues                                     |                             | 5,794,600.00              | 0.00                       | 264,973.37                 | 3,852,155.84              | 3,852,155.84              |
| <b>Account Category: Expenditures</b>        |                             |                           |                            |                            |                           |                           |

## ACCOUNT BALANCE (MTD/YTD ACTIVITY) REPORT FOR WEST CHESTER BOROUGH

Balance As of 08/31/2026

| GL Number                             | Description                    | 2026<br>Amended<br>Budget | Beg. Balance<br>01/01/2026 | Activity For<br>08/31/2026 | YTD<br>THRU<br>08/31/2026 | YTD Balance<br>08/31/2026 |
|---------------------------------------|--------------------------------|---------------------------|----------------------------|----------------------------|---------------------------|---------------------------|
| <b>Fund: 09 PARKING FUND</b>          |                                |                           |                            |                            |                           |                           |
| <b>Account Category: Expenditures</b> |                                |                           |                            |                            |                           |                           |
| <b>Department: 09 PARKING</b>         |                                |                           |                            |                            |                           |                           |
| 09-09-40121                           | OFFICE SUPPLIES                | 7,000.00                  | 0.00                       | 178.12                     | 2,019.61                  | 2,019.61                  |
| 09-09-40122                           | POSTAGE & PRINTING             | 20,000.00                 | 0.00                       | 826.79                     | 8,615.34                  | 8,615.34                  |
| 09-09-40124                           | LEASE EXPENSE                  | 4,779.00                  | 0.00                       | 398.25                     | 3,186.00                  | 3,186.00                  |
| 09-09-40133                           | ADMIN EXPENSE                  | 3,000.00                  | 0.00                       | 0.00                       | 393.15                    | 393.15                    |
| 09-09-40310                           | TAX COLLECTION FEES            | 0.00                      | 0.00                       | 0.00                       | (550.00)                  | (550.00)                  |
| 09-09-40400                           | LEGAL FEES                     | 10,000.00                 | 0.00                       | 0.00                       | 0.00                      | 0.00                      |
| 09-09-40616                           | SERVER FEE EXP-CONST           | 60,000.00                 | 0.00                       | 4,455.00                   | 33,082.50                 | 33,082.50                 |
| 09-09-40639                           | BANK FEES                      | 310,000.00                | 0.00                       | 21,126.64                  | 178,199.37                | 178,199.37                |
| 09-09-40931                           | UTILITIES                      | 55,551.00                 | 0.00                       | 7,885.35                   | 57,881.93                 | 57,881.93                 |
| 09-09-41018                           | SALARY EXPENSE-OT              | 30,000.00                 | 0.00                       | 5,775.04                   | 18,511.15                 | 18,511.15                 |
| 09-09-41313                           | SALARY EXPENSE-PARKING         | 692,248.00                | 0.00                       | 0.00                       | 32,897.17                 | 32,897.17                 |
| 09-09-42007                           | PROFESSIONAL FEES              | 60,000.00                 | 0.00                       | 4,336.25                   | 13,561.25                 | 13,561.25                 |
| 09-09-42010                           | UNIFORMS                       | 4,000.00                  | 0.00                       | 291.57                     | 2,523.08                  | 2,523.08                  |
| 09-09-43013                           | CAPITAL EXPENSE                | 466,807.00                | 0.00                       | 0.00                       | 2,985.37                  | 2,985.37                  |
| 09-09-43031                           | FUEL EXPENSE                   | 1,800.00                  | 0.00                       | 311.95                     | 1,552.62                  | 1,552.62                  |
| 09-09-43825                           | SALA EXP-OT                    | 0.00                      | 0.00                       | 0.00                       | 2,826.48                  | 2,826.48                  |
| 09-09-43832                           | EV CHARGING EXP                | 4,000.00                  | 0.00                       | 0.00                       | 230.08                    | 230.08                    |
| 09-09-44512                           | SALARY EXPENSE-PARKING         | 0.00                      | 0.00                       | 43,487.65                  | 357,684.60                | 357,684.60                |
| 09-09-44518                           | WC BUS IMP DIST ALLOC          | 100,000.00                | 0.00                       | 0.00                       | 100,000.00                | 100,000.00                |
| 09-09-44521                           | ENFORCEMENT SOFTWARE           | 42,000.00                 | 0.00                       | 1,303.52                   | 49,873.26                 | 49,873.26                 |
| 09-09-44525                           | PARKING METER MAINT            | 20,000.00                 | 0.00                       | 0.00                       | 23,694.86                 | 23,694.86                 |
| 09-09-44545                           | PARKING GARAGE MAINT           | 230,000.00                | 0.00                       | 64,307.14                  | 129,089.38                | 129,089.38                |
| 09-09-44922                           | ARMORED CAR SERVICE            | 8,200.00                  | 0.00                       | 753.00                     | 6,024.00                  | 6,024.00                  |
| 09-09-45758                           | PARKING METER SOFTWARE         | 154,000.00                | 0.00                       | 39,177.25                  | 132,375.16                | 132,375.16                |
| 09-09-45774                           | TRAINING/DUES                  | 18,000.00                 | 0.00                       | 0.00                       | 6,298.84                  | 6,298.84                  |
| 09-09-47140                           | PRIN PAYMENTS                  | 550,000.00                | 0.00                       | 0.00                       | 0.00                      | 0.00                      |
| 09-09-47291                           | INT EXP- 2012C FT              | 20,873.00                 | 0.00                       | 0.00                       | 0.00                      | 0.00                      |
| 09-09-47296                           | INT EXP- 2016 2010 REFUND      | 330,708.00                | 0.00                       | 0.00                       | 165,353.75                | 165,353.75                |
| 09-09-47299                           | Interest Exp 2013 Bicentennial | 14,375.00                 | 0.00                       | 0.00                       | 7,187.50                  | 7,187.50                  |
| 09-09-47301                           | INTEREST EXP-2011 CHESTNUT     | 0.00                      | 0.00                       | 0.00                       | 10,661.25                 | 10,661.25                 |
| 09-09-48110                           | FICA EXPENSE                   | 55,252.00                 | 0.00                       | 3,750.54                   | 28,834.44                 | 28,834.44                 |
| 09-09-48330                           | NU DEFINED CONTRB EXPENSE      | 12,853.00                 | 0.00                       | 2,009.16                   | 9,352.39                  | 9,352.39                  |
| 09-09-48400                           | WC INSURANCE EXPENSE           | 8,189.00                  | 0.00                       | 226.70                     | 17,289.72                 | 17,289.72                 |
| 09-09-48610                           | INSURANCE EXP                  | 62,313.00                 | 0.00                       | 0.00                       | 71,186.48                 | 71,186.48                 |
| 09-09-48700                           | INSURANCE EXP- MEDICAL         | 167,655.00                | 0.00                       | 4,797.35                   | 47,021.88                 | 47,021.88                 |
| 09-09-48715                           | PENSION EXP-DEF CONTRB         | 0.00                      | 0.00                       | 0.00                       | (369.63)                  | (369.63)                  |
| 09-09-48720                           | FICA EXPENSE                   | 0.00                      | 0.00                       | 0.00                       | 2,517.91                  | 2,517.91                  |
| 09-09-49201                           | TRF TO GF                      | 2,217,384.00              | 0.00                       | 184,782.00                 | 1,478,256.00              | 1,478,256.00              |
| 09-09-49265                           | TRF TO NU PENSION              | 53,613.00                 | 0.00                       | 0.00                       | 0.00                      | 0.00                      |
| Total Department 09:                  |                                | 5,794,600.00              | 0.00                       | 390,179.27                 | 3,000,246.89              | 3,000,246.89              |
| <b>Department: 90 ADMINISTRATION</b>  |                                |                           |                            |                            |                           |                           |
| 09-90-45758                           | PARKING METER SOFTWARE         | 0.00                      | 0.00                       | 0.00                       | 11,631.75                 | 11,631.75                 |
| Total Department 90:                  |                                | 0.00                      | 0.00                       | 0.00                       | 11,631.75                 | 11,631.75                 |
| Expenditures                          |                                | 5,794,600.00              | 0.00                       | 390,179.27                 | 3,011,878.64              | 3,011,878.64              |

