



Borough Council Meeting Voting Session
September 16, 2026 @ 6:30 PM
This meeting is recorded for public record.

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

Mayor: Lillian L. DeBaptiste

Borough Manager: Sean Metrick

Borough Council Meeting:

I. Public Hearings

- A. **Public Hearing:** Repeal of the Borough of West Chester's Stream Protection Fee Ordinance in its entirety, which is codified in Chapter 94a of the Borough of West Chester Code.

II. Call to Order

III. Pledge of Allegiance

IV. Announcements

V. 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.

VI. Comments by the Borough Council and the Mayor

VII. Reports/Presentations

VIII. New Business

- A. Motion to approve West Chester University Master Plan Conditional Use Agreement. (attachment)

IX. Old Business - Discussion

- A. Motion to approve participation in regional fire and EMS study with a do-not-exceed

threshold of \$20,000. (Payment to be made in 2027.)

Issue: WCACOG is facilitating a study of fire and EMS throughout the Council of Government.

X. Old Business - Consent

- A. Approve Borough Council Meeting Minutes from August 18th Work Session & August 19th Voting Session meetings.
- B. Motion to waive RCO requirement for Nu-Pipe, approved bid awardee, for storm pipe project.
Issue: Per engineer review, contractor is sole source provider with no apprenticeship programs available to comply with Responsible Contractor Ordinance requirements.
- C. Motion to approve one-year extension to the sludge hauling contract with McGovern Environmental Inc. at the current contract price starting January 1, 2027.
Issue: McGovern has agreed to the current rate for the extension, so there will be no increase.
- D. Motion to extend waste disposal contract with McGovern Environmental for 3 years, effective January 1, 2027 through and including December 31, 2029.
Issue: Extension of the current hauling contract at the current rate.
- E. Motion to approve requests from Friends of Hoopes Park for landscape maintenance.
Issue: Supplemental landscape work at Hoopes Park.
- F. Discuss honorary street naming for state trooper Corporal Tim O'Connor located on Bradford Avenue from Market Street to Miner Street in front of firehouse. Tentatively called "Corporal Tim O'Connor Way".
Issue: Corporal Tim O'Connor was a member of First West Chester Fire Company and a graduate of West Chester Henderson High School.
- G. Motion to approve request from GFAC to place fundraising signs in Borough Parks and Borough-owned properties.
- H. Motion to approve request of Greater West Chester Chamber of Commerce to install holiday decor in town.
- I. Motion to approve Special Event Applications October 3rd for Friends of Marshall Square Park at Prospect Avenue and waive application fee.
Issue: Approve Special Event Permits
- J. Motion to approve Hotel Indigo garage space MOU at Chestnut Street garage for 55 spaces.
Issue: Per land development plans, Borough is required to provide 55 spaces at Chestnut Street Garage for hotel use. Lease needs to be updated to include overage MOU terms and conditions for renewal.
- K. Motion to approve resolution to update handicapped parking spaces within the Borough.
Issue: Spaces need to be updated to include 638 East Miner Street and 322 West Gay Street.

- L. Motion to approve proposal for services for elevator maintenance. (attachment)
Issue: Approve contract with Code Elevator for Chestnut Street Garage, Bicentennial Garage and Borough Hall.
- M. Motion to approve Parks and Recreation Budget Modification # 2026-06 for \$10,000.00.
Issue: Reallocate funding from line item, 01-45458-07, America 250 expense Line, to pay for Turks Head Trail grant match for feasibility study that was not budgeted for in 2026.
- N. Motion to approve Parking Services Department 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
- O. 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. Treemendous \$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
- P. Motion to approve HARB applications
Issue: Consider a Motion to approve the August HARB Certificate of Appropriateness (attachment)
1. 2026-19: 16 E. Gay St-Revised sign
 2. 2026-20: 208 E Market Street: Sign and façade for Homeward Bound Tattoo
- Q. Motion to approve 2027 Minimum Municipal Obligation for defined benefit pension plans.

XI. Other Business

XII. Adjournment

Visit www.west-chester.com for access to all attachments.

Agendas are posted to www.west-chester.com by noon 3 business days prior to the meeting.

ORDINANCE NO. ____ - 2026

BOROUGH OF WEST CHESTER

CHESTER COUNTY, PENNSYLVANIA

AN ORDINANCE OF THE BOROUGH OF WEST CHESTER, CHESTER COUNTY, PENNSYLVANIA, REPEALING THE BOROUGH OF WEST CHESTER'S STREAM PROTECTION FEE ORDINANCE WHICH IS CODIFIED IN CHAPTER 94A OF THE BOROUGH OF WEST CHESTER CODE IN ITS ENTIRETY.

BE IT ENACTED AND ORDAINED and it is hereby enacted by authority of the Council of the Borough of West Chester as follows:

SECTION 1. The Borough of West Chester's Stream Protection Fee Ordinance, adopted on June 27, 2016 in Ordinance No. 5-2016, as amended, which is codified in Chapter 94A of the Borough of West Chester Code, is repealed in its entirety.

SECTION 2. SEVERABILITY. If any provision of this Ordinance, or the application thereof to any person or circumstance, is held invalid, such invalidity shall not affect the remaining provisions of this Ordinance, which shall remain in full force and effect.

SECTION 3. EFFECTIVE DATE. This Ordinance shall become effective upon enactment as provided by law.

ENACTED AND ORDAINED THIS ____ DAY OF _____, 2026.

ATTEST:

**COUNCIL FOR THE BOROUGH
OF WEST CHESTER**

Sean Metrick, Secretary

By: _____
Nicole Scimone, President

APPROVED THIS ____ DAY OF _____, 2026.

Lillian L. DeBaptiste, Mayor

KRISTIN S. CAMP, ESQUIRE
BUCKLEY, BRION,
McGUIRE & MORRIS, LLP
118 West Market Street, Suite 300
West Chester, Pennsylvania 19382
(610) 436-4400

SOLICITOR FOR BOROUGH OF
WEST CHESTER

IN RE: CONDITIONAL USE : BEFORE THE BOROUGH COUNCIL
APPLICATION OF
WEST CHESTER UNIVERSITY : WEST CHESTER BOROUGH
FOR APPROVAL OF THE UNIVERSITY
MASTER PLAN

DECISION AND ORDER

West Chester University of the State System of Higher Education (hereinafter “Applicant” or the “University”) filed a conditional use application (the “Application”) on March 31, 2025, with Borough Council for the Borough of West Chester (the “Council”) for approval of the University Campus Plan (also referred to as the “Campus Master Plan” and hereinafter referred to as the (“Campus Plan”) pursuant to Section 112-314 of the Borough of West Chester Zoning Ordinance of 2021, as amended (the “Ordinance”). Applicant, the Commonwealth and other entities affiliated with the Commonwealth or University own several parcels of property in the Borough which are located in the Planned University Campus (PUC) District and comprise portions of the University’s main campus. Applicant seeks Council’s approval of the Campus Plan which shall govern the future use and development of the portions of the University campus which are located in the Borough’s PUC District (referred to herein as the “Borough Campus”).

Because portions of the University campus are located in West Goshen Township, Applicant also filed a conditional use application with the Board of Supervisors of West Goshen Township pursuant to the West Goshen Township Zoning Ordinance, specifically Sections 84-135 and 84-137 which require conditional use approval for the University

campus plan. Applicant chose to proceed with the Application in the Borough first before starting the hearings in West Goshen.

Applicant has renovations in process in East Bradford Township to add additional housing units at the student apartments located on South Campus known as South Campus Apartments. The East Bradford Township Zoning Ordinance does not require conditional use approval for those improvements.

Council conducted public hearings on the Application on March 23, 2026, April 27, 2026, May 28, 2026, and June 22, 2026. Public notice of the first hearing was advertised in the *Daily Local News* on March 6, 2026 and March 13, 2026 and property owners within 500 linear feet and a 150-foot radius of the Borough Campus received notice of the hearing. See Exhibits B-2 and B-8. The Borough Campus was posted pursuant to the requirements in the Pennsylvania Municipalities Planning Code. See Exhibit B-3. Council was represented by the Borough Solicitor, Kristin S. Camp, Esquire from Buckley, Brion, McGuire, Morris & Sommer LLP. Applicant was represented by Brian L. Nagle, Esquire at the hearing.

The following individuals requested party status at the hearing and were granted same:¹

Property Owner/ Party Name	Address/UPI
Sean Barry Susan McQuiston	15 Linden Street UPI: 1-12-55
Regina M. Maxwell	129 Sharpless Street UPI: 1-12-102
Robert D. III & Donna L. Smiley	139 Sharpless Street UPI: 1-12-97
Adam & Emily Bagelman:	605 S. High Street UPI: 1-9-1230

¹ Applicant objected to the admission of the McIntoshs, Boves, Sargent, Ehman, and Range based on the distance from their property to the University Campus. Council overruled this objection and agreed to grant them party status.

RASN Bagelman LLC	607 S. High Street UPI: 1-12-251 622 S. High Street UPI: 1-9-1094
SEA Bagelman LLC	602 S. High Street UPI: 1-9-1087 614 S. High Street UPI: 1-9-1093
MU Alpha Assoc of West Chester Inc. (Bagelman's Manage)	626 S. High Street UPI: 1-12-248
CASE Anne Marie Carroll, Manager	High/Rosedale 506 S. Franklin Street
*Robert A. Bove Kimberly Bove	323 S. Walnut Street UPI: 1-9-940
*James C. Sargent, Jr. Paige K. Turner	321 S. Walnut Street UPI: 1-9-939
*Vince Range	302 S. Walnut Street UPI: 1-9-932
Angela Hade	436 S. Walnut Street UPI: 1-9-1110
*Mark & Margaret McIntosh	308 S. Walnut Street UPI: 1-9-930
Darrell E. Cook	506 W. Walnut Street UPI: 1-9-1168
*Ronald Ehman	131 E. Nields Street UPI: 1-10-5

From the testimony and exhibits presented at the hearing, Council makes the following:

FINDINGS OF FACT

1. Applicant and the Commonwealth own the property which comprises the University's main campus (the "Overall Campus Property").
2. The parcels of property that are located in what is designated on the Master Plan as the "North Campus" and are located on the Borough Campus include the following parcels:
 - Parcel 1-12-243 containing 36.67 acres (also identified as the "Superblock");

- Parcel 1-12-250- containing 11.4 acres;
- Parcel 1-12-244.1 containing 1.5 acres;
- Parcel 1-12-244 containing 3.5 acres;
- Parcel 1-12-245 containing 0.11 acres; and
- Parcel 1-12-246 containing 0.09 acres.

3. The Borough Campus is located in the PUC Planned University Campus District which allows uses related to the University as part of a university master plan that is approved by conditional use pursuant to Section 112-314 of the Ordinance.

4. The Borough Campus is bounded by S. High St., University Ave., Reynolds Alley, Sharpless St., S. New St. and West Rosedale Ave. and is considered a unified lot for the purpose of applying the dimensional requirements in Section 112-314.B of the Ordinance.

5. In addition to the Application, and as required by Section 112-314 of the Ordinance, Applicant submitted the following documents and studies with the Application:

- Campus Master Plan, prepared by Ewing Cole dated February 2026, (the "Campus Plan"); Exhibit A-3.
- Enrollment Report and Projection Analysis prepared by West Chester University's Office of Institutional Research; Appendix A to Exhibit A-3.
- Student Housing Development Study, prepared by Ewing Cole dated January 2025; Appendix B to Exhibit A-3.
- Student Housing Study prepared by MGT Consulting dated January 7, 2025; Appendix C to Exhibit A-3.

- Transportation Impact Study prepared by Traffic Planning and Design, Inc. dated March 27, 2025; Appendix D to Exhibit A-3.
- Parking Study prepared by Traffic Planning and Design, Inc. dated March 27, 2025; Appendix E to Exhibit A-3.
- Conceptual Stormwater Management Report prepared by Chester Valley Engineers dated March 28, 2025, last revised April 2, 2025; Appendix F to Exhibit A-3.
- Master Plan prepared by Chester Valley Engineers dated November 18, 2025, consisting of 6 sheets; Appendix G to Exhibit A-3 (“Master Plan”).

6. The Campus Plan was prepared by Ewing Cole with assistance from other third-party consultants hired by the University with expertise in various specialties such as landscaping, space utilization, civil engineering, traffic planning and sustainability.

7. Conrad Talley, AIA, a professional architect from Ewing Cole was the project lead and was recognized as an expert in architecture and land planning based on the credentials identified in his curriculum vitae admitted as Exhibit A-1.

8. The original Campus Plan was dated February 2026, but Mr. Talley explained in his testimony that after attending community meetings which were held by Applicant before the hearing commenced and the Borough Planning Commission meetings, several pages of the Campus Plan were amended. Mr. Talley did not provide a revised Campus Plan that includes all of the edits that the University agreed to make throughout the course of the hearings.