**Fund: 10 CAPITAL IMPROVEMENT FUND****Account Category: Revenues****Department: 00**

## ACCOUNT BALANCE (MTD/YTD ACTIVITY) REPORT FOR WEST CHESTER BOROUGH

Balance As of 08/31/2026

| GL Number                                    | Description           | 2026<br>Amended<br>Budget | Beg. Balance<br>01/01/2026 | Activity For<br>08/31/2026 | YTD<br>THRU<br>08/31/2026 | YTD Balance<br>08/31/2026 |
|----------------------------------------------|-----------------------|---------------------------|----------------------------|----------------------------|---------------------------|---------------------------|
| <b>Fund: 10 CAPITAL IMPROVEMENT FUND</b>     |                       |                           |                            |                            |                           |                           |
| <b>Account Category: Revenues</b>            |                       |                           |                            |                            |                           |                           |
| <b>Department: 00</b>                        |                       |                           |                            |                            |                           |                           |
| 10-00-39201                                  | TRF FROM GF           | 0.00                      | 0.00                       | 0.00                       | 691,914.00                | 691,914.00                |
| Total Department 00:                         |                       | 0.00                      | 0.00                       | 0.00                       | 691,914.00                | 691,914.00                |
| <b>Department: 10 CAPITAL IMPROVEMENTS</b>   |                       |                           |                            |                            |                           |                           |
| 10-10-30000                                  | CASH RESERVE          | 800,202.00                | 0.00                       | 0.00                       | 0.00                      | 0.00                      |
| 10-10-34100                                  | INTEREST INCOME       | 0.00                      | 0.00                       | 134.23                     | 1,321.36                  | 1,321.36                  |
| 10-10-35420                                  | TRF FROM GENERAL FUND | 691,914.00                | 0.00                       | 0.00                       | 0.00                      | 0.00                      |
| 10-10-35500                                  | GRANT REVENUE         | 1,240,298.00              | 0.00                       | 0.00                       | 905,741.55                | 905,741.55                |
| Total Department 10:                         |                       | 2,732,414.00              | 0.00                       | 134.23                     | 907,062.91                | 907,062.91                |
| Revenues                                     |                       | 2,732,414.00              | 0.00                       | 134.23                     | 1,598,976.91              | 1,598,976.91              |
| <b>Account Category: Expenditures</b>        |                       |                           |                            |                            |                           |                           |
| <b>Department: 07 PARKS REC &amp; EVENTS</b> |                       |                           |                            |                            |                           |                           |
| 10-07-43013                                  | CAPITAL EXPENSE       | 0.00                      | 0.00                       | 15,645.75                  | 87,705.75                 | 87,705.75                 |
| Total Department 07:                         |                       | 0.00                      | 0.00                       | 15,645.75                  | 87,705.75                 | 87,705.75                 |
| <b>Department: 10 CAPITAL IMPROVEMENTS</b>   |                       |                           |                            |                            |                           |                           |
| 10-10-43013                                  | CAPITAL EXPENSE       | 2,732,414.00              | 0.00                       | 0.00                       | 8,234.95                  | 8,234.95                  |
| Total Department 10:                         |                       | 2,732,414.00              | 0.00                       | 0.00                       | 8,234.95                  | 8,234.95                  |
| <b>Department: 40 POLICE</b>                 |                       |                           |                            |                            |                           |                           |
| 10-40-43013                                  | CAPITAL EXPENSE       | 0.00                      | 0.00                       | 4,996.00                   | 149,996.00                | 149,996.00                |
| Total Department 40:                         |                       | 0.00                      | 0.00                       | 4,996.00                   | 149,996.00                | 149,996.00                |
| <b>Department: 70 IT</b>                     |                       |                           |                            |                            |                           |                           |
| 10-70-43013                                  | CAPITAL EXPENSE       | 0.00                      | 0.00                       | 0.00                       | 15,114.96                 | 15,114.96                 |
| Total Department 70:                         |                       | 0.00                      | 0.00                       | 0.00                       | 15,114.96                 | 15,114.96                 |
| <b>Department: 80 PUBLIC WORKS</b>           |                       |                           |                            |                            |                           |                           |
| 10-80-43013                                  | CAPITAL EXPENSE       | 0.00                      | 0.00                       | 8,071.50                   | 1,718,953.19              | 1,718,953.19              |
| Total Department 80:                         |                       | 0.00                      | 0.00                       | 8,071.50                   | 1,718,953.19              | 1,718,953.19              |
| <b>Department: 90 ADMINISTRATION</b>         |                       |                           |                            |                            |                           |                           |
| 10-90-43013                                  | CAPITAL EXPENSE       | 0.00                      | 0.00                       | 0.00                       | 1,000.00                  | 1,000.00                  |
| Total Department 90:                         |                       | 0.00                      | 0.00                       | 0.00                       | 1,000.00                  | 1,000.00                  |
| Expenditures                                 |                       | 2,732,414.00              | 0.00                       | 28,713.25                  | 1,981,004.85              | 1,981,004.85              |
| <b>Fund: 15 HIGHWAY AID FUND</b>             |                       |                           |                            |                            |                           |                           |
| <b>Account Category: Revenues</b>            |                       |                           |                            |                            |                           |                           |
| <b>Department: 15 HIGHWAY AID</b>            |                       |                           |                            |                            |                           |                           |
| 15-15-34100                                  | INTEREST INCOME       | 1,200.00                  | 0.00                       | 21.71                      | 127.97                    | 127.97                    |
| 15-15-36735                                  | LIQUID FUELS REVENUE  | 412,306.00                | 0.00                       | 0.00                       | 422,152.47                | 422,152.47                |
| Total Department 15:                         |                       | 413,506.00                | 0.00                       | 21.71                      | 422,280.44                | 422,280.44                |
| Revenues                                     |                       | 413,506.00                | 0.00                       | 21.71                      | 422,280.44                | 422,280.44                |
| <b>Account Category: Expenditures</b>        |                       |                           |                            |                            |                           |                           |
| <b>Department: 15 HIGHWAY AID</b>            |                       |                           |                            |                            |                           |                           |
| 15-15-40639                                  | BANK FEES             | 0.00                      | 0.00                       | 22.86                      | 183.38                    | 183.38                    |
| 15-15-43200                                  | WINTER MAINTENANCE    | 50,000.00                 | 0.00                       | 0.00                       | 11,918.28                 | 11,918.28                 |
| 15-15-43331                                  | TRAFFIC LIGHT MAINT   | 46,300.00                 | 0.00                       | 1,398.76                   | 26,003.84                 | 26,003.84                 |

## ACCOUNT BALANCE (MTD/YTD ACTIVITY) REPORT FOR WEST CHESTER BOROUGH

Balance As of 08/31/2026

| GL Number                             | Description             | 2026<br>Amended<br>Budget | Beg. Balance<br>01/01/2026 | Activity For<br>08/31/2026 | YTD<br>THRU<br>08/31/2026 | YTD Balance<br>08/31/2026 |
|---------------------------------------|-------------------------|---------------------------|----------------------------|----------------------------|---------------------------|---------------------------|
| <b>Fund: 15 HIGHWAY AID FUND</b>      |                         |                           |                            |                            |                           |                           |
| <b>Account Category: Expenditures</b> |                         |                           |                            |                            |                           |                           |
| <b>Department: 15 HIGHWAY AID</b>     |                         |                           |                            |                            |                           |                           |
| 15-15-43333                           | TRAFFIC CONTROL DEVICES | 10,000.00                 | 0.00                       | 10,650.21                  | 14,431.63                 | 14,431.63                 |
| 15-15-49515                           | ROAD PAVING PROJECT     | 307,206.00                | 0.00                       | 0.00                       | 0.00                      | 0.00                      |
| Total Department 15:                  |                         | 413,506.00                | 0.00                       | 12,071.83                  | 52,537.13                 | 52,537.13                 |
| Expenditures                          |                         | 413,506.00                | 0.00                       | 12,071.83                  | 52,537.13                 | 52,537.13                 |
| <b>Fund: 16 STREAM FUND</b>           |                         |                           |                            |                            |                           |                           |
| <b>Account Category: Revenues</b>     |                         |                           |                            |                            |                           |                           |
| <b>Department: 00</b>                 |                         |                           |                            |                            |                           |                           |
| 16-00-39201                           | TRF FROM GF             | 0.00                      | 0.00                       | 0.00                       | 52,105.00                 | 52,105.00                 |
| Total Department 00:                  |                         | 0.00                      | 0.00                       | 0.00                       | 52,105.00                 | 52,105.00                 |
| <b>Department: 16 STREAM</b>          |                         |                           |                            |                            |                           |                           |
| 16-16-34100                           | INTEREST INCOME         | 40,000.00                 | 0.00                       | 2,168.47                   | 10,688.08                 | 10,688.08                 |
| 16-16-35500                           | GRANT REVENUE           | 225,000.00                | 0.00                       | 0.00                       | 319,493.00                | 319,493.00                |
| 16-16-38015                           | STREAM PROT REVENUE     | 1,200,000.00              | 0.00                       | 1,634.31                   | 194,345.08                | 194,345.08                |
| 16-16-39201                           | TRF FROM GF             | 52,105.00                 | 0.00                       | 0.00                       | 0.00                      | 0.00                      |
| Total Department 16:                  |                         | 1,517,105.00              | 0.00                       | 3,802.78                   | 524,526.16                | 524,526.16                |
| Revenues                              |                         | 1,517,105.00              | 0.00                       | 3,802.78                   | 576,631.16                | 576,631.16                |
| <b>Account Category: Expenditures</b> |                         |                           |                            |                            |                           |                           |
| <b>Department: 16 STREAM</b>          |                         |                           |                            |                            |                           |                           |
| 16-16-40122                           | POSTAGE & PRINTING      | 0.00                      | 0.00                       | 0.00                       | 5,875.25                  | 5,875.25                  |
| 16-16-40133                           | ADMIN EXPENSE           | 37,000.00                 | 0.00                       | 0.00                       | 0.00                      | 0.00                      |
| 16-16-40140                           | BANK FEES               | 0.00                      | 0.00                       | 0.00                       | 558.00                    | 558.00                    |
| 16-16-40410                           | LEGAL FEES              | 75,000.00                 | 0.00                       | 18,632.00                  | 19,766.00                 | 19,766.00                 |
| 16-16-42007                           | PROFESSIONAL FEES       | 93,000.00                 | 0.00                       | 2,283.69                   | 18,783.57                 | 18,783.57                 |
| 16-16-43013                           | CAPITAL EXPENSE         | 750,000.00                | 0.00                       | 3,674.50                   | 43,279.45                 | 43,279.45                 |
| 16-16-43620                           | STORMWATER MAINTENANCE  | 274,290.00                | 0.00                       | 20,003.55                  | 30,523.55                 | 30,523.55                 |
| 16-16-45540                           | TREES                   | 25,000.00                 | 0.00                       | 0.00                       | 0.00                      | 0.00                      |
| 16-16-49201                           | TRF TO GF               | 262,815.00                | 0.00                       | 0.00                       | 262,815.00                | 262,815.00                |
| Total Department 16:                  |                         | 1,517,105.00              | 0.00                       | 44,593.74                  | 381,600.82                | 381,600.82                |
| Expenditures                          |                         | 1,517,105.00              | 0.00                       | 44,593.74                  | 381,600.82                | 381,600.82                |

**BOROUGH OF WEST CHESTER  
ADMINISTRATION DEPARTMENT  
2027PRELIMINARYBUDGET**





# 2027 SALARIES

| SALARY EXPENSE              |          |      |                                 | 2027             | 2026             |               | Inc/(Dec ) |
|-----------------------------|----------|------|---------------------------------|------------------|------------------|---------------|------------|
| Fund                        | G/L Code | Dept | Account Name                    | Budget           | Budget           | Variance      | over P/Y   |
| 01                          | 40005 90 |      | Salary Expense- Mayor/Council   | 33,000           | 33,000           | -             | 0%         |
| 01                          | 40110 90 |      | Salary Expense- Borough Manager | 177,332          | 176,391          | 941           | 1%         |
| 01                          | 40112 90 |      | Salary Expense- Administration  | 476,765          | 458,030          | 18,735        | 4%         |
| 01                          | 40212 90 |      | Salary Expense- Finance         | 283,090          | 271,986          | 11,104        | 4%         |
| 01                          | 48110 90 |      | FICA Expense                    | 74,219           | 71,865           | 2,354         | 3%         |
| 01                          | 48330 90 |      | NU Defined Contribution Expense | 34,616           | 33,249           | 1,367         | 4%         |
| 01                          | 48400 90 |      | WC Insurance Expense            | 4,275            | 9,151            | (4,876)       | -53%       |
| 01                          | 48700 90 |      | Insurance Expense- Medical      | 356,952          | 358,445          | (1,493)       | 0%         |
| <b>TOTAL SALARY EXPENSE</b> |          |      |                                 | <u>1,440,248</u> | <u>1,412,117</u> | <u>28,131</u> | <u>2%</u>  |

## REVENUE ASSUMPTIONS: INCREASES

- Increased EIT by \$194,000~3%-this is an annual wage assumption increase for workers within the Borough
- Increased RE Tax Revenue-PY by \$70,000 due to Portnoff collection performance
- Increased PHMIC Refund by \$24,750- this is the same rate that employer expense is estimated to increase
- Increased Interest Income by \$130,000- cash reserve balance target is \$4M. This is 3 months of expenses invested at assumed rate of 3.50%.
- Increased Transfer from Parking by \$88,695~4%

## REVENUE ASSUMPTIONS: (DECREASES)

- Reduced Cable Franchise Revenue by \$43,680- fees have been steadily decreasing year over year
- Reduced transfer revenue by \$262,815- can no longer offset administrative costs through transfer from SPF
- Budget does not include transfer from Capital Operating Reserve Fund. Past year's budgets have included a small transfer from the fund's interest earnings to offset budget shortfalls

# 2027 OPERATING REVENUE

| OPERATING REVENUE              |          |      |                                        | 2027       | 2026       |          | Inc/(Dec ) |
|--------------------------------|----------|------|----------------------------------------|------------|------------|----------|------------|
| Fund                           | G/L Code | Dept | Account Name                           | Budget     | Budget     | Variance | over P/Y   |
| 01                             | 3011090  |      | Real Estate Tax Revenue-CY Levy        | 6,229,437  | 6,229,440  | (3)      | 0%         |
| 01                             | 3012090  |      | Real Estate Tax Revenue-PY Levy        | 180,000    | 110,000    | 70,000   | 64%        |
| 01                             | 3102090  |      | Earned Income Tax                      | 6,900,000  | 6,706,325  | 193,675  | 3%         |
| 01                             | 3103090  |      | Business Privilege Tax                 | 148,000    | 140,000    | 8,000    | 6%         |
| 01                             | 3105090  |      | Local Services Tax                     | 770,000    | 700,000    | 70,000   | 10%        |
| 01                             | 3101090  |      | Real Estate Transfer Tax               | 645,000    | 630,000    | 15,000   | 2%         |
| 01                             | 3218090  |      | Cell Tower/Cable Franchise Revenue     | 206,320    | 250,000    | (43,680) | -17%       |
| 01                             | 3410090  |      | Interest Income                        | 275,000    | 145,000    | 130,000  | 90%        |
| 01                             | 3550590  |      | Gen Mun Pension-State Aid              | 1,113,167  | 1,191,169  | (78,002) | -7%        |
| 01                             | 3560090  |      | Payment in Lieu of Taxes               | 14,000     | 14,000     | -        | 0%         |
| 01                             | 3616590  |      | Certification Fees                     | 40,000     | 67,000     | (27,000) | -40%       |
| 01                             | 3656190  |      | Library/BID Medical Ins. Reimbursement | 114,556    | 100,487    | 14,069   | 14%        |
| 01                             | 3656290  |      | PHMIC Refund                           | 299,750    | 275,000    | 24,750   | 9%         |
| 01                             | 3800090  |      | Misc. Revenue                          | 24,000     | 20,000     | 4,000    | 20%        |
| 01                             | 3803090  |      | Ucomp Reimbursement                    | 3,000      | 3,000      | -        | 0%         |
| <b>TOTAL OPERATING REVENUE</b> |          |      |                                        | 16,962,229 | 16,581,421 | 380,808  | 2%         |

## 2027 TRANSFERS IN

| TRANSFERS IN              |          |      |                                 | 2027       | 2026       |           | Inc/(Dec ) |
|---------------------------|----------|------|---------------------------------|------------|------------|-----------|------------|
| Fund                      | G/L Code | Dept | Account Name                    | Budget     | Budget     | Variance  | over P/Y   |
| 01                        | 39208 90 |      | Trf from Sewer Fund             | 600,000    | 600,000    | -         | 0%         |
| 01                        | 39209 90 |      | Trf from Parking Fund           | 2,306,079  | 2,217,384  | 88,695    | 4%         |
| 01                        | 39210 90 |      | Trf from Capital Operating Fund | -          | 143,646    | (143,646) | -100%      |
| 01                        | 39216 90 |      | Trf from Stream Protection Fund | -          | 262,815    | (262,815) | -100%      |
| 01                        | 39217 90 |      | Trf from OPEB                   | -          | 192,755    | (192,755) | -100%      |
| 01                        | 39205 90 |      | Trf from Fire Fund              | 62,941     | 61,108     | 1,833     | 3%         |
| <b>TOTAL TRANSFERS IN</b> |          |      |                                 | 2,969,020  | 3,477,708  | (508,688) | -15%       |
| <b>TOTAL REVENUE</b>      |          |      |                                 | 19,931,250 | 20,059,129 | (127,879) | -1%        |

## EXPENSE ASSUMPTIONS: INCREASES

- Increased Good Fellowship Contracted EMS Expense by \$14,555
- Increased Admin Expense by \$16,000
- Increased Human resource Dept Expense by \$11,500
- Increased Trf. to Fire Fund by \$18,934- Year 4 of 5-year intermunicipal fire protection contract
- Increased Trf. to SPF by \$1,079,623- stormwater expenses must be funded by the general fund. This transfer will allow the program to continue as is.