9. Mr. Talley prepared a shorter version of the Campus Plan titled “Campus Master Plan Update West Chester Borough” dated March 23, 2026, which was admitted

as Exhibit A-4 and was displayed as a power point presentation at the conditional use hearing.

10. Mr. Talley testified that the Campus Plan was developed with input from core University management and a steering committee comprised of 15 to 20 people who represented a cross section of different areas of expertise and fields at the University, including academic affairs, student life, athletics, admissions, alumni, buildings and grounds.

11. Mr. Talley testified that the Campus Plan had the following three overarching themes and goals: (i) improving the living and learning experience for students on Campus; (ii) improving the connectivity of the Campus; and (iii) improving the Campus identity.

12. Mr. Talley testified that the University started the master planning process by examining prior master plans and studies that the University had previously prepared including a 2010 master plan, 2015 master plan update, a landscape plan in 2017 and a housing market analysis in 2020. None of those plans required any input or approvals from the Borough.

13. Mr. Talley explained that part of the master planning process included an architect's assessment of the existing condition of existing buildings on Campus to identify which buildings had deferred maintenance and needed improvements.

14. The Campus Plan identified the need for deferred maintenance for the following existing buildings on Campus: Phillips Memorial, Ruby Jones Hall, Anderson Hall, Recitation Hall and the Old Library. See page 32 in Exhibit A-4.

15. The architects also studied what existing buildings on Campus may be underutilized and could support additional programming and operations.

16. Through that analysis, the University determined that there is sufficient space on Campus for its academic instruction and office space for employees, thus the Campus Plan does not propose the construction of any new academic buildings and instead recommends optimizing space within existing facilities.

17. The University studied the operations of the existing 13 dining facilities across the Campus and recommended the following for improving the dining experience: (i) expanding the dining hours and offerings at the Commons; (ii) updating student meal plans; (iii) consideration of adding a cafe concept at a future renovation of Lawrence Hall; (iv) construction of a new 23,000 square foot dining facility within the proposed expansion of Sykes Hall; and (v) construction of a new 15,000 square foot dining hall on South Campus in East Bradford Township.

18. The Campus Plan identified more than 100 different potential projects across the entire Campus in all three municipalities which range from new construction, major additions, major renovations, minor renovations, and deferred maintenance of existing buildings.

19. The proposed improvements are categorized in the Campus Plan into one of the following six categories: housing, academic, student services, campus improvements, campus support, and sustainability efforts.

20. The projects that are proposed within the Borough Campus in the various categories include the following:

HOUSING	• Lawrence – Demo & Build New Housing • Tyson Hall Renovation w/ Addition • Goshen Hall Renovation w/ Addition • Killinger – Demo & Build New Housing • Schmidt – Full Reno w/ Entry Addition
ACADEMIC	• Science Center Complex Renovation

	• Old Library Renovation • FHG Library Renovation
CAMPUS IMPROVEMENTS	• S. Church St & University Ave Improvements • Rosedale Ave Improvements • Land Acquisition to Complete “Superblock”
CAMPUS IMPROVEMENT PROGRAMS: - SUSTAINABILITY	• Existing Geothermal Deferred Maintenance

21. Mr. Talley testified that the University intends to pursue the following projects depicted on the Campus Plan in the next five years:

- Old Library renovation;
- FHG library renovation;
- Demolition and building new housing at Lawrence Hall; and
- Deferred maintenance on existing geothermal wells.

22. Mr. Talley testified that the University intends to pursue the following projects depicted on the Campus Plan in 6 to 10 years:

- S. Church St. and University Ave. improvements;
- Full renovation of Tyson Hall with an addition;
- Full renovation of Goshen Hall with an addition; and
- Future open space across from Church St.

23. The Campus Plan identified projects that the University anticipated would start in 2035 or beyond including:

- Acquisition of additional land at the corner of Sharpless St. and S. High St. to complete the Superblock;
- Demolition and construction of new housing at Killinger Hall; and
- Full renovation of Schmidt Hall with a new entry and addition. See page 27 of Exhibit A-4.

24. Mr. Talley introduced an implementation schedule as Exhibit A-12 that he and other University consultants prepared to project when the University intended to build or implement capital projects identified on the Campus Plan.

25. The implementation schedule was meant to connect specific improvement recommendations with specific capital projects identified on the Campus Plan.

26. Mr. Talley reviewed the review letter issued by Urban Engineers dated February 17, 2026 which was admitted as Exhibit B-5 and provided a response which was admitted as Exhibit B-6.

27. Mr. Talley testified that the University is in the process of installing an additional 300 wayfinding signs across the Campus which is anticipated to be completed by August of 2026.

28. Mr. Talley testified that in his opinion the Application and Campus Plan meet all applicable general conditional use criteria in Section 112-1008.A of the Ordinance.

29. If the University decides to build any of the proposed buildings depicted on the Campus Plan that constitute land development, it will be required to submit a land development application and comply with all relevant federal, state and Borough laws, regulations and ordinances including the Borough's Subdivision and Land Development Ordinance ("SALDO") and Stormwater Management Ordinance.

Housing

30. Ewing Cole prepared a Student Housing Development Study dated January 2025 ("Ewing Cole Housing Study") which provided an overview of the 2020 housing study that the University prepared and concluded that there is a significant demand for on campus housing. See Appendix C to Exhibit A-3.

31. There are 12 campus facilities that house more than 5,300 students in total on both the North and South Campus.

32. The Ewing Cole Housing Study identified that as of the date of the Study, the University had capacity for 5,420 student beds or 31.5% of the total enrollment of 17,131 students.

33. Student beds are located in a variety of dorms and apartments owned by both the University and University Student Housing (USH).

34. The University intends to increase the student beds through a combination of renovations, additions and new construction.

35. The University's goal is to provide housing on campus for all first-year students and offer more on campus housing options for upperclassmen.

36. The University owns and manages the following halls that offer traditional dorm rooms for approximately 1,862 students: Goshen, Killinger, Schmidt and Tyson.

37. University Student Housing (USH) manages suite style units for approximately 3,000 students in the following buildings in the Borough: Allegheny, Brandywine, Commonwealth, University and the following buildings in East Bradford: East Village Apartments and Village Apartments.

38. The Ewing Cole Housing Study identified the following housing goals: (i) bring parity to the quality of housing offered by the University; (ii) increase the total number of student beds on campus; and (iii) prioritize deferred maintenance needs of aging housing stock.

39. The University built 128 beds in temporary modular units on M Lot located in West Goshen Township. These modular units were not approved as permanent units

and instead are used as “swing space” which enabled the University to move students out of dorms that are being renovating.

40. The Ewing Cole Housing Study identified that students have an increased demand for amenities in on-campus housing such as fitness centers, study lounges, high speed internet access and communal spaces.

41. Existing University housing offers traditional dorm style, suite style for 4 students, pod style for 8 students and apartment style.

42. The Ewing Cole Housing Study analyzed in depth the condition of the existing buildings used for housing on Campus, explored alternatives for renovations or demolition and new construction and provided different scenarios for the University to increase the overall housing stock.

43. The first housing project proposed in the Campus Plan located on the Borough Campus is building a new Lawrence Hall which is projected to be 6-8 stories with a capacity of 700-780 beds as well as a new dining hall and floor dedicated to student services.

44. Mr. Talley testified that the Campus Plan recommends that the University plan to build an additional 900 beds.

45. The University presented Robert Kellner, a specialist in the educational services division for higher education for MGT Consulting Group, as its second witness.

46. Mr. Kellner has worked for 34 years on a variety of student housing projects for higher educational institutions across the United States.

47. Based on the credentials in his curriculum vitae which was admitted as Exhibit A-7, Mr. Kellner testified as an expert in higher education administration, housing and residential education.

48. Mr. Kellner prepared the Student Housing Study dated January 7, 2025 and marked Appendix C to Exhibit A-3 (the “MGT Student Housing Study”).

49. The MGT Student Housing Study included all data required by Section 112-314.F of the Ordinance.

50. The purpose of the MGT Student Housing Study was to determine the three-year housing demand for student housing on Campus as required by Section 112-314.F(4).

51. In order to determine the three-year housing demand for on-campus housing, Mr. Kellner and his firm conducted a survey of students who live both on and off campus.

52. A copy of the survey was included in the MGT Housing Study and was provided to approximately 17,000 students and had a return rate of 1,959 or 11.41%.

53. The survey results revealed that there is a demand for 2,386 additional beds on campus.

54. The MGT Student Housing Study explained that enrollment at the University declined slightly between 2019 and 2024, but housing occupancy increased by 279 students.

55. MGT recommends that the University build approximately 50% of the beds demanded or 750-1,100 new beds in the next 10 years.

56. Mr. Kellner explained that his recommendation to only build 50% of the demand for new beds is based on risk management and the ability of the University to fund the development. He explained that it is difficult for the University to obtain the necessary funding to build all of the beds demanded and he favors a more conservative approach to build new beds incrementally.

57. Mr. Kellner testified that approximately 35% of students who attend main campus live on campus.

Enrollment Projections

58. The University presented the testimony of Dr. Sarah Freed, the Vice-President for Enrollment Management as the University's third witness.

59. Dr. Freed oversees all of the enrollment related activities at the University including undergraduate and graduate enrollment and has direct supervision over undergraduate admissions, graduate admissions, institutional research and financial aid.

60. Dr. Freed has been working in higher education for 22 years and testified as an expert in strategic university student enrollment.

61. Dr. Freed oversaw the preparation of the Enrollment Report and Projection Analysis which was admitted as Appendix A to Exhibit A-3 and is required to be submitted with the Application pursuant to Section 112-314.E of the Ordinance ("Enrollment Report").

62. Dr. Freed also prepared and introduced updated enrollment figures which reflected enrollment figures for Fall 2025 which was admitted as Exhibit A-6 ("Updated Enrollment Report").

63. Dr. Freed testified that the total enrollment in the University in the Fall of 2025 was 17,400 students and 16,483 students in the Spring of 2026.

64. The total enrollment numbers include students enrolled at the main campus, the graduate business center, the Philadelphia campus and online students.

65. In the Fall of 2025, 14,672 students were enrolled at the main campus, meaning they took at least one course at the main campus.

66. Freshman students are not required to live on campus.

67. Ninety percent of the incoming freshman students want to live on campus.
68. The University prioritizes freshmen when providing on-campus housing but cannot guarantee that every freshman student will be provided on-campus housing.
69. Upperclassmen are not guaranteed on campus housing.
70. The University is experiencing an increased demand in upperclassmen who want to live on campus.
71. One major goal of the master plan process is to provide additional on campus housing for all students with a priority for freshmen.
72. The Updated Enrollment Report estimated that the enrollment projection for Fall 2029 was 17,455 students.
73. Dr. Freed explained that the University updates the enrollment predictions twice a year based on trends.
74. Anne Carroll, in her capacity as a representative from Civic Action South East ("CASE"), introduced undergraduate enrollment information that she obtained from the PSSHE website. See Exhibit CASE-1.
75. Ms. Carroll asked Dr. Freed why the enrollment numbers on the PSSHE website were different from the enrollment projections on Exhibit A-6.
76. Dr. Freed did not know why the figures were different but felt confident that the numbers she provided in Exhibit A-6 were accurate.
77. Dr. Freed explained that the majority of the projected increase in student enrollment will be from upperclassmen (returning students) and graduate students and that the University projects a decrease in the number of freshmen due to changes in demographics.

78. Dr. Freed testified that students who live on campus have a higher retention rate and the University would like to provide more opportunity for students to live on campus.

79. The University receives approximately 18,000 applications for incoming freshmen per year and anticipates a decrease in the number of students it plans to accept for freshman year to be approximately 2,900.

Traffic

80. The University presented the testimony of Guido W. DiMartino, P.E., a professional engineer licensed in the Commonwealth of Pennsylvania, who works for Traffic Planning and Design, Inc. ("TPD").

81. Mr. DiMartino was recognized as an expert in traffic planning based on the credentials in his curriculum vitae which was admitted as Exhibit A-11.

82. Mr. DiMartino prepared the Master Plan Traffic Impact Study dated March 27, 2025, which was admitted as Appendix D to Exhibit A-3 (the "TIS").

83. Mr. DiMartino testified that the TIS included the components that Section 112-314.G of the Ordinance requires, which includes a transportation demand management (TDM) plan.

84. Mr. DiMartino testified that the University is already implementing a number of TDM measures including a shuttle system, car sharing, commuter information center, discounted transit fare program, flexible or alternative work hours for employees and TDM education programs directed at students and employees.

85. Mr. DiMartino recommends that the University evaluate additional TDM measures that can be implemented when specific projects identified in the Campus Plan are built.

86. TPD conducted a traffic study and analysis of roads and intersections reasonably proximate to and/or within the PUC. The TIS analyzed the existing and projected operations or levels of service at 25 intersections which are identified on page 1 of the TIS Executive Summary (the “Study Intersections”). See Appendix D to Exhibit A-3.

87. The TIS considered the enrollment projections from 2023 to 2029 and assumed in the TIS that University enrollment is anticipated to increase by 0.19% on average per year.

88. TPD performed traffic counts at the Study Intersections during the morning peak hours (7AM-10AM) and evening peak hours (3PM -6PM) when school was in session.

89. Using 2023 data as the base year, Mr. DiMartino factored in a growth rate of 13.5 percent and determined that the levels of service at the Study Intersections will operate at a level of service C or better in the 2040 build conditions.

90. The 2040 build conditions assumed the projected enrollment increase and that the following traffic improvements were completed: (i) pedestrian improvements along S. High Street from W. Miner St. to W. Rosedale Avenue; (ii) intersection improvements at S. New Street and W. Rosedale Avenue that are being constructed in accordance with the Commons development approvals; and (iii) signal installation at S. Church St. and W. Rosedale Avenue.

91. The TIS concluded that under 2040 projected conditions, if the improvements recommended and accounted for in the TIS are made, the Study Intersections are anticipated to operate at the same overall levels of service as under

existing conditions during weekday AM and PM peak hours. See Table 1 on page iii of the Executive Summary of the TIS.

92. According to the TIS, the levels of service at the Study Intersections are anticipated to comply with the applicable PennDOT and municipal requirements.

93. TPD recommended that the University make the following traffic improvements:

- Pursue a pedestrian path/walkway along New Street, between the North Campus and South Campus.
- As an additional TDM measure, consider implementing real time display of parking garage utilization.
- As specific land development applications are pursued for projects contemplated under the Master Plan, monitor and evaluate traffic and pedestrian circulation in the immediate area of the given application.
- Continue to monitor and provide convenient shuttle service to facilitate parking in lots that may be more remote to a desired building/destination on campus.
- In conjunction with specific land development applications, provide pedestrian paths/walkways to facilitate pedestrian connections to the specific application.
- In conjunction with specific applications which would close Church Street and University Avenue, further evaluate the traffic/pedestrian impact in the area.
- Provide high-volume bike storage areas on campus, as needed in high bike use areas.

- Coordinate special events with the Borough, Townships and social media as appropriate.
- Investigate improving signage/wayfinding to key areas on the Campus.

94. The TIS assumed that Church Street from N. Campus Drive to University Ave., University Ave. from approximately 120 feet West of Reynolds Alley to Church Street and the southern leg of Church Ave. at Rosedale Ave. would be closed to vehicular traffic and open for pedestrian traffic to enhance pedestrian mobility subject to the Borough's approval.

95. Mr. DiMartino recognized that the closure of these streets is not being approved as part of the Campus Plan and that if this was ever pursued in the future, the University would have to evaluate the traffic impacts of these closures and Council would have to approve this action.

Parking

96. TPD also prepared the University Campus Parking Study using the criteria in Section 112-314.H of the Ordinance. See Master Plan Parking Study dated March 27, 2025, which was admitted as Appendix E to Exhibit A-3 (the "Parking Study").

97. TPD performed parking occupancy counts for the entire main University campus during the periods of time required by the Ordinance (11:00 AM to 1:00 PM and 5:00 PM to 7:00 PM) when the University was in session on April 25, 2024.

98. The surface lot counts were performed using drone imaging and parking garage counts were performed manually.

99. Results of the parking counts are summarized at the top of page 1 in the Parking Study.

100. The Parking Study identified the peak occupancy of both off-street and on-street parking during those studied times.

101. The Ordinance allows for 85% of unused off-street parking to be credited towards satisfying the University's need for parking for the proposed developments on the Campus Plan.

102. The Parking Study identified that there were 657 unoccupied off-street parking spaces within North Campus. However, this number must be reduced by the 135 off-street parking spaces in M Lot which have been removed to allow for the modular housing that was constructed. Therefore, the Parking Study estimated that there are 522 off-street spaces that were unoccupied; 85% of that number is 443 spaces.

103. Mr. DiMartino estimated the peak parking demand for new parking assuming the increased enrollment that the University projected in the Fall of 2029.

104. Mr. DiMartino used the ITE Parking Generation Manual, 6th Edition, and applied Land Use Code #550 for university to estimate that with a projected increase of 198 more students enrolled in the Fall 2029, an additional 64 parking spaces would be needed at peak parking demand.

105. He then concluded that because the April 2024 parking counts demonstrated that there is existing capacity at the University lots and garages, there is sufficient parking on campus to accommodate the projected increased enrollment in Fall of 2029 and the needed 64 spaces.

106. Mr. DiMartino explained that students may purchase a parking permit to park in a University surface parking lot and the Matlack Street garage for \$30 per year. The cost for a permit to park in other University owned parking garages may be more.

107. TPD noted in the Parking Study that if the roads identified in Finding of Fact No. 94 are closed to vehicular traffic, 52 on-street parking spaces on Church Street would be eliminated and 24 on-street spaces on University Avenue would be eliminated.

108. TPD recommended the following with respect to parking improvements:

- As specific land development applications are pursued for projects contemplated under the Master Plan, monitor and evaluate parking in the immediate area of the given application.
- Continue to monitor and provide convenient shuttle service to facilitate parking in lots that may be more remote to a desired building/destination on campus.
- In conjunction with specific land development applications, provide pedestrian paths/walkways to facilitate pedestrian connections to the specific project being built.

109. The University submitted a supplemental parking analysis dated June 18, 2026 as Exhibit A-16 in order to respond to two questions raised at the hearings.

110. This supplemental parking analysis was presented by Alex Meitzler from TPD and provided detailed information about the University's parking program, including a summary of all University owned parking lots and garages and the policy and costs for students and employees to park in same.

111. The University allocates a set number of garage parking permits for employees and a set number of garage parking permits for students to maintain a balance of parking availability and flexibility. This also allows for daily parking users at the garages.

112. According to the University, there is a wait list for students to secure a parking permit for the parking garages but there is no waitlist for students to secure annual permits for the University surface lots.

113. The University concluded that the cost to obtain a parking permit in a University garage is not prohibiting students from securing parking permits as there is always a wait list.

114. Council President Scimone asked the University if the parking counts in the Parking Study accounted for the changes that the Borough implemented to reduce the number of guest parking passes that students living off campus were eligible to purchase.

115. To respond to this question, the University included with Exhibit A-16 a copy of Ordinance No. 17-2023 which was adopted by Council on November 15, 2023, before the parking counts were conducted.

116. Because Ordinance No. 17-2023 was adopted before the parking counts, TPD assumed that the changes implemented in Ordinance 17-2023 were in effect when it conducted the parking counts in April of 2024.

117. Table 1 in Exhibit A-16 lists the number of parking permits and guests passes issued by the Borough in 2022 through 2025 and shows a decrease in the overall number of parking permits and guest passes issued by the Borough.

Master Plan

118. The University presented Neal Camens, P.E., a professional civil engineer from Chester Valley Engineers, who testified as an expert in civil engineering based on the credentials in his curriculum vitae admitted as Exhibit A-15.

119. Mr. Camens prepared the Master Plan dated November 18, 2025 which was admitted as Appendix G to Exhibit A-3.

120. The Master Plan contains the information that Section 112-314.J of the Ordinance requires.

121. The Master Plan was amended through the course of the review of the Application and an updated Master Plan with a last revision date of March 19, 2026 was admitted as Exhibit A-9 at the hearing.

122. The Master Plan depicts proposed new buildings or additions to existing buildings in yellow, proposed site improvements in purple and interior building renovations with diagonal purple cross hatching.

123. The Master Plan identifies the following proposed improvements on the North Campus:

North Campus- 0-5 years (See Sheet 2A)

- New Lawrence Hall with 700-745 beds and dining including proposed courtyard and planting beds and additional proposed improvements on the exterior of the new hall.
- Proposed improvements at the intersection of S. New Street and W. Rosedale Ave.
- Pedestrian connections from those improvements to existing dorms.
- Interior renovations of the Science Center.
- Deferred maintenance and interior renovations to the Old Library.
- FGH Library deferred maintenance and interior renovations.

North Campus- 6-10 years (See Sheet 3A)

- Tyson Hall addition; 7 stories 420-445 beds.
- Goshen Hall; 7 stories 420-445 beds.

- Proposed pedestrian improvements on Church Street from Sharpless St. to W. Rosedale and on University Ave.

North Campus- 10+ years (see Sheet 4A)

- Schmidt Hall addition and renovation; 8 stories 370-385 beds.
- New Killinger hall with bridge to Sykes building; 6 to 8 stories, 545-585 beds.
- Multimodal transportation station outside of Lawrence Hall along S. New St.

Conceptual Stormwater

124. Mr. Camens also prepared a conceptual stormwater management report dated April 2, 2025 (“Stormwater Report”) which is required to be submitted under Section 112-314.I of the Ordinance which was admitted as Appendix F to Exhibit A-3.

125. Mr. Camens concluded in the Stormwater Report that the University would be able to comply with the Borough’s Stormwater Management Ordinance and design stormwater facilities to handle the additional impervious cover that is proposed to be built with the improvements on the Master Plan and Campus Plan in years 0-5.

126. Mr. Camens explained that as the University submits land development applications or grading permit plans for new buildings or impervious surfaces, the University will have to demonstrate compliance with the Borough Stormwater Management Ordinance and build stormwater facilities that handle the additional imperious cover.

Miscellaneous Testimony

127. The University presented the testimony of Zebulun Davenport, the Vice President for University Advancement in External Affairs, who testified about the different initiatives and contributions that the University makes to the Borough to improve community relations.

Borough Testimony and Evidence

128. The Borough presented the expert testimony of Kelly Goff, P.E., a professional civil engineer from Remington & Vernick Engineers who specializes in traffic engineering.

129. Ms. Goff was retained by the Borough to review the traffic aspects of the Application including the TIS and Parking Study.

130. Ms. Goff prepared a review letter dated July 3, 2025, which was admitted as Exhibit B-9.

131. Ms. Goff raised a concern about the length of the traffic queue at the eastbound approach of Sharpless Street at High Street.

132. The storage queue under 2040 build conditions will not be long enough to accommodate the number of projected vehicles that would use that intersection.

133. She recommended that the University design mitigation measures to satisfy the projected queues at this intersection when a land development project for an improvement on the Campus Plan is submitted.

134. She also suggested that the University study the pedestrian impact on the Study Intersections as part of future land development applications and, if necessary, implement improvements at these intersections to accommodate pedestrian traffic.

135. Ms. Goff also suggested that as land development projects are submitted, the University should analyze if there is sufficient parking available in close proximity to the specific land development project (i.e. within 0.25 miles from the proposed development).

136. Ms. Goff testified that the Applicant submitted what the Ordinance requires for parking and traffic.

137. The Borough presented the expert testimony of Danielle A. Baer, AICP, a professional land planner from Urban Engineers who was recognized as an expert in interpreting zoning, subdivision and stormwater regulations.

138. Ms. Baer reviewed the Application and all plans, reports and materials submitted with the Application and prepared a review letter dated February 17, 2026 which was admitted as Exhibit B-5.

139. Ms. Baer expressed concern about the lack of multi-modal improvements on S. New Street which is the major route for vehicles, bicycles and pedestrians to travel between North and South Campus.

140. She suggested that the University implement multi-modal improvements on S. New Street including ADA upgrades, improvements to pedestrian crossings and the installation of a rectangular rapid flashing beacon (RRFB) at the crosswalk on New Street near the stadium.

141. Ms. Baer recommended that if the University intends to pursue the closure of the streets depicted to be closed on the Campus Plan, more coordination and planning must occur to address many of the impacts, including re-routing bus and shuttle routes and the loss of parking spaces.

142. Ms. Baer noted in her review letter that the intersection of W. Rosedale Avenue and S. High Street may warrant the installation of pedestrian improvements, including a dedicated pedestrian crossing phase.

143. She suggested that the University study improvements to this intersection as part of any development project which will increase traffic or pedestrians at this intersection.

144. The Borough presented the expert testimony of Thomas Comitta, Jr., AICP, a professional land planner with 50 years of experience in municipal land planning and landscape architecture, including many years working as the Borough planning consultant.

145. Mr. Comitta reviewed the Application and all associated materials and issued a review letter dated May 14, 2025 which was admitted as Exhibit B-4.

146. Mr. Comitta complimented the University on the Campus Plan but suggested that it implement the following additional improvements or programs: (i) a shade tree program for the entire campus; (ii) improvements to pedestrian accessibility and linkages especially at S. New Street near the Commons; (iii) additional “green” gathering spaces for students to congregate, and (iv) installation of wayfinding signs throughout the campus.

147. The Borough presented the testimony of the Planning Commission Chairperson, James Cherry, who is also a professional architect.

148. Mr. Cherry explained that the Planning Commission reviewed the Application at several meetings and ultimately recommended to Council that the Application be approved subject to six conditions set forth in the letter dated March 13, 2026, which was admitted as Exhibit B-7.

149. Mr. Cherry explained the Planning Commission recommendations and added that the Planning Commission supports the conversion of Wayne Hall back to student housing.