## 2027 OPERATING EXPENSES

| OPERATING EXPENSES |          |      |                                 | 2027    | 2026    |          | Inc/(Dec ) |
|--------------------|----------|------|---------------------------------|---------|---------|----------|------------|
| Fund               | G/L Code | Dept | Account Name                    | Budget  | Budget  | Variance | over P/Y   |
| 01                 | 4012290  |      | Printing Expense                | 24,000  | 23,500  | 500      | 2%         |
| 01                 | 4012390  |      | Human Resource Dept. Expense    | 34,000  | 22,500  | 11,500   | 51%        |
| 01                 | 4012490  |      | Lease Expense                   | 5,130   | 5,130   | (0)      | 0%         |
| 01                 | 4013390  |      | Admin Expense                   | 20,000  | 4,000   | 16,000   | 400%       |
| 01                 | 4013490  |      | Codification Expense            | 12,000  | 12,000  | -        | 0%         |
| 01                 | 4015090  |      | Boards and Commissions Expense  | 10,000  | 10,000  | -        | 0%         |
| 01                 | 4033290  |      | Qualifying Volunteer Tax Credit | 12,000  | 12,000  | -        | 0%         |
| 01                 | 4043190  |      | Legal Fees                      | 142,000 | 124,000 | 18,000   | 15%        |
| 01                 | 4044990  |      | Legal Fees- Employment          | 48,000  | 60,000  | (12,000) | -20%       |
| 01                 | 4062190  |      | Office Supplies Expense         | 6,000   | 6,000   | -        | 0%         |
| 01                 | 4063490  |      | Advertising Expense             | 7,200   | 8,000   | (800)    | -10%       |
| 01                 | 4063990  |      | Bank Fees                       | 20,000  | 16,050  | 3,950    | 25%        |
| 01                 | 4064690  |      | Training Expense                | 30,000  | 30,320  | (320)    | -1%        |
| 01                 | 4065490  |      | Tuition Reimbursement Expense   | 3,600   | 3,600   | -        | 0%         |
| 01                 | 4068590  |      | Stenographer Expense            | 4,500   | 1,200   | 3,300    | 275%       |
| 01                 | 4074590  |      | Software Expense                | 118,151 | 145,132 | (26,981) | -19%       |
| 01                 | 4093190  |      | Utilities Expense               | 69,100  | 50,000  | 19,100   | 38%        |
| 01                 | 4382390  |      | Payroll Processing Expense      | 70,886  | 68,000  | 2,886    | 4%         |
| 01                 | 4565090  |      | Library Allocation              | 117,333 | 110,000 | 7,333    | 7%         |



## 2027 OPERATING EXPENSES- CONTD.

|                                 |         |                                          |                  |                  |               |           |
|---------------------------------|---------|------------------------------------------|------------------|------------------|---------------|-----------|
| 01                              | 4565790 | Audit Expense                            | 55,000           | 60,000           | (5,000)       | -8%       |
| 01                              | 4576090 | Off Site Storage Expense                 | 5,000            | 4,100            | 900           | 22%       |
| 01                              | 4712290 | Principal -2016 Building                 | 270,000          | 260,000          | 10,000        | 4%        |
| 01                              | 4712390 | Principal -2016 Stream Protection        | 60,000           | 60,000           | -             | 0%        |
| 01                              | 4712490 | Principal -2016 Fire Truck               | 125,000          | 125,000          | -             | 0%        |
| 01                              | 4718090 | Principal -2014 Energy                   | 51,000           | 49,000           | 2,000         | 4%        |
| 01                              | 4722290 | Interest Expense- 2016 Building          | 125,176          | 131,936          | (6,760)       | -5%       |
| 01                              | 4722390 | Interest Expense- 2016 Fire Truck        | 53,776           | 57,026           | (3,250)       | -6%       |
| 01                              | 4722590 | Interest Expense- 2016 Stream Protection | 52,223           | 53,783           | (1,561)       | -3%       |
| 01                              | 4729490 | Interest Expense- 2014 Energy            | 38,385           | 42,885           | (4,500)       | -10%      |
| 01                              | 4866090 | Fidelity Bond-Mgr./Treas                 | 1,700            | 1,700            | -             | 0%        |
| 01                              | 4861090 | Liab/Cas/Auto Insurance Expense          | 62,039           | 55,000           | 7,039         | 13%       |
| 01                              | 4895290 | Good Fellowship Contracted EMS Expense   | 312,770          | 298,215          | 14,555        | 5%        |
| <b>TOTAL OPERATING EXPENSES</b> |         |                                          | <u>1,965,969</u> | <u>1,910,077</u> | <u>55,892</u> | <u>3%</u> |

## 2027 TRANSFERS OUT

| TRANSFERS OUT              |          |      |                                | 2027      | 2026      |           | Inc/(Dec ) |
|----------------------------|----------|------|--------------------------------|-----------|-----------|-----------|------------|
| Fund                       | G/L Code | Dept | Account Name                   | Budget    | Budget    | Variance  | over P/Y   |
| 01                         | 49205 90 |      | Trf to Fire Fund               | 578,921   | 559,987   | 18,934    | 3%         |
| 01                         | 49210 90 |      | Trf to Capital                 | -         | 115,000   | (115,000) | -100%      |
| 01                         | 49216 90 |      | Trf to Stream Protection       | 1,131,728 | 52,105    | 1,079,623 | 2072%      |
| 01                         | 49265 90 |      | Trf to NonUniform Pension Fund | 330,122   | 232,321   | 97,801    | 42%        |
| <b>TOTAL TRANSFERS OUT</b> |          |      |                                | 2,040,772 | 959,413   | 1,081,359 | 113%       |
| <b>TOTAL EXPENSES</b>      |          |      |                                | 5,446,989 | 4,281,607 | 1,165,382 | 27%        |

## Finance & Revenue Committee of Borough Council

Date: August 12, 2026 5:30pm

Committee Members: Brian McGinnis, Chair  
Bernie Flynn  
Jerome Szczepaniak

Staff: Barbara Lioni, Director of Finance & Revenue  
Sean Metrick, Borough Manager

I. Call to order

II. Announcements

West Chester Borough is participating in a friendly “Food Fight” with East & West Bradford Townships from July 1<sup>st</sup> to August 31, to collect non-perishable food items. Collection site is in the lobby at West Chester Borough Hall. (see attachment)

III. Comments, suggestions, petitions by residents in attendance regarding items not on the agenda. *(Please be advised that all public comments have a 5-minute time limit.)*

IV. Reports

A. Director’s report on monthly financials (attachment)

B. Finance Committee – *Chair Report, workplan and issues raised at prior meetings (attachment)*

V. Old business

A. Approve July 2026 meeting minutes (attachment)-**Approved 3-0**

B. Discuss public safety tax-**Will move to Work Session agenda**

*Issue: Raise funding for emergency medical services with a specific tax*

VI. New business

A. Discuss Payment in Lieu of Taxes programs in PA- **discussion only. Will be discussed further at a future finance committee meeting.**

*Issue: Implement payment in lieu of taxes agreements with tax exempt properties*

B. 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- **Approved 3-0***

C. 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- **Approved 3-0***

D. Motion to approve five-year contract with Granicus (SmartGov) to provide licensing, enforcement, and permit information management and services (attachment) **Approved 3-0**

*Issue: Approve five-year contract with Granicus*

E. Motion to approve bid award for Brick Sewer Relining **No committee recommendation. Will be discussed at Work Session.**

*Issue: Approve bid for Brick Sewer Relining 2026 capital project*

F. Discuss West Chester Area Council of Governments Regional Fire and EMS Study (attachment)

*Issue: WCCOG is requesting funding support in 2027 for a regional study for Fire and EMS services* **Discussion only. No action taken.**

G. 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- **Approved 3-0**

H. Motion to adopt budget modification for the Fire Fund and purchase of dedicated blocking vehicle for WCFD (attachment) **Approved 3-0**

J. Motion to approve grant resolution for PA DCED Main Street Matters program for the South High Street Streetscape Improvements Project (attachment) **Approved 3-0**  
issue: Public resolution required for grant application

K. Motion to approve purchasing requests (attachment): **Approved 3-0**

*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. Pix4D SA for \$17,079.00
- g. RW Communications for \$64,432.02
- h. CDW-G for \$39,082.46

VII. Other business

VIII. Adjournment

Visit [www.west-chester.com](http://www.west-chester.com) to view and download attachments.

Agendas are posted to [www.west-chester.com](http://www.west-chester.com) by noon 3 business days prior to the meeting.

Budget Modification Request

**Budget Year:** 2026  
**Modification #:** 2026-6

**Justification:** A modification is needed to reallocate American 250 funds in line item, 01-45458-07 to account for a \$10k m  
The grant would award up to \$10k to fund a feasibility study for the Turks Head Trail and was not budgeted f  
This grant would provide the Borough with information regarding the proposed trail as it relates directly to fin

| Vendor                      | Invoice # | Date | G/L         | Increase  | Decrease  |
|-----------------------------|-----------|------|-------------|-----------|-----------|
| Grant Allocation Match CCPC |           |      | 01-40133-07 | 10,000.00 |           |
| America 250 Expense         |           |      | 01-45458-07 |           | 10,000.00 |
| Total                       |           |      |             | 10,000.00 | 10,000.00 |

match for the ChesCo Accelerator grant.  
for in 2026 (as the grant opened in Spring 2026.  
ndings in the PROS Plan.