Parties Testimony

150. Anne Carroll, the representative of CASE, presented testimony at the least hearing.

151. Ms. Carroll opined that the University did not adequately address parking utilization or pedestrian traffic issues.

152. She also questioned the enrollment figures presented by Dr. Freed and was concerned that the University plans to provide less than half of the student housing that is projected to be needed in the next ten years.

153. CASE recommended that Council impose eight conditions which were explained by Ms. Carroll at the last hearing and are outlined on Exhibit CASE-2.

154. The following exhibits were introduced at the hearings by Council:

B-1: Conditional Use Application dated March 31, 2025

B-2: Proof of Publication of hearing notice published in *Daily Local News* on March 6, 2026 and March 13, 2026

B-3: Affidavit of Posting on March 23, 2026

B-4: TCA Review Memorandum dated May 14, 2025

B-5: Review Letter from Urban Engineers dated February 17, 2026

B-6: Ewing Cole Response Letter dated March 6, 2026

B-7: Borough of West Chester Planning Commission Letter dated March 13, 2026

B-8: Affidavit of Mailing on March 6, 2026

B-9: Review Letter from Remington & Vernick Engineers dated July 3, 2025

155. The following exhibits were introduced at the hearings by Applicant:

A-1 C. Talley Resume/CV

A-2 Application for Conditional Use

A-3 West Chester University Campus Plan by Ewing Cole [rev'd February 2026] [Appx. Marked Separately]

- Appx. A Enrollment Report and Projection Analysis by WCU [dated 01-13-2025]
- Appx. B Student Housing Development Study by Ewing Cole [rev'd January 2025]
- Appx. C Student Housing Study by MGT Consulting [dated January 2025]
- Appx. D Transportation Impact Study by TPD, Inc. [dated 03-27-2025]
- Appx. E Parking Study by TPD, Inc. [dated 03-27-2025]
- Appx. F Conceptual Stormwater Management Report by Chester Valley Engineers [dated 04-02-2025]
- Appx. G Master Site Plan w/Improvements by Chester Valley Engineers [dated 11-18-2025]
- A-4 PowerPoint of Campus Plan Overview
- A-5 Planning Commission Letter [dated 03-13-2026]
- A-6 Updated University Enrollment Report Data and Projection Analysis
- A-7 R. Kellner Resume/CV
- A-8 C. Talley Response to Urban Engineers, Inc.'s 02-16-2026 Review Letter
- A-9 Master Site Plan w/Improvements by Chester Valley Engineers [rev'd 03-19-2026]
- A-10 Email dated 03-20-2026 from C. Tally to M. Price [Director of Education]
- A-11 G. DiMartino Resume/CV
- A-12 Improvements Implementation Schedule
- A-13 RVE Traffic and Parking Review Letter
- A-14 Ewing Cole TCA Response Letter
- A-15 N. Camens Resume/CV

- A-16 TPD Letter re: Parking Study Supplement [dated 06-18-2026]
- A-17 Letter from State System Chief Counsel re: Stormwater Fees [dated 05-27-2026]
- A-18 A. Meitzler Resume/CV

156. The following exhibits were introduced at the hearings by CASE:

- C-1 PSSHE Enrollment Data dated 4/27/2026
- C-2 Statement and Recommendations to West Chester Borough Council dated June 22, 2026

CONCLUSIONS OF LAW

1. Applicant, as owner of the Property, has standing to file the Application.
2. The conditional use hearing was duly advertised in accordance with the provisions of the Pennsylvania Municipalities Planning Code ("MPC") and the Ordinance and the Property was posted in accordance with the requirements of the MPC.
3. The Borough Campus Property is zoned Planned University Campus PUC District.
4. The Campus Plan must be approved by conditional use pursuant to Section 112-314 of the Ordinance.
5. Applicant complied with the procedural requirements in Section 112-314 of the Ordinance and filed all supplemental materials that Section 112-314.C(3) required it to submit with the Application.
6. Applicant demonstrated compliance with the applicable conditional use standards in Section 112-1008.E of the Ordinance.
7. Council has the power to impose conditions to help mitigate potential negative impacts from the development of the Campus Plan.

8. No party presented substantial credible evidence that the proposed development proposed on the Campus Plan would cause negative impacts to the public health, safety and public welfare than what is expected from such uses.

DISCUSSION

The Application is different than a typical conditional use application where an applicant seeks zoning approval for a specific use that it proposes to build on a specific lot or parcel of land. This Application is for a larger broader approval of a master plan or the University's Campus Plan that will govern the use and development of land within the Borough PUC District for a period of ten years. The purpose and intent of the PUC District was to require the University to plan for orderly, coordinated and unified development of the University Main Campus which crosses municipal boundaries. In order to develop more buildings on the Main Campus the University is required to obtain conditional use approval from both the Borough and West Goshen Township pursuant to their respective Zoning Ordinances. This conditional use approval serves as the zoning approval for any proposed future buildings or improvements that the University may seek to build on the Borough Campus in the next 10 years.

As required by Section 112-314, the University submitted detailed studies and analyses of enrollment, housing, transportation, parking and conceptual stormwater. The information and data submitted met the Ordinance requirements and provided useful evidence to support the approval of the Campus Plan and the imposition of conditions that will govern the University as it submits future applications for either land development or stormwater management permits.

Council is pleased with the planning that the University conducted as part of this Application but recognizes that this conditional use approval is only the first step for the

University or its affiliated entities to implement any improvements on the Borough Campus. This zoning approval does not grant land development approval for any building or project shown on the Campus Plan or Master Plan. The University will need to file land development applications for any new building that it proposes to build shown on the Campus Plan or Master Plan. When the University submits a land development plan for a new building on the Campus Plan Council will conduct a thorough and detailed review of all relevant Ordinance provisions including but not limited to the Borough's Subdivision and Land Development Ordinance (SALDO) and Stormwater Management Ordinance. Council will ensure that the conditions imposed herein are addressed through these land development submissions. Council will also rely on recommendations from its professional consultants and the Borough advisory committees such as the Planning Commission, the Sustainability Committee and the Transportation Advisory Committee when reviewing land development applications submitted by the University.

Council appreciates the residents who participated in the hearings and provided valuable evidence as to impacts that any proposed development on the Borough Campus may have on their property and neighborhood. Council encourages the parties to stay involved in future land development submissions filed by the University so their voices continue to be heard and issues addressed.

Council votes as follows:

ORDER

AND NOW this 16th day of September, 2026, Council hereby APPROVES Applicant's Campus Plan pursuant to Section 112-314 of the Ordinance. The approval is subject to the following conditions:

CONDITIONS

1. This Decision does not approve the vacation of any portion of S. Church Street or University Avenue as contemplated by the Campus Plan and Master Plan. Any proposed road vacation must be approved by Council as part of future proceedings in accordance with all applicable laws and procedures.

2. This Decision does not approve any improvements or renovations to or impose any conditions on, any land that is not zoned PUC, including but not limited to College Arms or any parcels along S. High Street not owned by the University, the Commonwealth or Commonwealth entities. The Campus Plan and Master Plan shall be revised to eliminate any land that is not zoned PUC, including but not limited to College Arms and parcels along S. High Street that are not currently owned by the University, the Commonwealth or Commonwealth entities.

3. This Decision does not grant any land development approval, grading permit approval, building permit approval or stormwater management approval for any improvement or project depicted on the Campus Plan or Master Plan.

4. The University shall submit land development applications for each specified project shown on the Campus Plan or Master Plan that meets the definition of land development in the Borough's SALDO. Such land development applications shall be reviewed in accordance with all applicable federal, state and local laws, regulations and ordinances, including review and recommendation by the Planning Commission and approval by Council.

5. As required by Section 112-314.L(4) of the Ordinance, if the projected enrollment at the Main Campus increases by 5% or more above the enrollment projections that the University submitted in Exhibit A-6, the University shall be required to

seek a modification of this conditional use approval to address the impacts that the increased enrollment above the 5% threshold has on the Campus Plan, if any, prior to proceeding with any land development project in the Borough depicted on the Campus Plan.

6. The University shall address to the satisfaction of the Borough and its consultants all outstanding review comments in Urban Engineer's review letter dated February 17, 2026 to the extent the comments apply to land or projects located in the Borough or at intersections located at the municipal boundaries of the Borough. When the University submits a land development application for any building on the Campus Plan or Master Plan that is located in the Borough, the Borough and its planning consultants shall determine if any of the comments in the review letter dated February 17, 2026, shall be addressed as part of the subject proposed development. The University shall implement those improvements as part of the subject proposed development.

7. The University shall address to the satisfaction of the Borough and its consultants all outstanding review comments in Remington & Vernick Engineers review letter dated July 3, 2025 to the extent the comments apply to land or projects located in the Borough or at intersections located at the municipal boundaries of the Borough. When the University submits a land development application for any building on the Campus Plan or Master Plan that is located in the Borough, it shall submit a traffic impact analysis that is prepared in accordance with Section 112-314.G of the Ordinance and the Borough SALDO and include an updated traffic analysis of the Study Intersections. The Borough and its traffic consultants shall determine if any of the comments in the review letter dated July 3, 2025, shall be addressed as part of the subject proposed development. The

University shall implement those improvements as part of the subject proposed development.

8. The University shall address to the satisfaction of the Borough and its consultants all outstanding review comments in TCA's letter of May 14, 2025 to the extent the comments apply to land or projects located in the Borough or at intersections located at the municipal boundaries of the Borough. When the University submits a land development application for any building on the Campus Plan or Master Plan that is located in the Borough, the Borough and its planning consultants shall determine if any of the comments in the review letter dated May 14, 2025, shall be addressed as part of the subject proposed development. The University shall implement those improvements as part of the subject proposed development.

9. By October 1 of each year the University shall provide the Borough enrollment statistics for the Main Campus. The report shall include all information included on Exhibit A-6, including current enrollment at the Main Campus and projected enrollment for the following three years.

10. By October 1 of each year the University shall provide the Borough the number of applications that it received for students requesting on campus housing and the number of students who were provided with on campus housing. This housing report shall outline the number of students living in on-campus housing, the number of students residing in off-campus housing and the number of students who commute.

11. If new geothermal wells are constructed within the Borough, the University shall obtain all necessary permits and approvals and provide the Borough with details on the proposed construction schedule for the well installation. The University shall implement reasonable noise mitigation measures required by the Borough.

12. As part of all land development applications for any proposed improvements depicted on the Campus Plan or Master Plan that are located in the Borough, the University shall implement pedestrian improvements depicted on the Campus Plan and Master Plan and as approved by Council. The specifications and details for what pedestrian improvements must be implemented shall be determined by Council as part of the land development approval.

13. As part of all land development applications for any proposed improvements depicted on the Campus Plan or Master Plan that are located in the Borough, the University shall implement landscape improvements depicted on the Campus Plan and Master Plan and as approved by Council. The specifications and details for what landscape improvements must be implemented shall be determined by Council as part of the land development approval.

14. The University shall evaluate what additional TDM measures can be implemented when specific projects identified on the Campus Plan and Master Plan are submitted to the Borough for land development approval in order to limit the demand on the transportation system and reduce the number of single occupant vehicles during peak periods. As part of this evaluation, the University shall explore all TDM measures outlined in Section 112-314.G(1) of the Ordinance.

15. As part of any land development application for any proposed improvements depicted on the Campus Plan or Master Plan that are located in the Borough, the University shall analyze if the existing shuttle service should be expanded to accommodate an increased demand and need for expanded service to facilitate parking in lots that may be more remote to a desired building/destination on campus.

16. As part of any land development application for any proposed improvements depicted on the Campus Plan or Master Plan that are located in the Borough, the University shall present the land development plans to the Borough Sustainability Committee for recommendations and suggestions that may be implemented including but not limited to TDM measures, sustainable building design and installation of BMP's to control stormwater.

17. As part of any land development application for any proposed improvements depicted on the Campus Plan or Master Plan that are located in the Borough, the University shall present the land development plans to the Borough Transportation Advisory Committee for recommendations and suggestions that may be implemented including but not limited to traffic improvements, pedestrian improvements and TDM measures.

18. When the University files a land development application for a new building in the Borough, the University shall perform a traffic study in accordance with the applicable section in the Borough SALDO. The traffic study shall analyze the following: (i) vehicular, pedestrian and bicycle counts at all Study Intersections including W. Rosedale Ave. and S. High Street, W. Nields Street and S. New Street and Sharpless Street at S. High Street. The traffic study shall analyze and recommend if any improvements are warranted at the Study Intersections to accommodate the anticipated levels of vehicular, pedestrian and bicycle traffic and to mitigate impact on levels of service at the Study Intersections. The University shall implement those improvements as part of the subject land development subject to obtaining PennDOT approval if such approval is necessary.

19. The University shall implement the traffic improvements recommended in the TIS referenced in FOF #93 above in the time frame recommended in the

Implementation Schedule presented by the University unless Council requires a different time frame to implement specific improvements as part of the approval of a land development application.