**Budget Modification Request**

|                 |        |
|-----------------|--------|
| Budget Year:    | 2026   |
| Modification #: | 2026-7 |

**Justification:**

Budget modification is needed for required repairs for garage elevators.

| Vendor        | Invoice # | Date | G/L         | Proposal Cost |
|---------------|-----------|------|-------------|---------------|
| Code Elevator |           |      | 09-43013-09 | 88,175.00     |
|               |           |      | Total       | 88,175.00     |

**Requesting reallocations from the following capital projects to complete Chestnut Street Garage camera project:**

|                                     |               |
|-------------------------------------|---------------|
| 2026 Elevator Repair Budget-        |               |
| Capital                             | \$ 100,000.00 |
| Encumbered amount (PO 5600 & 5551)  | \$ 17,831.00  |
| Proposal for remaining repairs      | \$ 88,175.00  |
| Amount required to complete repairs | \$ (6,006.00) |

| Requested Fund Transfer Balances |                                |             | Current remaining balance: | Total after transfer: |
|----------------------------------|--------------------------------|-------------|----------------------------|-----------------------|
| FROM:                            | Garage management (09-44545)   | \$ 6,006.00 | \$ 82,836.27               | 76,830.27             |
| TO:                              | Capital Expenses: Elevator Rep | \$ 6,006.00 | \$ 82,169.00               | \$ 88,175.00          |

# BOROUGH OF WEST CHESTER



## PURCHASE ORDER REQUEST

TO:

FROM:

SUB: PURCHASE ORDER REQUEST

DATE:

IT IS REQUESTED THAT A PURCHASE ORDER BE ISSUED TO:

Vendor

Contact

Address

Phone

Email

Fax

Justification

**TOTAL AMOUNT TO BE PAID:**

Reference (select one) [ ☐ ] Quote [ ☐ ] SOW [ ☐ ] SA State Contract





# BOROUGH OF WEST CHESTER



## PURCHASE ORDER REQUEST

TO:

FROM:

SUB: PURCHASE ORDER REQUEST

DATE:

IT IS REQUESTED THAT A PURCHASE ORDER BE ISSUED TO:

Vendor

Contact

Address

Phone

Email

Fax

Justification

**TOTAL AMOUNT TO BE PAID:**

Reference (select one) [ ☐ ] Quote [ ☐ ] SOW [ ☐ ] SA [ ☐ ] State Contract



# BOROUGH OF WEST CHESTER



## PURCHASE ORDER REQUEST

TO:

FROM:

SUB: PURCHASE ORDER REQUEST

DATE:

IT IS REQUESTED THAT A PURCHASE ORDER BE ISSUED TO:

Vendor

Contact

Address

Phone

Email

Fax

Justification

**TOTAL AMOUNT TO BE PAID:**

Reference (select one) [ ☐ ] Quote [ ☐ ] SOW [ ☐ ] SA State Contract

**SHIP TO:**

BOROUGH OF WEST CHESTER  
ATTENTION:  
401 EAST GAY STREET  
WEST CHESTER, PA 19380

**BILL TO:**

BOROUGH OF WEST CHESTER  
ATTENTION: FINANCE DEPARTMENT  
401 EAST GAY STREET  
WEST CHESTER, PA 19380  
610-692-7574

### SHIP METHOD & PRICING

QUOTATION NUMBER

## PAYMENT TERMS

## TAX STATUS

**TAX EXEMPT – REFER TO ATTACHED TAX EXEMPT FORM**

Authorized Department Manager

Date

Sean Metrick, Borough Manager

Date

Account # \_\_\_\_\_

P.O. RECEIVED

MAT. RECEIVED

P.O. FORWARDED

FINANCE DEPARTMENT ONLY

| Budget Approval | Yes | No | Notes |
|-----------------|-----|----|-------|
|-----------------|-----|----|-------|

| Budget Available | Yes | No |
|------------------|-----|----|
|------------------|-----|----|

| Support Complete | Yes | No |
|------------------|-----|----|
|------------------|-----|----|

|                |     |    |
|----------------|-----|----|
| Exempt Support | Yes | No |
|----------------|-----|----|

Processing Initials \_\_\_\_\_



Borough of West Chester  
401 E. Gay Street  
West Chester, PA 19380  
Attn: Parking Services Director

Specification for  
Elevator Preventive Maintenance and Repair

Dated: July 2026

**Submitting Contractor:** Code Elevator, Inc.  
**Address:** 420 Fehleley Dr. Suite B King of Prussia, PA 19406  
**Contact:** Stephen Vogelmann Jr.  
**Cell Phone:** 264-535-0863  
**Email Address:** [vogelman@codeelevator.com](mailto:vogelman@codeelevator.com)  
**Submission Date:** August 24, 2026



August 24, 2026

Borough of West Chester

RE: Specification for Elevator Preventive Maintenance and Repair Program

To Whom it May Concern:

We are pleased to present our response to the request for proposals for the maintenance of the elevators at Borough of West Chester. Code Elevator can provide the technology, talent and resources required to protect your investment, provide reliable elevator operation, maximize the longevity of your equipment and further enhance the high level of quality service expected by your owners and passengers.

Our response is based on strict accordance to the specifications provided with the following clarifications:

1. Our bid is based on a monthly cost which includes maintenance, callbacks, service, repair, safety testing, overtime and fire service testing per specifications
2. All testing is based on normal hours Monday- Friday 7:00am to 3:30pm for CAT 1 Testing, 3-year pressure tests and 5-year full load tests. Please note only elevator #3 is needs to be completed tested during the initial three-year agreement. This will be covered under the repair section of the bid.
3. Code Elevator excludes the belts, new proprietary software, drives and boards for the Chestnut Hill Garage and Bicentennial Garage but will cover the labor if a replacement is required during the contract.
4. Taxes are not included in our base number per unit.
5. Our standard business operating hours are Monday – Friday 7:00am to 3:30pm.
6. Code Elevator has reviewed all documents including in the RFP.
7. Cat 1 testing is included in our base bid. Please refer to our Cat 1 testing and clarification letter which is included in our bid response.
8. Code Elevator is offering alternate pricing for the Chestnut Street Garage based on 1.5 hours per elevator per month. The cost savings per month is Five Hundred and Seventy-Six dollars (\$576.00) per month. This equals a saving of Six Thousand Nine Hundred and Twelve Dollars (\$6,912.00) annually.

If you have any questions, please don't hesitate to contact me at telephone number, (267) 535-0763 or my e-mail address which is [vogelman@codeelevator.com](mailto:vogelman@codeelevator.com).

Thank you for this opportunity as we strive to provide unsurpassed elevator maintenance service programs.



Sincerely,

A handwritten signature in blue ink that reads "Stephen Vogelmann".

Stephen Vogelmann Jr.  
Vice President





August 24, 2026

Re: Elevator Maintenance Bid – CAT 1 Testing

To Whom it may concern:

Attached, please find Code Elevator's updated bid form for the Borough of West Chester elevator maintenance bid. The revised bid form includes pricing for Category 1 (CAT 1) testing, both with and without the testing of fire service, emergency power, and battery lowering, in accordance with our current understanding of the CAT 1 testing guidelines.

Our pricing is based on our understanding of the CAT 1 testing requirements as they stand today. Please understand that the Commonwealth of Pennsylvania has not yet fully released all of the detailed requirements for CAT 1 testing. It is our understanding that the State will be providing additional clarification and a more detailed explanation of the testing requirements over the next month or so.

Once the final requirements are released, if the additional testing requirements result in additional time or services beyond what is currently included in our pricing, Code Elevator will provide Borough of West Chester with an updated price for the additional work.

Please also note that, under the CAT 1 testing requirements, it is the building owner's responsibility to coordinate the appropriate personnel and trades necessary to complete the testing. This may include having the fire alarm vendor, electrician, and/or generator company onsite to assist with the testing of fire service, emergency power, and related systems. If the testing is delayed or extended due to the availability or performance of these other trades, additional charges may apply for elevator mechanic downtime.

For your reference, we have also attached Code Elevator's letter explaining the current understanding of the CAT 1 testing requirements and how they may impact the elevator maintenance program.

We appreciate the opportunity to provide our revised proposal to the Borough of West Chester. If you have any questions or concerns regarding the revised bid form, CAT 1 testing, or any other portion of our proposal, please do not hesitate to contact us.

Sincerely,

Stephen Vogelmann



## Company Profile

### **Code Elevator, Inc.**

420 Feheley Drive, Suite B

King of Prussia, PA 19406

**Office Phone Number:** 610-275-1800

**Contact Person:** Stephen Vogelmann Jr.

Code Elevator, Inc., formed in 2004, is an independent, union-affiliated elevator company serving the tri-state area. We provide the personal attention and quality customer service of a small business with the efficiency and modern technology of our larger counterparts.

Code Elevator is comprised of top field and office staff with extensive experience in service, maintenance, modernization, troubleshooting, and repair of virtually any elevator make and model. This allows our team to keep elevators running longer and more reliably, which remains our primary focus.