20. The University shall implement the pedestrian improvements recommended in the TIS referenced in FOF #108 above in the time frame recommended in the Implementation Schedule presented by the University unless Council requires a different time frame to implement specific improvements as part of the approval of a land development application.

21. If the University undertakes a building project that results in the permanent or temporary loss of use of existing housing units on Campus, it shall provide plans to the Borough that demonstrates the University's plans to house the students who would have been living in those facilities during the construction or renovations.

22. If the University undertakes a building project that results in the permanent or temporary loss of use of existing off-street parking, it shall provide plans to the Borough that identifies where the lost parking spaces will be provided for the duration of the construction project.

23. As part of any land development submission for new buildings depicted on the Campus Plan that will be built in the Borough, the University shall perform parking counts in accordance with the process outlined in Section 112-314.H and demonstrate that there is sufficient off-street parking to accommodate the projected Main Campus enrollment at the time of the new development and in reasonable proximity to the new development.

24. As part of any future land development submission for new buildings depicted on the Campus Plan that will be built in the Borough, the University shall

demonstrate that all proposed new buildings are designed to meet U.S. Building Council LEED Silver certification criteria as required by Section 112-314.K(2) of the Ordinance.

25. To the extent permitted by the Borough Code, the University shall explore installing as much pervious surfaces as it can for new development projects proposed on the Campus Plan in order to reduce the amount of stormwater runoff.

26. The University shall provide to the Borough inspection reports for stormwater management facilities that it built on the Borough Campus since 2013 in accordance with the schedule required in the respective Stormwater Management Operation and Maintenance Agreement.

27. The University shall coordinate with the Borough as part of each land development application that is filed for projects on the Campus Plan in the Borough and develop a construction plan which shall be adhered to by all vehicles and equipment involved in the construction of the proposed new building(s) including construction deliveries, equipment and contractors to minimize disruption to vehicular and pedestrian traffic in the vicinity of the Borough Campus. This plan shall include appropriate times and locations for access by construction vehicles and an analysis if the shuttle or bus services that service the Campus must be rerouted. This construction plan must be approved by the Borough as part of the land development plan.

28. The University shall adhere to the implementation schedule that was admitted as Exhibit A-12, unless Council approves a different time-line for implementation of proposed improvements on the Campus Plan as part of a land development approval or a modification of this Decision and Order.

29. The University and its successors and assigns in interest to the Borough Campus property shall be strictly bound by:

a. All the representations made by or on behalf of the Applicant and the testimony, plans or other exhibits that were introduced into the record on these proceedings whether or not express reference is made to said representations in this Decision; and

b. All of the foregoing conditions of approval.

ATTEST:

**COUNCIL FOR THE BOROUGH
OF WEST CHESTER**

Sean Metrick, Secretary

By: _____
Nicole Scimone, President

By: _____
Bernie Flynn, Vice President

By: _____
Jerome Szczepaniak

By: _____
Bryan Travis

By: _____
Brian McGinnis

By: _____
Stephen Marvin

By: _____
Lisa Kearns

REQUEST FOR INFORMATION (RFI)

Strategic Planning Services for West Chester Area Fire and Emergency Medical Services (EMS)

1. Introduction & Purpose

The participating municipalities and emergency service organizations are seeking information from qualified consultants to assist in the development of a regional strategic plan for fire and emergency medical services (EMS).

This Request for Information (RFI) is intended to:

- Gather information on consultant qualifications, experience, and approaches to similar engagements
- Understand methodologies for working with multiple stakeholders with differing priorities
- Identify potential cost ranges and project scopes
- Inform the potential development of a subsequent Request for Proposals (RFP), or, if appropriate, selection of a consultant directly through this process
- Provide recommendations on organizational structure options to optimize performance efficiency and cost/effect savings methodologies

This effort is intended to be exploratory and fact-finding in nature. The participating entities have not predetermined an outcome and are seeking objective, balanced input that reflects the interests of the broader group.

A central objective of this effort is to evaluate the short- and long-term sustainability of current fire and EMS service delivery models within the region. Respondents are encouraged to describe how they would assess sustainability and identify when structural or organizational changes may be warranted to ensure reliable and efficient service delivery into the future.

2. Project Context

2.1 Geographic Area

The West Chester Area covers approximately 65 square miles with a population of 97,261 based on the 2020 Census. This area constitutes approximately 18.2% of the total population of Chester County and includes the County Seat (West Chester Borough). Based on available data, there is continued growth in terms of housing, businesses, and assisted living facilities in the region, most notably in West Goshen and West Whiteland Townships. Finally, West Chester University is a critical regional resource and is currently completing a Master Campus Plan that will help guide its next ten (10) years.

Notable features within the region include:

- West Chester Area School District
- West Chester University
- U.S. Route 202
- U.S. Route 30

2.1 Participating Entities & Current Service Structure

The final list of participating entities is still evolving, but may include:

- East Bradford Township
- East Goshen Township
- Thornbury Township (Chester County)
- West Chester Borough
- West Goshen Township
- West Whiteland Township
- Westtown Township

Fire and EMS services across the region are currently delivered through a combination of models, which may include volunteer, career, and/or hybrid staffing structures. There are existing inter-municipal agreements, though these are described as a patchwork of arrangements that vary by municipality and service provider. While there are other providers, the West Chester Area primarily receives fire and EMS service from the following entities:

- West Chester Fire Department
- Goshen Fire Company
- Good Fellowship Ambulance

The chart below details the fire and EMS service structure for each (potentially) participating municipality. Providers who are likely peripheral to this study are shaded.

Municipality	2020 Population	Fire	EMS
East Bradford Township	10,339	West Chester Fire West Bradford Fire	Good Fellowship
East Goshen Township	18,410	Goshen Fire Malvern Fire	Good Fellowship (ALS) ¹ Goshen Fire (BLS) ² Malvern Fire (ALS)
Thornbury Township (Chester County)	3,177	West Chester Fire	Good Fellowship Concordville Fire
West Chester Borough	18,671	West Chester Fire	Good Fellowship
West Goshen Township	23,040	West Chester Fire Goshen Fire	Good Fellowship (ALS) Goshen Fire (BLS)
West Whiteland Township	19,632	West Whiteland Fire	Good Fellowship
Westtown Township	11,154	West Chester Fire Goshen Fire	Good Fellowship Goshen Fire (BLS part)

West Chester Fire Department operates as an all-volunteer fire department and is under the general budgetary supervision of West Chester Borough. It is important to note that West Chester Borough owns the equipment. The municipalities that receive service from West Chester Fire Department are part of an intermunicipal agreement that expires on December 31, 2028. This

¹ Advanced life-support (ALS)

² Basic life-support (BLS)

agreement outlines funding requirements for both capital and operating costs. There are three stations in the West Chester Fire Department. In 2025, the West Chester Fire Department responded to 1,775 calls for service and provides coverage across approximately 27 square miles.

Goshen Fire Company operates two stations using a combination of volunteer and career staff. The majority of the career staff are dual-function Firefighter/EMT's with part-time EMT's providing additional EMS coverage. The Fire Company also employs an Executive Director and a Deputy Chief of EMS who oversees EMS operations. In terms of coverage, Goshen Fire Company provides service to an area of approximately 25 square miles across four townships. Goshen Fire Company provides basic life-support (BLS) EMS services. In 2025, Goshen Fire Company responded to 6,270 calls for service, which broke down as follows:

- Fire calls – 805
- Fire Police calls – 393
- BLS calls – 5072

Good Fellowship Ambulance provides both advanced life-support (ALS) and BLS. They operate as a 501(c)(3) non-profit organization that includes emergency medical services and a large regional EMS Training Center. Currently, Good Fellowship Ambulance operates with a combination of career staff and volunteers, which includes 129 paid employees and 186 active volunteers across their operations and training departments. In terms of coverage, Good Fellowship Ambulance provides service to an area of approximately 75 square miles, covers an estimated 20% of Chester County's population, and accounts for an estimated 22% of all of Chester County's EMS dispatches. In 2025, Good Fellowship Ambulance responded to 8,994 calls for service.

3. Project Challenges & Considerations

The region is experiencing a range of challenges common to fire and EMS systems, including:

- Declining volunteer participation
- Increasing capital costs for apparatus and equipment
- Aging or failing equipment
- Rising staffing costs and potential transition pressures toward career staffing models
- Growing population and service demand
- Increasing financial pressures on municipalities
- Potential increased costs for career staff model (benefits/salaries)

The selected consultant will be expected to address these challenges from a regional perspective, recognizing the varied interests and conditions across participating entities. Collectively, these challenges raise questions regarding the long-term sustainability of existing service models, which this effort is intended to evaluate and make recommendations with costs associated with the recommendations.

4. Scope of Interest

Respondents are asked to describe their approach to addressing the following areas:

- Facilitating collaboration among diverse stakeholders with differing priorities
- Developing consensus around mission, vision, and strategic goals

- Evaluating regional service delivery options, including, but not limited to:
 - Regionalization and/or consolidation considerations
 - Funding mechanisms (tax-based, subscription, hybrid, etc.)
 - Alternative governance and funding structures (e.g., the potential formation of a regional authority or similar entity)
 - Staffing models (career, volunteer, hybrid options)
 - Facilities and apparatus deployment optimization
 - Response time and service coverage analysis
 - Community expectations and service level definitions
- Evaluating the sustainability of current fire and EMS service delivery models, including identification of risks, trends, and thresholds that may indicate the need for change
- Recommending strategies or structural changes to improve long-term sustainability, where needed
- Ensuring that recommendations reflect the collective interests of the region, rather than any single stakeholder group
- Developing practical, actionable implementation strategies to ensure the plan is usable and can be implemented with developed timelines for completion versus a conceptual document that is never utilized

5. Desired Deliverables

At a minimum, the anticipated outcomes of this effort include:

- A comprehensive regional fire/EMS strategic plan
- A clear and actionable implementation roadmap
- Financial modeling to assist in projecting future budgets for this service
- A plan for public engagement
- Recommendations on a potential governing structure

6. Information Requested from Respondents

Respondents are requested to provide the following information:

6.1 Firm Experience

- Description of experience with similar fire/EMS or regional service planning efforts
- Examples of comparable projects, including:
 - Client names
 - Stakeholder composition
 - Project outcomes

6.2 Project Approach

- Methodology for engaging and managing multiple stakeholders
- Approach to building consensus among organizations with differing priorities
- Strategies for ensuring objectivity and balanced representation
- Approach to evaluating system sustainability and identifying when governance, funding, or organizational changes (such as the formation of an authority) should be considered

6.3 Implementation Focus

- Approach to ensuring the strategic plan is actionable and implementable
- Examples of how prior plans have been successfully implemented
- Time frames for implementation and completion

6.4 Cost Information

- Estimated cost range for completing a project of this nature
- Factors that influence project cost
- List of additional items not covered in the cost estimate

6.5 Project Team

- Key personnel and their qualifications
- Relevant experience of team members

7. Additional Considerations

Respondents should be aware that:

- This is a sensitive and potentially complex regional issue, involving organizations with established identities and operational structures
- The process is intended to be objective and exploratory, without a predetermined outcome
- Success will depend heavily on the consultant's ability to build trust and facilitate productive dialogue among participants
- Confidentiality is critical during the study

8. Submission Requirements

Responses must be submitted in electronic format, either via email to Christopher Bashore, West Goshen Township Manager, at cbashore@westgoshen.org and Mandie Cantlin, East Bradford Township Manager, at mcantlin@eastbradford.org or via USB delivered to West Goshen Township, 1025 Paoli Pike, West Chester, PA 19380. Submissions shall be clearly identified as "RFI for West Chester Area Fire and EMS Study" in the subject line of an electronic submission or on the exterior of the package for physical submissions.

Responses must be received no later than June 12, 2026 at 4:00 pm.

The participating entities reserve the right to conduct interviews with selected respondents, at their discretion.

9. Disclaimer

This RFI is issued for informational purposes only and does not constitute a formal solicitation. The participating entities reserve the right to:

- Issue a subsequent RFI or RFP
- Select a consultant based on responses to this RFI
- Take no further action

September 10, 2026

Sean Metrick (email only)
Borough Manager
Borough of West Chester
401 E. Gay Street
West Chester, PA 19382

**RE: Subdivision & Land Development Preliminary Application –Traffic & Parking 3rd Review
615 & 617 S. Walnut Street
Traffic & Parking Study
West Chester Borough
RVE File# PA151833P002**

Mr. Metrick:

Remington & Vernick Engineers (RVE), on behalf of the Borough of West Chester, has reviewed the following submission materials in connection with the application referenced above:

- Preliminary Land Development Plans (15 sheets) for TRBL Walnut, LLC, dated April 27, 2026, last revised August 28, 2026, as prepared by InLand Design, West Chester, PA.
- Response to Comments Letter (4 pages), dated August 28, 2026, prepared by InLand Design, West Chester PA.
- Waiver Request (2 pages), dated August 28, 2026, prepared by InLand Design, West Chester, PA.

I. GENERAL INFORMATION

Owner & Applicant: TRBL Walnut, LLC
9 Fawn Lane
Chadds Ford, PA 19317
610-675-7750
tedworrell@bestbuiltrei.com

Plan Preparer: InLand Design
16 Hagerty Boulevard
West Chester, PA 19382
215-362-2600
Attn: Scott Zwizanski, P.E.
484-947-2928
Scott@inlanddesign.net

Proposal: To consolidate two parcels into one and construct a proposed residential development consisting of five (5) single-family attached townhouses. The existing two single-family attached homes will remain. The development will provide 14 parking spaces, two spaces per unit. Each proposed townhouse will consist of one garage space and a driveway

parking space with access to Willow Alley. There are two additional parking areas proposed, with two spaces each.

II. COMMENTS

Upon review of this submission, RVE has the following comments. Please note that this letter only reflects traffic and parking study related engineering concerns. Therefore, this review will specifically address the response to traffic comments and parking study evaluation. RVE completed the initial review on behalf of the Borough and provided comments in reviews letter dated May 26, 2026 and July 7, 2026. We have since reviewed the material in this third submission provided to the Borough by the Applicant on August 28, 2026. Any underlined comments must be addressed by the Applicant prior to approval. *Italic Font* notes the latest comments and status changes.

1. Borough representatives shall be copied on all future correspondence and invited to attend all meetings with PennDOT.

Response: Comment Acknowledged.

Item Satisfied.

2. Sheet 4 of the Land Development plans indicates there is a proposed 3' wide concrete sidewalk adjacent to a proposed 6' high brick wall on the northwest corner of the development. Please identify the intent of the sidewalk. Additionally, please note per §97.A.20.3 that all sidewalks are to be designed to a minimum width of 4-feet.

Response: The proposed sidewalk tapers to a 3' width to connect the existing sidewalk width. We are not proposing widening in this location so we do not disturb the existing heritage tree's roots.

Clarify the 3' wide proposed sidewalk behind the 6' brick privacy wall, west of the parking spaces for 615 S. Walnut Street. It appears to be disconnected from any other walkway.

Response: The 3' wide concrete behind the wall is proposed to be a trash can area. A label has been added to the plan labeling the trash area.

Item Satisfied.

3. Sheet 4 of the Land Development plans indicate two (2) off-street parking areas. Please note if these spaces are proposed for the existing units. If so, please indicate if these spaces will be reserved for these units or open to the public.

Response: The spaces are intended to provide parking for the existing units (two for each unit). Labels stating this have been added to the Layout Plan sheet and General Notes #26 has been added to the plan.

Provide detail on how these spaces are to be reserved for the existing units.

Response: Signage has been added to each existing unit parking area stating the spaces are reserved for 615 (Willow Alley spaces) and 617 (Mechanics Alley spaces) S. Walnut Street.

Additionally, please identify the number of off-street parking spaces proposed per area. If three (3) or more are proposed, it is subjected to meet the requirement set forth in §97-27.B.(1)(a) of the West Chester Borough Code.

Response: The parking spaces have been labeled on the Layout Plan. There are two spaces proposed at each location.

Item Satisfied provide a sign detail for 617 Walnut Street on Sheet 14. It appears that a sign detail has been added for 615 but not 617.

4. Please provide turning templates for a trash truck movement along Willow Alley to demonstrate that trash trucks can access the alley.

Response: The Plan set has been revised to include Sheet 14, Truck Turning Plan.

Item Satisfied. The turning template is shown on Sheet 15.

5. The Applicant will need to obtain approval from the Fire Marshal. The route to access the proposed homes shall be discussed with the Fire Marshall. Turning templates for the fire trucks down Willow Alley may be required to show access.

Response: The Applicant acknowledges this comment and will respond to the Fire Marshal review once it is received.

Response: We will respond to the fire marshal review once it is received.

6. Indicate details for the proposed fence along the southern border of the proposed site. The proposed fence shall not restrict the required 175-feet of intersection sight distance looking right from Willow Alley at Mechanics Alley.

Response: The sight distance has been revised on the plan (see response to comment #7). Also the referenced fence layout has been revised end perpendicular to the alley and not wrap around the corner.

Clarify whether the southern border fence will be the 4' powder coated aluminum fence or the 6' vinyl privacy fence as shown on Sheet 14. Clarify the fence layout as it is not clear where the fence terminates along Mechanics Alley.

Response: The fence along the Southern property boundary is proposed to be 6' privacy fencing, a label has been added stating this.

Proposed fence footings appear to be located on the adjacent property.

7. The proposed asphalt parking area along Mechanics Alley is shown to be in conflict with the required intersection sight distance looking right from Willow Alley at Mechanics Alley. Demonstrate how parked vehicles will not restrict the required sight distance requirements.

Response: According to Pennsylvania Code, drivers in an alley are required to stop before entering any street with or without a stop sign present. Therefore, the required sight distance on the plan has been revised to be 75-feet (stop condition intersection). The provided sight distance has been revised on the plan to not go through the parking space area, the new provided sight distance is 95-feet.

The 75-foot sight distance requirement as shown in Section 97-27.F.8 of the Borough of West Chester Code is for an all-way stop. Since there is no stop-condition present along Mechanics Alley approaching Willow Alley, the 175-foot sight distance is required.

Response: The required sight distance labeling has been revised to show 175-feet. Because of the existing parking, the existing sight distance to the right at the Mechanics Alley Intersection is 19 feet. The proposed sight distance is 89 feet; this distance is limited because of the parking spaces for the 617 S. Walnut Street house. The proposed sight distance is an improvement of 70-feet from the existing conditions. A waiver request for the 175-foot sight distance has been added to the plan.

Acknowledged. A waiver has been requested for the required sight distance. The proposed site distance is an improvement upon the existing conditions, therefore, RVE has no objection to this waiver.

8. Provide stop signs for the Willow Alley approaches with the additional trips projected to access this alley.

Response: The plans have been revised to show a proposed stop sign at the Willow Alley and Mechanics Alley intersection. A trip generation chart has been added to the Layout Plan, Sheet 4.

Please provide a stop sign detail to be shown on Sheet 14.

Response: A stop sign detail has been added to Sheet 14.

Item Satisfied.

9. Sheet 11 indicates proposed street trees along the west side of Mechanics Alley south of Willow Alley. Verify these proposed trees will not restrict intersection sight distance looking right from Willow Alley.

Response: The line of sight is not affected by the proposed street tree locations.

Item Satisfied.

10. The Applicant will need to be aware of §112-603.C of the West Chester Borough Code regarding the planning for future EV parking for all new single-family attached and two-family attached dwellings. Indicate how this ordinance requirement is being met.

11. Verify all proposed street lights meet the design standards as shown in §97.A.23.

Response: There are existing street lights in the vicinity of the site, therefore the proposed light at the corner of Willow Alley and Mechanics Alley has been eliminated. The lights proposed on our plan are proposed for the parking areas and doorways. A lighting plan sheet has been added to the plans as well.

Item Satisfied.

12. Describe the 2' buffer between driveways and how they will be separated.

Response: The 2' buffer between the driveways is proposed to be 1'-3' riverstone, this label has been added to the plan.

Item Satisfied.

13. Please provide a detail for the proposed porous asphalt parking areas. There is only a detail for a typical driveway/parking lot shown on Sheet 13. If these areas do not differ from the typical asphalt driveways as shown, please revise the plan accordingly.

Response: A porous asphalt detail is included on Sheets 8 and 13.

Item Satisfied.

14. Please provide a detail for the pervious brick walkway. There is only a detail for the typical brick walkway shown on Sheet 13. If this walkway does not differ from the typical brick walkway as shown, please revise the plan accordingly.

Response: A pervious brick walkway detail is included on Sheets 8 and 13.

Item Satisfied.

15. Please provide a detail for the proposed gate along the pervious brick walkway.

Response: A gate detail has been added to Sheet 14.

Item Satisfied.

III. TRANSPORTATION IMPACT STUDY COMMENTS

1. The Applicant is requesting a waiver for the requirement of submitting a traffic impact study based on the minimal number of proposed site generated traffic volumes from the five (5) residential units. While there are a minimal number of proposed site trips expected to be generated by the proposed development, the Applicant will need to provide calculations and meet design requirements for the intersection sight distance along Willow Alley.

Response: A trip generation chart has been added to the Layout Plan and the required/provided sight line distance has been added to the plan for the Willow Alley and S. Walnut Street intersection.

Item Satisfied regarding the trip generation chart. However, the sight distance requirements need to be revised to reflect the required 175-feet at the intersection with Mechanics Alley per Code (see response to comment #7).

Response: As stated in the response to comment #7, a waiver is being requested for the sight distance to the right at the Willow-Mechanics Alley intersection.

Item Satisfied; the Applicant is requesting a waiver for the sight distance requirement.

IV. WAIVERS, VARIANCES & SPECIAL EXCEPTIONS

The Applicant has requested the following waivers, variances and/or special exceptions related to traffic and/or parking:

1. Section §97-27.F(7) – The Applicant requests a waiver from the referenced section of the ordinance that requires 75-foot clear-sight triangles be provided at all street intersections. The 75-foot clear sight triangle at the Willow Alley intersection with Mechanics Alley is blocked by existing buildings on adjoining properties and the proposed new dwellings. *RVE has no objection to this waiver, as long as the intersection is signed as stop-controlled. The proposed conditions are an improvement on the existing conditions.*
2. Section §97-27.F(8) – The Applicant requests a waiver from the referenced section of the ordinance that requires 175-foot sight distance at intersections of a street with a 25 mph posted speed measured from a point 15-feet from the intersected pavement edge. The existing sight distance at the Willow and Mechanics Alley intersection looking south along Mechanics Alley is 19-feet because of existing parking. The first two existing parking spaces adjacent to the intersection area being moved to Willow Alley, west of the proposed homes. The proposed sight distance looking south along Mechanics Alley will be improved to 89-feet. *RVE has no objection to this waiver due to the increase in available sight distance under proposed conditions when compared to existing conditions and the proposed stop condition along Willow Alley.*
3. Section §97-38.2 – The Applicant requests a waiver from the referenced section of the ordinance that requires a transportation impact study. The project proposes five attached single-family homes in an urban area. The additional daily trips generated from this development are relatively minor and will not have an adverse effect on the transportation network. *RVE has no objection to this waiver because there is a minimal amount of proposed site-generated traffic from the proposed residential units.*

RVE's recommendation for approval is contingent upon the applicant satisfactorily addressing each underlined comment and submitting revised plans and other materials. In conjunction with any resubmission, the applicant must provide a response letter using the same numbering system and explaining how each underlined comment has been satisfactorily addressed.

Should you have any questions, please feel free to contact our office at (610) 940-1050.

Sincerely,

REMINGTON & VERNICK ENGINEERS

By



Kelly Goff, P.E., CFM, Associate

KAG/dk

cc: Ted Worrell, TRBL Walnut, LLC (Applicant) (email only, tedworrell@bestbuiltrei.com)
Scott Zwizanski, P.E, InLand Design, (Plan Preparer) (email only, Scott@inlanddesign.net)
Nathan M. Cline, P.E., Pennoni, Borough Engineer (email only, NCline@Pennoni.com)
Don Anderson, Public Works Director (email only, DAnderson@west-chester.com)
Ramsey Reiner, Assistant Borough Manager (email only, rreiner@west-chester.com)
Aaron Flook, Code Enforcement (email only, aflook@west-chester.com)
Christopher J. Fazio, P.E., C.M.E., Executive Vice President (email only)
Derrick Kennedy, P.E. (email only)



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

Borough Council

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Bryan Travis
Brian McGinnis
Steve Marvin
Lisa Kearns

Mayor

Lillian L. DeBaptiste

Borough Manager

Sean Metrick

September 9, 2026

Mr. William McGovern
McGovern Inc.
920 S. Bolmar St.
West Chester, PA 19382

Re: Hauled Wastewater Contract, Extension/Revision

Dear Mr. McGovern:

This letter shall serve as an additional extension from the Borough of West Chester to McGovern Inc., to discharge hauled wastewater at the Borough's Goose Creek WWTP. The original agreement took effect September 27, 2001, extended September 2004, November 2007, September 2013, March 2015, November 2017, December 2023, **and due to expire December 31, 2026.**

The Borough hereby grants an extension to the existing contract with McGovern Inc., to continue to discharge hauled wastewater for a period up to and **including December 31, 2029**. All conditions contained in the original contract apply. You will be required to secure and forward proof of insurance yearly as in the past. Billing and charges will continue to be generated quarterly and computed on gallons generated, and subject to our current surcharge multiplier, based on strengths. Charges will also be subject to any sewer rate increases, approved by the borough, over extended time.

If at any time this wastewater is found to contain constituents that are detrimental to the treatment plant, collection system, plant personnel, or surrounding environment, this agreement shall be void. It will also continue to be McGovern's responsibility to make sure all spills are reported and cleaned up in an immediate time frame. All samplings are to be performed as per agreement. The unloading/discharge area shall be kept clean and maintained.