Code Elevator operates offices in King of Prussia, Pennsylvania and Pennsauken, New Jersey to better serve customers throughout the region.

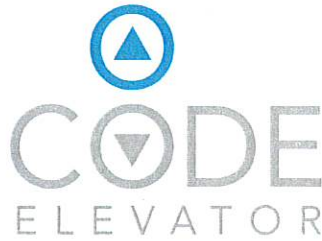
We currently have 13 modernization teams, 2 service teams, and 15 maintenance routes dedicated to supporting our customers with responsive, knowledgeable, and dependable service.

With a strong commitment to safety, customer satisfaction, and industry expertise, Code Elevator continues to deliver reliable elevator solutions across Philadelphia and the surrounding tri-state area.

**James Scache** – Vice President: over forty-four (44) years of experience as an elevator mechanic/supervisor including twenty-five years as a business owner.

**Steve Vogelmann, Sr.** – Treasurer: over forty-two (42) years of sales and management experience including twenty-five years as an elevator business owner.

**Mike Lorenz** – Superintendent: over thirty-two (32) years as a mechanic and supervisor, including Otis Elevator, Digital Elevator and Amtech Elevator. Mike has extensive knowledge on work place safety practices.



**Ed Modestowicz**—Maintenance Superintendent— years as a mechanic and supervisor, including General Elevator, Digital Elevator and Code Elevator. Ed has extensive knowledge on work place safety practices.

**Donald Webb** – Director of Sales: over twenty-five years in sales, sales management and project management experience including the last twelve (12) years in the elevator industry.

**Jaden Vogelman**—Sales and Project Manager—over 5 years in the elevator industry starting the warehouse working his way up to sales support before becoming a sales and project manager.



- and the cost of the replacement part. Owner shall only be responsible for the cost difference in parts.
2. The cost of labor to replace the obsolete part and the cost of labor to install the replacement part. Owner shall only be responsible for the cost difference in labor.
  3. Documentation to substantiate the part is obsolete and attempts to locate 3rd party providers has occurred for any material cost associated with the part.
  4. Documentation as to equipment changes required to replace the obsolete part with that of the new part and for any labor costs associated with the replacement.
- D. If the Service Contractor, Borough or third-party consultant receive a notice of "component or part obsolescence" from a third-party non-OEM elevator system parts supplier, not owned by or in any way affiliated with the Contractor, during the course of this Agreement then Owner will evaluate a claim of obsolescence. Claim may include only the necessary retrofit material and only the additional portion of labor above and beyond what would have been required to replace the obsolete component or part with an OEM original component or part.
- E. No other claim for obsolescence of any kind will be considered by the Owner during the course of this agreement.

### 3.18 TERMINATION INSPECTION

Within six (6) months prior to the expiration of this contract, a representative of Borough or its Authorized Representative may elect to make a thorough maintenance inspection of all pieces of equipment covered under this contract. All deficiencies found as a result of this inspection shall be corrected by the Contractor as required in this agreement, except that the "time specified" shall not be more than thirty (30) workdays.

### 3.19 TERM/PAYMENT

The pre-described service shall begin on October 1st, 2026 and continue for a per period of three (3) years thereafter. Contractor agrees to make monthly payments to the Borough at a rate of \$ 3,921.<sup>00</sup> /per month subject to the terms of this agreement.

Performance of work beyond the scope of this contract will be conducted on an agreeable amount acceptable to each party or on an hourly rate basis as follows:

| <u>2026-27 Rates</u> | <u>Straight time</u>        | <u>Overtime</u>             | <u>Double time</u>          |
|----------------------|-----------------------------|-----------------------------|-----------------------------|
| Mechanic             | \$ <u>315.<sup>00</sup></u> | \$ <u>315.<sup>00</sup></u> | \$ <u>630.<sup>00</sup></u> |
| Helper               | \$ <u>252.<sup>00</sup></u> | \$ <u>252.<sup>00</sup></u> | \$ <u>504.<sup>00</sup></u> |

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Agreement, which will be subject to acknowledgement and approval by the Borough. The Contractor shall adjust 20% of the maintenance contract for material based on the increase or decrease in the latest available Producer Price Index for Metals and Metal Products \$382.26 effective June 2026.

The Contractor shall adjust 80% of the maintenance contract for material based on the increase or decrease in the current straight time hourly rate for Elevator Constructor Mechanics of \$74.86 effective January 1, 2026.

#### Pre-Maintenance Repairs

##### Bicentennial Parking Garage

##### Elevator No. 1

- Repair car alarm.
- Secure cab handrails.
- Repair telephone cabinet door.
- Repair communication device
- Repair Emergency Lowering System.
- Replace Fireman's Service signage in the cab.
- Secure top of car exit.
- Remove hydraulic fluid, clean out the tank and provide new fluid.
- Adjust the car level at all floors.
- Adjust door operation to ensure proper operation.
- Replace missing hoistway door fire tab at the 6th floor.
- Repace missing hoistway door header fire tab at the 4th floor.
- Clean cartop and pit.

COST: 16,900.<sup>00</sup>

##### Elevator No. 2

- Repair Emergency Lowering System.
- Secure top of car exit.
- Remove hydraulic fluid, clean out the tank and provide new fluid.
- Adjust the car level at all floors.
- Adjust door operation to ensure proper operation.

COST: \$11,975.<sup>00</sup>

#### Chestnut Street Garage

##### Elevator No. 1

- Replace Access keyswitch in the COP with the correct switch.
- Repair 1<sup>st</sup> Floor HPI.
- Repair 1<sup>st</sup> Floor Hall Lantern.
- Repair Car Door Restrictor.
- Repair Top of Car Light.
- Repair Emergency Car Lighting.
- Adjust Door Operator for proper operation.
- Replace Governor Rope.
- Repair Traveling Cable.
- Adjust drive belts and provide proper dressing.

COST: \$20,235.<sup>00</sup>

##### Elevator No. 2

- Door Open Button is inoperative with doors at mid-travel.
- Repair 1<sup>st</sup> Floor HPI.
- Repair 1<sup>st</sup> Floor Hall Lantern.
- Repair Car Door Restrictor.
- Repair Top of Car Light.
- Repair Emergency Car Lighting.
- Remove temporary hoistway PVC screening.
- Replace Governor Rope.
- Adjust drive belts and provide proper dressing.

COST: \$15,140.<sup>00</sup>

##### Elevator No. 3

- The elevator is currently not in service. Repair the counterweight 2 to 1 sheave assembly due to bearing failure. (NOT Included due to SEPARATE P.O. From Borough to Code.)
- Repair 1<sup>st</sup> Floor HPI.
- Repair 1<sup>st</sup> Floor Hall Lantern.
- Repair Top of Car Light.
- Repair Emergency Car Lighting.
- Replace hoistway door release escutcheon tube missing at 2nd floor.
- Replace traveling cable.

- Adjust drive belts and provide proper dressing.
- Repair condition causing ignificant scrape mark on stainless steel slow car door and refinish door thereafter.
- Conduct five (5) year FLST prior to returning the elevator to service.

COST: 23,925.<sup>00</sup>

Code Elevator, INC  
(Name of Firm)

Stephen Vogelmann  
(Signature of Authorize Representative)

Stephen Vogelmann  
(Printed Name)

8/24/2026  
(Date)

(Corporate Seal)

Attest: Stephen S. Vogelmann Sec.  
(Secretary or Treasurer)

Borough of West Chester  
(Owner)

(Signature of Authorize Representative)

(Printed Name)

(Date)





## REFERENCES:

Doug Hovern – AVP Facilities  
Federal Reserve Bank of Philadelphia  
Ten Independence Mall  
Philadelphia PA 19106-1574  
(O) 215-574-6298  
(C) 215-341-2300  
[Doug.Hovern@phil.frb.org](mailto:Doug.Hovern@phil.frb.org)

Nathan Simcox  
Director of Facilities  
Delaware County Community College  
901 Media Line Rd., Media, PA 19063  
610-359-5190

Brad Harkins  
Maintenance Supervisor  
Upper Merion Area School District  
610.299.6400  
[BHarkins@umasd.org](mailto:BHarkins@umasd.org)



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
06/18/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

|                                                                                                               |  |                                                                                                                                                                                                                                             |  |
|---------------------------------------------------------------------------------------------------------------|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>PRODUCER</b><br>Patriot Growth Insurance Services, LLC<br>100 Granite Drive<br>Suite 205<br>Media PA 19063 |  | <b>CONTACT NAME:</b> Dan Terra<br><b>PHONE (A/C, No, Ext):</b> (610) 892-7888<br><b>FAX (A/C, No):</b> (610) 892-7695<br><b>E-MAIL ADDRESS:</b> Dan.Terra@patriotgis.com                                                                    |  |
| <b>INSURED</b><br>Code Elevator, Inc.<br>420 Fehleley Drive<br>Suite B<br>King of Prussia PA 19406            |  | <b>INSURER(S) AFFORDING COVERAGE</b><br><b>INSURER A:</b> National Union Fire Ins Co Pittsburgh PA<br><b>INSURER B:</b> New Hampshire Insurance Company<br><b>INSURER C:</b><br><b>INSURER D:</b><br><b>INSURER E:</b><br><b>INSURER F:</b> |  |
|                                                                                                               |  | <b>NAIC #</b><br>19445<br>23841                                                                                                                                                                                                             |  |