Thank you for your continued cooperation on this project and contract; if you should have any additional questions or need assistance, please feel free to contact me.

Respectfully,

Sean Mitchell

Sean Mitchell
Wastewater Director
Borough of West Chester

Cc: File



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

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Jerome Szczepaniak
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Steve Marvin
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Mayor

Lillian L. DeBaptiste

Borough Manager

Sean Metrick

September 9, 2026

William McGovern
McGovern Inc.
920 S. Bolmar St.
West Chester, PA 19382

Re: Liquid Sludge Hauling from Goose Creek & Taylor Run contract extension.

Dear Bill:

Pursuant to our Liquid Sludge Removal contract from Goose Creek and Taylor Run, the Borough of West Chester would like to enact the first one (1) year extension on the contract due to expire on December 31, 2026. The extension will continue the sludge hauling at the current bid price (\$0.0871/gallon) up to and including December 31, 2027.

Respectfully,

Sean Mitchell

Sean Mitchell
Wastewater Director
Borough of West Chester

McGovern Environmental, LLC

Borough of West Chester

Witness

Witness

Date _____

Date _____



FRIENDS OF HOOPES PARK
605 LOCUST LANE NORTH
WEST CHESTER, PENNSYLVANIA 19380

Sales: Ray Moran, PCH

605 Locust Lane North-Maintenance

605 Locust Lane North West Chester, Pennsylvania 19380

Est ID: EST6164934

Date: Apr-19-2026

Tennis Court and Paved Trail Vegetation Pruning

\$6,061.00

1) Furnish material and labor to mow down the vegetation on the back side of the Tennis courts to clear an 8' buffer around the fence and at the base of the hill below the tennis courts mow the vegetation around the maturing trees to provide a buffer around them from the wild growth.

2) Along the paved walking path from the baseball field parking lot up the edge of the park to the top along locust lane mow down the vegetation in approx 25-30' from the path to clear the shrubs and wild growth that is encroaching on the path and spruce trees. During this process larger shrubs and branches will be chipped up with all chips remaining the wooded area.

Note: All mowed and chipped debris will remain on site in place.

GUARANTEE - All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices in the landscape industry. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements subject to strikes, accidents or delays will be considered beyond Contractor's control. Employees of Distinctive Outdoor Spaces LLC. are covered by Workman's Compensation Insurance.

ACCEPTANCE OF PROPOSAL - The above prices, specifications and conditions are satisfactory and are hereby accepted. Distinctive Outdoor Spaces LLC. is authorized to do the work as specified.

PAYMENT - Balance due upon completion. A 1.5% penalty will be assessed to invoices with balances unpaid after 30 days

Distinctive Outdoor Spaces
77 North Bacton Hill Road
Malvern, Pennsylvania
19355

P.484-718-5050

www.distinctiveoutdoorspaces.com
ray@distinctiveoutdoorspaces.com

page 1 of 2

past invoice date.

CONTRACT DISPUTES - Customer is required to give 15 days notice to Distinctive Outdoor Spaces LLC. if there is any dispute over this contract.

CANCELLATION – Customer has the right to rescind this contract within (3) business days of the date of signing without penalty.

Credit Cards- All payments made utilizing a credit card will be charged a 3% service fee.

Email address where you would like to receive your invoices: _____

Contractor:



Ray Moran, PCH

Client:

Signature Date:

04/20/2026

Signature Date:

Email: ray@distinctiveoutdoorspaces.com

4. APPLICATION



Borough of West Chester

401 East Gay Street, West Chester, Pennsylvania 19380

Telephone: 610-692-7574 Facsimile: 610-436-009

www.west-chester.com

Requestor / Applicant Name: BERNIE J. FLYNN

Address: 401 E GAY STREET 19382

Phone No.: 610-701-1809 Email: BFLYNN@WestChester.com

Name of Honoree (as it would appear on sign): CORPORAL TIM O'CONNOR

Requested Sign Location (intersection): W. MARKET STREET TO W. MILLER ST.

Type of Sign Requested:

☐ Ceremonial "Street Name" Sign

CORPORAL TIM O'CONNOR WAY

☐ Ceremonial Sign Topper

CRITERIA FOR DESIGNATION: Please complete the following criteria, which are used in the evaluation for each request for a Ceremonial Sign. You may use additional paper if required. Check all that apply.

☐ Historical and/or Cultural Influence of the Honoree:

☐ Community or

Public Contributions Made by the Honoree:

13 YEAR FIRE FIGHTER West Chester #51

15 YEAR PA. STATE TROOPER

OVER 10 YEAR CHESTER COUNTY CAMP CADET

ON SUNDAY MARCH 8, 2026 KILLED IN ACTION
IN HONEY BROOK, PA.

4 | Page

☐ Humanitarian Contributions Made by the Honoree:

☐ Military Service (please include any Medals or Awards given to Honoree):

Notes:

1. All requests should include complete text and sample layout.
2. Once design is finalized, a mockup will be sent to the requestor for their review and approval.

4. DOCUMENT CONTROL INFORMATION

Document Name	2025 Council Policy: Ceremonial Sign Procedure
Owner	Ramsey Reiner, Director of Parking Services
Version Number	Version 1
Approval Date	
Approved By	
Date of Commencement	
Date of Last Review	
Date for Next Review	
For Office Use – Keywords for search function	Policy, ceremonial, street sign

Emergencies Happen.

Subscribers have NO out-of-pocket ambulance expenses
if treated and/or transported by us.



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TODAY!**



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Lights Up West Chester Holiday Weekends

What: Professional Decoration of the Streets of West Chester Borough for the Holiday Season.

When: Install to be completed by approximately November 15. Tear down to be completed by Mid- January.

Scope:

- **String Bistro Lights Between the Lamp Posts:** Light both sides of Gay Street from Matlack to Darlington using bistro lights strung from the lamp posts.
 - This is the same layout as previous seasons (2022-2025)
- **Lit 14" Garland on 80 Lamp posts:** Install lit 14" garland on eighty lampposts:
 - Market Street from Darlington to New
 - High Street from Chestnut to Minor
 - Walnut Street between Gay & Market Streets (4)
 - Church Street between Gay & Market Streets (8)
- **Lamp Post Signs**
 - Block Sponsor & Lamp Post Sponsor Signs to be installed on professionally decorated lamp posts
- **Pole Mounts**
 - Install lit pole mounts on seven lamp posts on High Street
- **Bows**
 - Install bows on lampposts. Bows provided by West Chester BID

GreaterWestChester.com



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/16/2026

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 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).

PRODUCER KMRD Partners Risk and Insurance Solutions 2600 Kelly Rd Ste 120 Warrington PA 18976	CONTACT NAME: Michael Brown PHONE (A/C, No, Ext): 610-696-6081 E-MAIL ADDRESS: mbrown@kmrddpartners.com	FAX (A/C, No):
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A : LIO Insurance Company		40550
INSURER B : AmGUARD Insurance Company		42390
INSURER C :		
INSURER D :		
INSURER E :		
INSURER F :		

COVERAGES

CERTIFICATE NUMBER: 1725380882

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	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:			LIO1100066892-00	10/1/2025	10/1/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	☐ AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☒ HIRED AUTOS ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS			LIO1100066892-00	10/1/2025	10/1/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	☒ UMBRELLA LIAB ☐ EXCESS LIAB DED ☐ RETENTION \$	☒ OCCUR ☐ CLAIMS-MADE		LIO1100066897-00	10/1/2025	10/1/2026	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	☐ Y ☒ N	N/A	CHWC651454	10/31/2025	10/31/2026	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

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

RE: Tour de Trike Race 8/7/26 with rain date of 8/8/26. It is hereby agreed and understood the Certificate Holder is listed as an Additional Insured, ATIMA.

CERTIFICATE HOLDER**CANCELLATION**Borough of West Chester
401 E. Gay Street
West Chester PA 19380

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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Organization/Sponsor Name:

Friends of Marshall Square Park

OFFICE USE ONLY - NOT TO BE COMPLETED BY THE APPLICANT

Date Application Received:

8/17/26

Date Payment(s) Received:

ask for
waiver

YES

N/A

☒

Completed and Signed Application

☒

Date of event/Event time/Set up/Breakdown

10/3/26 / 6-9pm / 12-6pm / 9-10pm

☒

Map of the Event or Location of the Event

☒

List of Streets to be Closed for the Event

Prospect Alley

☒

List of Borough Services requested - to be reviewed by West Chester Borough

WCBW for Road Closing equipment

☒

Non-refundable application fee - may be cash, check, or money order

Asking for waiver

☒

Applicant's Certificate of Insurance

☐☒

West Chester Police Department Fees - required for runs

☐☒

List of Food Vendors with Chester County Health Department Licenses

☐☒

List of Sub-Contractors with Certificates of Insurance

☐☒

Proof of public transportation approval if public streets are to be closed

☐☒

Proof of notification to Good Fellowship Ambulance - required for runs

☐☒

Pennsylvania Liquor Control Board Permit if alcohol is to be served

Approved by Pubic Works

YES

☐

NO

☐

Date:

Approved by Parking Department

YES

☐

NO

☐

Date:

Approved by Parks and Recreation

YES

☒

NO

☐

Date:

9/4/26

Approved by Police Department

YES

☐

NO

☐

Date:

Approved by Borough Council

YES

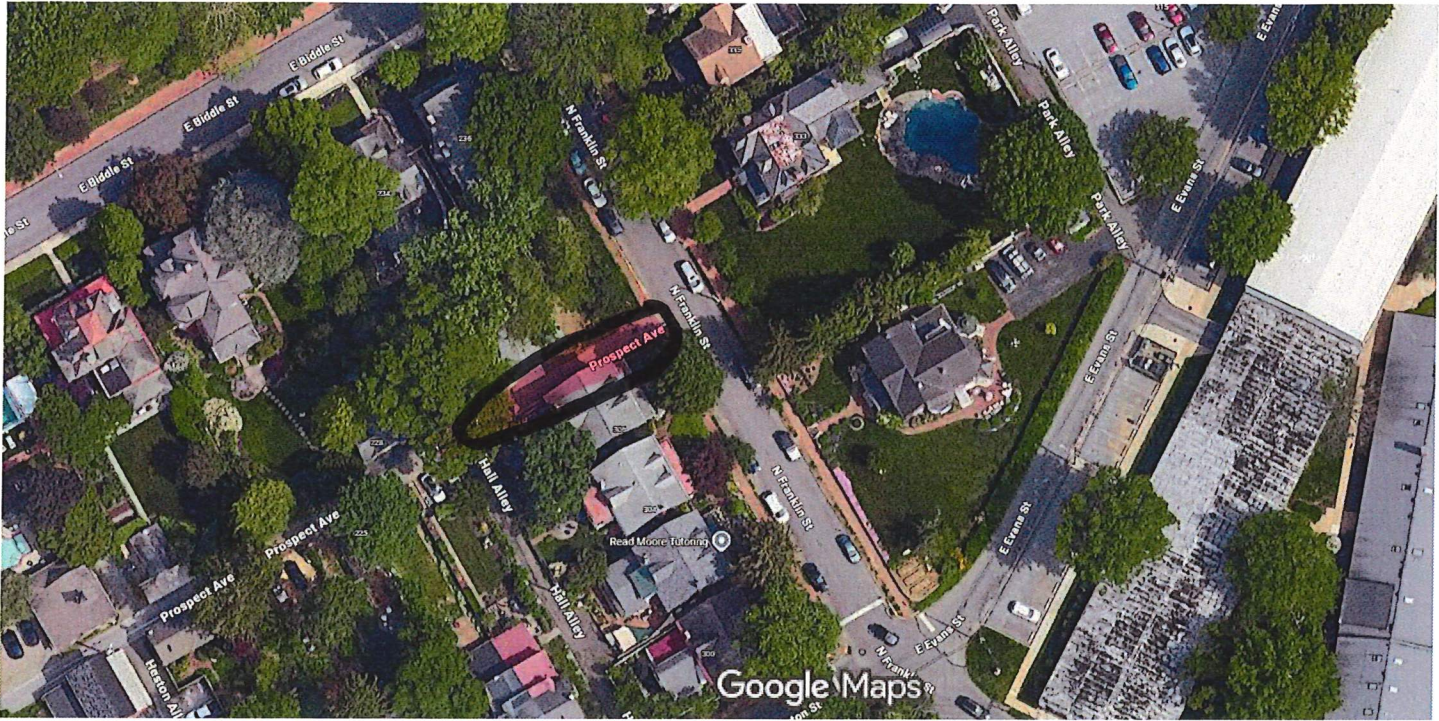
☐

NO

☐

Date:

Notes:



Imagery ©2026 Airbus, Map data ©2026 20 ft

[illegible]



West Chester Police Department

AGREEMENT FOR POLICE SERVICES

401 EAST GAY STREET

WEST CHESTER, PA 19380

TELEPHONE: 610-696-2700

Chris Daly
Lieutenant

Josh Lee
Chief of Police
Jeffrey Ditz
Lieutenant

James Gorman
Lieutenant

In order to process your request for police coverage at your event, please complete the information that is listed below. Once this form is complete, please submit it to:

West Chester Police Department
Attention: Staci King
401 East Gay Street
West Chester, PA 19380

Please note that all fees must be received no later than 5 days prior to the event. All police fees for runs and races must be submitted at the time of application. Should you have questions, please call 610-436-1323.