## COVERAGES

CERTIFICATE NUMBER: 26-27 Master

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE                                                                                                                                                                                                                                                                                               | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS                                                                                                                                                                                                                                      |
|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------|---------------|-------------------------|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A        | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC<br>OTHER: |           |          | GL3118812     | 06/01/2026              | 06/01/2027              | EACH OCCURRENCE \$ 5,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000<br>MED EXP (Any one person) \$ 10,000<br>PERSONAL & ADV INJURY \$ 5,000,000<br>GENERAL AGGREGATE \$ 10,000,000<br>PRODUCTS - COMP/OP AGG \$ 10,000,000 |
|          | <input checked="" type="checkbox"/> AUTOMOBILE LIABILITY<br><input type="checkbox"/> ANY AUTO<br><input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS<br><input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY                                  |           |          | CA2960148     | 06/01/2026              | 06/01/2027              | COMBINED SINGLE LIMIT (Ea accident) \$ 5,000,000<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$                                                                                   |
|          | <input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR<br><input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE<br>DED RETENTION \$                                                                                                                                          |           |          |               |                         |                         | EACH OCCURRENCE \$<br>AGGREGATE \$                                                                                                                                                                                                          |
|          | <input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY<br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below                                                                                      | Y/N<br>N  | N/A      | WC13188172    | 06/01/2026              | 06/01/2027              | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER<br>E.L. EACH ACCIDENT \$ 5,000,000<br>E.L. DISEASE - EA EMPLOYEE \$ 5,000,000<br>E.L. DISEASE - POLICY LIMIT \$ 5,000,000                                   |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate issued as Evidence of Insurance.

## CERTIFICATE HOLDER

## CANCELLATION

|                                                                       |                                                                                                                                                                                                                                                                                          |
|-----------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Code Elevator, Inc.<br>420 Fehleley Drive<br>King of Prussia PA 19406 | SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.<br><br>AUTHORIZED REPRESENTATIVE<br> |
|-----------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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# BOROUGH OF WEST CHESTER



## PURCHASE ORDER REQUEST

TO:

FROM:

SUB: PURCHASE ORDER REQUEST

DATE:

IT IS REQUESTED THAT A PURCHASE ORDER BE ISSUED TO:

Vendor

Contact

Address

Phone

Email

Fax

Justification

**TOTAL AMOUNT TO BE PAID:**

Reference (select one) ☐ Quote ☐ SOW ☐ SA ☐ State Contract





Borough of West Chester  
401 E. Gay Street  
West Chester, PA 19380  
Attn: Parking Services Director

Specification for  
Elevator Preventive Maintenance and Repair

Dated: July 2026

**Submitting Contractor:** Code Elevator, Inc.  
**Address:** 420 Fehleley Dr. Suite B King of Prussia, PA 19406  
**Contact:** Stephen Vogelmann Jr.  
**Cell Phone:** 264-535-0863  
**Email Address:** [vogelman@codeelevator.com](mailto:vogelman@codeelevator.com)  
**Submission Date:** August 24, 2026



August 24, 2026

Borough of West Chester

RE: Specification for Elevator Preventive Maintenance and Repair Program

To Whom it May Concern:

We are pleased to present our response to the request for proposals for the maintenance of the elevators at Borough of West Chester. Code Elevator can provide the technology, talent and resources required to protect your investment, provide reliable elevator operation, maximize the longevity of your equipment and further enhance the high level of quality service expected by your owners and passengers.

Our response is based on strict accordance to the specifications provided with the following clarifications:

1. Our bid is based on a monthly cost which includes maintenance, callbacks, service, repair, safety testing, overtime and fire service testing per specifications
2. All testing is based on normal hours Monday- Friday 7:00am to 3:30pm for CAT 1 Testing, 3-year pressure tests and 5-year full load tests. Please note only elevator #3 is needs to be completed tested during the initial three-year agreement. This will be covered under the repair section of the bid.
3. Code Elevator excludes the belts, new proprietary software, drives and boards for the Chestnut Hill Garage and Bicentennial Garage but will cover the labor if a replacement is required during the contract.
4. Taxes are not included in our base number per unit.
5. Our standard business operating hours are Monday – Friday 7:00am to 3:30pm.
6. Code Elevator has reviewed all documents including in the RFP.
7. Cat 1 testing is included in our base bid. Please refer to our Cat 1 testing and clarification letter which is included in our bid response.
8. Code Elevator is offering alternate pricing for the Chestnut Street Garage based on 1.5 hours per elevator per month. The cost savings per month is Five Hundred and Seventy-Six dollars (\$576.00) per month. This equals a saving of Six Thousand Nine Hundred and Twelve Dollars (\$6,912.00) annually.

If you have any questions, please don't hesitate to contact me at telephone number, (267) 535-0763 or my e-mail address which is [vogelman@codeelevator.com](mailto:vogelman@codeelevator.com).

Thank you for this opportunity as we strive to provide unsurpassed elevator maintenance service programs.



Sincerely,

A handwritten signature in blue ink that reads "Stephen Vogelmann".

Stephen Vogelmann Jr.  
Vice President





August 24, 2026

Re: Elevator Maintenance Bid – CAT 1 Testing

To Whom it may concern:

Attached, please find Code Elevator's updated bid form for the Borough of West Chester elevator maintenance bid. The revised bid form includes pricing for Category 1 (CAT 1) testing, both with and without the testing of fire service, emergency power, and battery lowering, in accordance with our current understanding of the CAT 1 testing guidelines.

Our pricing is based on our understanding of the CAT 1 testing requirements as they stand today. Please understand that the Commonwealth of Pennsylvania has not yet fully released all of the detailed requirements for CAT 1 testing. It is our understanding that the State will be providing additional clarification and a more detailed explanation of the testing requirements over the next month or so.

Once the final requirements are released, if the additional testing requirements result in additional time or services beyond what is currently included in our pricing, Code Elevator will provide Borough of West Chester with an updated price for the additional work.

Please also note that, under the CAT 1 testing requirements, it is the building owner's responsibility to coordinate the appropriate personnel and trades necessary to complete the testing. This may include having the fire alarm vendor, electrician, and/or generator company onsite to assist with the testing of fire service, emergency power, and related systems. If the testing is delayed or extended due to the availability or performance of these other trades, additional charges may apply for elevator mechanic downtime.

For your reference, we have also attached Code Elevator's letter explaining the current understanding of the CAT 1 testing requirements and how they may impact the elevator maintenance program.

We appreciate the opportunity to provide our revised proposal to the Borough of West Chester. If you have any questions or concerns regarding the revised bid form, CAT 1 testing, or any other portion of our proposal, please do not hesitate to contact us.

Sincerely,

Stephen Vogelmann





## Company Profile

**Code Elevator, Inc.**

420 Feheley Drive, Suite B

King of Prussia, PA 19406

**Office Phone Number:** 610-275-1800

**Contact Person:** Stephen Vogelmann Jr.

Code Elevator, Inc., formed in 2004, is an independent, union-affiliated elevator company serving the tri-state area. We provide the personal attention and quality customer service of a small business with the efficiency and modern technology of our larger counterparts.

Code Elevator is comprised of top field and office staff with extensive experience in service, maintenance, modernization, troubleshooting, and repair of virtually any elevator make and model. This allows our team to keep elevators running longer and more reliably, which remains our primary focus.

Code Elevator operates offices in King of Prussia, Pennsylvania and Pennsauken, New Jersey to better serve customers throughout the region.

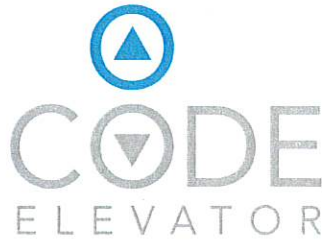
We currently have 13 modernization teams, 2 service teams, and 15 maintenance routes dedicated to supporting our customers with responsive, knowledgeable, and dependable service.

With a strong commitment to safety, customer satisfaction, and industry expertise, Code Elevator continues to deliver reliable elevator solutions across Philadelphia and the surrounding tri-state area.

**James Scache** – Vice President: over forty-four (44) years of experience as an elevator mechanic/supervisor including twenty-five years as a business owner.

**Steve Vogelmann, Sr.** – Treasurer: over forty-two (42) years of sales and management experience including twenty-five years as an elevator business owner.

**Mike Lorenz** – Superintendent: over thirty-two (32) years as a mechanic and supervisor, including Otis Elevator, Digital Elevator and Amtech Elevator. Mike has extensive knowledge on work place safety practices.



**Ed Modestowicz**—Maintenance Superintendent— years as a mechanic and supervisor, including General Elevator, Digital Elevator and Code Elevator. Ed has extensive knowledge on work place safety practices.

**Donald Webb** – Director of Sales: over twenty-five years in sales, sales management and project management experience including the last twelve (12) years in the elevator industry.

**Jaden Vogelman**—Sales and Project Manager—over 5 years in the elevator industry starting the warehouse working his way up to sales support before becoming a sales and project manager.

- and the cost of the replacement part. Owner shall only be responsible for the cost difference in parts.
2. The cost of labor to replace the obsolete part and the cost of labor to install the replacement part. Owner shall only be responsible for the cost difference in labor.
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The Contractor shall adjust 80% of the maintenance contract for material based on the increase or decrease in the current straight time hourly rate for Elevator Constructor Mechanics of \$74.86 effective January 1, 2026.

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- Repace missing hoistway door header fire tab at the 4th floor.
- Clean cartop and pit.

COST: 16,900.<sup>00</sup>

##### Elevator No. 2

- Repair Emergency Lowering System.
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COST: \$11,975.<sup>00</sup>

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- Adjust drive belts and provide proper dressing.

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Code Elevator, INC  
(Name of Firm)

Stephen Vogelmann  
(Signature of Authorize Representative)

Stephen Vogelmann  
(Printed Name)

8/24/2026  
(Date)

(Corporate Seal)

Attest: Stephen S. Vogelmann Sec.  
(Secretary or Treasurer)

Borough of West Chester  
(Owner)

(Signature of Authorize Representative)

(Printed Name)

(Date)



## REFERENCES:

Doug Hovern – AVP Facilities  
Federal Reserve Bank of Philadelphia  
Ten Independence Mall  
Philadelphia PA 19106-1574  
(O) 215-574-6298  
(C) 215-341-2300  
[Doug.Hovern@phil.frb.org](mailto:Doug.Hovern@phil.frb.org)

Nathan Simcox  
Director of Facilities  
Delaware County Community College  
901 Media Line Rd., Media, PA 19063  
610-359-5190

Brad Harkins  
Maintenance Supervisor  
Upper Merion Area School District  
610.299.6400  
[BHarkins@umasd.org](mailto:BHarkins@umasd.org)





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| <b>PRODUCER</b><br>Patriot Growth Insurance Services, LLC<br>100 Granite Drive<br>Suite 205<br>Media PA 19063 | <b>CONTACT NAME:</b> Dan Terra<br><b>PHONE (A/C, No, Ext):</b> (610) 892-7888<br><b>FAX (A/C, No):</b> (610) 892-7695<br><b>E-MAIL ADDRESS:</b> Dan.Terra@patriotgis.com                                                                                                                                                                                                                                                                                       |                               |  |        |            |                                          |       |            |                                 |       |            |  |  |            |  |  |            |  |  |            |  |  |
|---------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|--|--------|------------|------------------------------------------|-------|------------|---------------------------------|-------|------------|--|--|------------|--|--|------------|--|--|------------|--|--|
| <b>INSURED</b><br>Code Elevator, Inc.<br>420 Fehleley Drive<br>Suite B<br>King of Prussia PA 19406            | <table><tr><th colspan="2">INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A:</td><td>National Union Fire Ins Co Pittsburgh PA</td><td>19445</td></tr><tr><td>INSURER B:</td><td>New Hampshire Insurance Company</td><td>23841</td></tr><tr><td>INSURER C:</td><td></td><td></td></tr><tr><td>INSURER D:</td><td></td><td></td></tr><tr><td>INSURER E:</td><td></td><td></td></tr><tr><td>INSURER F:</td><td></td><td></td></tr></table> | INSURER(S) AFFORDING COVERAGE |  | NAIC # | INSURER A: | National Union Fire Ins Co Pittsburgh PA | 19445 | INSURER B: | New Hampshire Insurance Company | 23841 | INSURER C: |  |  | INSURER D: |  |  | INSURER E: |  |  | INSURER F: |  |  |
| INSURER(S) AFFORDING COVERAGE                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                | NAIC #                        |  |        |            |                                          |       |            |                                 |       |            |  |  |            |  |  |            |  |  |            |  |  |
| INSURER A:                                                                                                    | National Union Fire Ins Co Pittsburgh PA                                                                                                                                                                                                                                                                                                                                                                                                                       | 19445                         |  |        |            |                                          |       |            |                                 |       |            |  |  |            |  |  |            |  |  |            |  |  |
| INSURER B:                                                                                                    | New Hampshire Insurance Company                                                                                                                                                                                                                                                                                                                                                                                                                                | 23841                         |  |        |            |                                          |       |            |                                 |       |            |  |  |            |  |  |            |  |  |            |  |  |
| INSURER C:                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                               |  |        |            |                                          |       |            |                                 |       |            |  |  |            |  |  |            |  |  |            |  |  |
| INSURER D:                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                               |  |        |            |                                          |       |            |                                 |       |            |  |  |            |  |  |            |  |  |            |  |  |
| INSURER E:                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                               |  |        |            |                                          |       |            |                                 |       |            |  |  |            |  |  |            |  |  |            |  |  |
| INSURER F:                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                               |  |        |            |                                          |       |            |                                 |       |            |  |  |            |  |  |            |  |  |            |  |  |

**COVERAGES****CERTIFICATE NUMBER:** 26-27 Master**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE                                                                                                                                                                                                                                                                                               | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS                                                                                                                                                                                                                                            |
|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------|---------------|-------------------------|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A        | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC<br>OTHER: |           |          | GL3118812     | 06/01/2026              | 06/01/2027              | EACH OCCURRENCE \$ 5,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000<br>MED EXP (Any one person) \$ 10,000<br>PERSONAL & ADV INJURY \$ 5,000,000<br>GENERAL AGGREGATE \$ 10,000,000<br>PRODUCTS - COMP/OP AGG \$ 10,000,000<br>\$ |
| A        | <input checked="" type="checkbox"/> AUTOMOBILE LIABILITY<br><input type="checkbox"/> ANY AUTO<br><input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS<br><input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY                                  |           |          | CA2960148     | 06/01/2026              | 06/01/2027              | COMBINED SINGLE LIMIT (Ea accident) \$ 5,000,000<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br>\$                                                                                   |
|          | <input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR<br><input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE<br>DED RETENTION \$                                                                                                                                          |           |          |               |                         |                         | EACH OCCURRENCE \$<br>AGGREGATE \$<br>\$                                                                                                                                                                                                          |
| B        | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY<br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below                                                                                                                          | Y/N<br>N  | N/A      | WC13188172    | 06/01/2026              | 06/01/2027              | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER<br>E.L. EACH ACCIDENT \$ 5,000,000<br>E.L. DISEASE - EA EMPLOYEE \$ 5,000,000<br>E.L. DISEASE - POLICY LIMIT \$ 5,000,000                                          |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate issued as Evidence of Insurance.

**CERTIFICATE HOLDER****CANCELLATION**Code Elevator, Inc.  
420 Fehleley Drive

King of Prussia

PA 19406

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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# BOROUGH OF WEST CHESTER

Finance Department Use Only  
Purchase Order Number



## PURCHASE ORDER REQUEST

TO: Barbara Lioni

FROM: Sean Metrick, Borough Manager

SUB: PURCHASE ORDER REQUEST

DATE: 9/3/2026

IT IS REQUESTED THAT A PURCHASE ORDER BE ISSUED TO:

**Vendor** Organizational RND

**Contact**

**Address**

**Phone**

**Email**

**Fax**

**Justification**

Staff training

|                                 |                     |
|---------------------------------|---------------------|
| <b>TOTAL AMOUNT TO BE PAID:</b> | <b>\$ 11,000.00</b> |
|---------------------------------|---------------------|

Reference (select one) ☒ Quote ☒ SOW ☐ SA ☒ State Contract

**SHIP TO:**

Borough of West Chester  
401 East Gay Street  
West Chester, PA 19380

**BILL TO:**

BOROUGH OF WEST CHESTER  
ATTENTION: FINANCE DEPARTMENT  
401 EAST GAY STREET  
WEST CHESTER, PA 19380  
610-692-7574

**SHIP METHOD & PRICING**

**QUOTATION NUMBER**

**PAYMENT TERMS**

**TAX STATUS**

TAX EXEMPT – REFER TO ATTACHED TAX EXEMPT FORM

\_\_\_\_\_  
Authorized Department Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sean Metrick, Borough Manager

\_\_\_\_\_  
Date

Account # \_\_\_\_\_

P.O. RECEIVED \_\_\_\_\_

MAT. RECEIVED \_\_\_\_\_

P.O. FORWARDED \_\_\_\_\_

**FINANCE DEPARTMENT ONLY**

Budget Approval    Yes ☐    No ☐

Budget Available    Yes ☐    No ☐

Support Complete    Yes ☐    No ☐

Exempt Support    Yes ☐    No ☐

Notes

Processing Initials \_\_\_\_\_