Event Name: FMSP Fall Party

Event Date: 10/3/26 Start Time: 6 PM End Time: 9 PM

Name of Organization Hosting Event: Friends of Marshall Square Park

Person Responsible for Payment of Fee: _____

Address of Person Responsible for Fee: _____

Phone Number of Person Responsible: _____

Number of Police Officers Requested: _____

I, _____ certify that I am requesting police coverage for the event listed above and that I am authorized to do so on behalf of the organization. I am aware that police coverage for this event is invoiced at \$129.00 per officer, per hour, with a 3 hour minimum for all events. Events that take place on holidays are billed at double time rate.

Signature

Date



FRIE0FM-05

X00SCHIKKEGOWDA

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/27/2026

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).

PRODUCER AP Benefit Advisors, LLC - Philadelphia 575 E Swedesford Rd, Suite 200 Wayne, PA 19087	CONTACT NAME:	
	PHONE (A/C, No, Ext): (610) 363-7999	FAX (A/C, No):
INSURED Friends of Marshall Square Park, Inc 405 N. Franklin Street West Chester, PA 19380	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Selective Insurance Co of Southeast	NAIC # 39926
	INSURER B:	
	INSURER C:	
	INSURER D:	
INSURER E:		
INSURER F:		

COVERAGES**CERTIFICATE NUMBER:****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	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC OTHER:			S2421800	5/29/2026	5/29/2027	EACH OCCURRENCE \$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000
							MED EXP (Any one person) \$ 15,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY ☐ ANY AUTO OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB ☐ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$						EACH OCCURRENCE \$
							AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ Y ☒ N If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE ☐ OTH-ER ☐
							E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
RE: Event October 3

CERTIFICATE HOLDER**CANCELLATION**

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

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

Return to:

Sean Metrick, Borough Manager
Borough of West Chester
401 East Gay Street
West Chester, PA 19380

Re: UPI Nos: 1-9-56.1, 1-9-56

MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING (the “MOU”) is entered into this ____ day of _____, 2026, between **WEST CHESTER HOTEL, LLC**, a Pennsylvania limited liability company with an address of (“Hotel”), and the **BOROUGH OF WEST CHESTER**, a home rule municipality organized and existing under and pursuant to the laws of the Commonwealth of Pennsylvania with an address of 401 E. Gay Street, West Chester, PA 19381 (“Borough”).

BACKGROUND:

WHEREAS, Hotel intends to operate a hotel on a parcel of property located along the north side of East Gay Street at the intersection with North Walnut Street in the Borough of West Chester, identified as Chester County Tax Parcel Nos. 1-9-56 and 1-9-56.1 (the “Property”);

WHEREAS, the developer of the Hotel Property, Stanford and Elsa Zukin Family Trust and Zukin Properties Trust, (collectively “Zukin”) entered an Amended and Restated Settlement Agreement dated March 20, 2019 (“Settlement Agreement”) with the Borough wherein the Borough approved the zoning for the construction of a new hotel and retail building on the Property (the “Hotel Building”); and

WHEREAS, in the Settlement Agreement, the Borough agreed that Zukin could purchase 55 monthly passes on an ongoing monthly basis in the Chestnut Street parking garage (“Garage”) and be entitled to the use of same for so long as the Hotel Building is in existence; and

WHEREAS, in order to meet the condition of the Settlement Agreement, the parties desire to enter this MOU to memorialize the commitment to allow Hotel and its successors and assigns in title to the Hotel Building the right to lease 55 parking spaces at the Garage for as long as the Hotel Building is in existence;

NOW THEREFORE, the Parties, for good and valuable consideration and intending to be legally bound, agree as follows:

1.0 Scope of Services:

- 1.1 Borough acknowledges that the Hotel is entitled to fifty-five (55) parking spaces at the Garage per the Settlement Agreement.
- 1.2 Accordingly, Borough agrees that it shall provide, for rent, fifty-five (55) parking spaces within the Garage to the Hotel for use by Hotel guests.
- 1.3 A total of twenty-five (25) parking spaces on the second floor of the Garage in the locations depicted on the attached sketch plan shall be subject to signage paid for and installed by the Hotel ("Assigned Spaces"). Signs are to be fixed, using glue rather than drilled holes and screws.
- 1.4 Hotel shall pay Borough every month for the fifty-five spaces, at separate rates for the Assigned Spaces and the thirty (30) general parking spaces in accordance with Section 2, below.
- 1.5 If Hotel seeks to convert any number of the thirty (30) general parking spaces to additional Assigned Spaces, Hotel shall notify Borough thirty (30) days in advance of any such conversion, and Hotel shall be responsible for installation of the signage in accordance with Section 1.3 of this Agreement. Each additional Assigned Space shall be rented by the Hotel from Borough at the rate for Assigned Spaces set forth in Section 2, below. Borough shall have the right to determine the location of the additional Assigned Spaces.
- 1.6 Hotel guests shall be entitled to in and out privileges.
- 1.7 Nothing in this Agreement shall infringe on the right and obligations set forth in the Settlement Agreement.

2.0 Parking Rates:

- 2.1 On the 1st of each month, Hotel shall pay to Borough, or garage management company, the current 24/7 rate for the twenty-five (25) Assigned Spaces. In addition, Hotel shall pay to Borough thirty (30) general parking spaces, at the current weekend/overnight monthly rate for lease of a parking space at the Garage. All rates will be listed in the approved Borough Fee Schedule.
- 2.2 The parking rates specified in Section 2.1 are subject to adjustment based on future changes to the 24/7 and/or weekend/overnight parking rates by adoption of a resolution by West Chester Borough Council. In the event that the Borough modifies its parking rates for the Garage, either by increasing or decreasing the applicable fees, the rates under this Agreement shall automatically adjust to reflect the changes. Borough shall provide written

notice to Hotel of any parking rate adjustments within thirty (30) days of such changes becoming effective.

- 2.3 In the event that on any calendar day, the Hotel exceeds 55 guest cars in the garage, the Borough will charge \$7.00 per car in excess of 55. Charges for exceeding the 55 spaces the Hotel has purchased on a monthly basis shall be billed to the Hotel in arrears and include details for each day when the Hotel's parking exceeded their monthly spaces.
- 2.4 The agreed upon rate specified in Section 2.3 may be subject to adjustment based on future changes to the Borough's approved fee schedule or changes in usage by the Hotel. In the event that the Borough modifies its parking rates for the Garage, either by increasing or decreasing the applicable fees, the rates under this Agreement shall automatically adjust to reflect the changes. Borough shall provide written notice to Hotel of any parking rate adjustments within thirty (30) days of such changes becoming effective.

3.0 Term and Termination:

- 3.1 The term of this MOU shall be a two-year term commencing on January 1, 2027, and terminating December 31, 2029. This MOU shall automatically renew for successive one-year terms unless either Party gives 90 days' notice in advance of the termination date that it wants to enter a new MOU. In that event, the Parties shall negotiate a new MOU which preserves the right of Hotel to lease 55 parking spaces at the Garage.
- 3.2 Extension of this Agreement shall be transmitted by written Amendment to this Agreement with signature of an authorized official of the Borough and signature of Hotel.

4.0 Notices:

For Hotel:

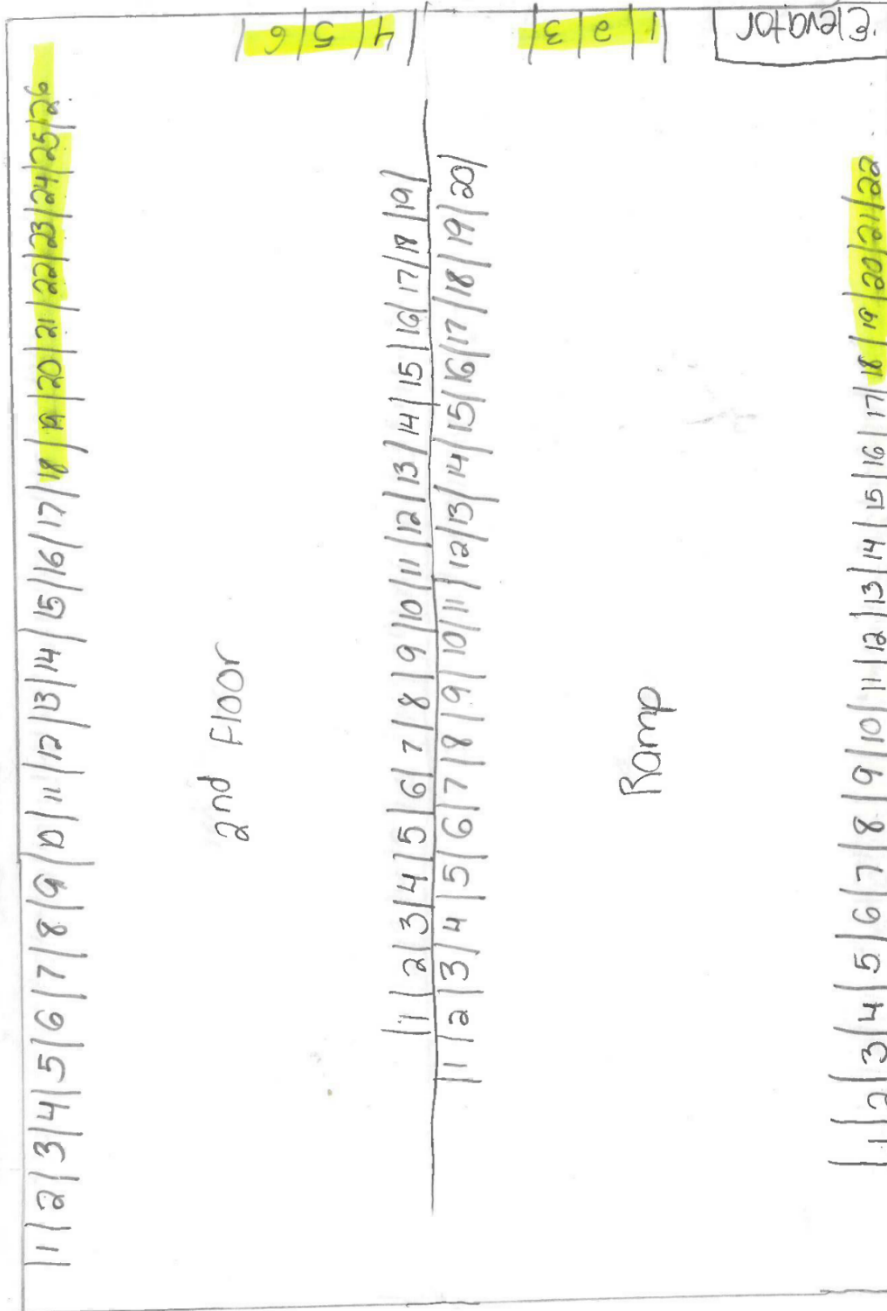
For Borough:

Sean Metrick, Borough Manager
401 East Gay Street
West Chester, PA 19380

- 5.0 the Commonwealth of Pennsylvania. Jurisdiction and venue shall lie within Chester County and the Commonwealth of Pennsylvania.

ATTACHMENT

East Chestnut Street



2nd Floor

Ramp

Prestcott

Hint

20 SPOTS

IN WITNESS WHEREOF, the parties have entered their duly authorized signatures below on the date first set forth above.

Borough

Hotel

Sean Metrick

Signature of Authorized Manager

Name

Name

Title

Title

Witness for Borough

Witness for Hotel

Signature

Signature

RESOLUTION NO.

BOROUGH OF WEST CHESTER

CHESTER COUNTY, PENNSYLVANIA

A RESOLUTION OF THE BOROUGH COUNCIL OF THE BOROUGH OF WEST CHESTER TO ESTABLISH THE PARKING SPACES IN THE BOROUGH THAT ARE RESERVED FOR HANDICAPPED PARKING PURSUANT TO CHAPTER 104 OF THE BOROUGH CODE TITLED, "VEHICLES AND TRAFFIC."

WHEREAS, Chapter 104 of the West Chester Borough Code, titled, "Vehicles and Traffic", Section 104-23 declares that no person shall park or leave unattended a vehicle at any place specifically reserved for handicapped parking, unless the parked vehicle has a state-issued plate or placard (displayed conspicuous manner) for a handicapped person or severely disabled veteran; and

WHEREAS, Borough Council desires to designate the specific locations on public streets where parking spaces shall be reserved and limited to parking for handicapped individuals;

NOW THEREFORE, be it **RESOLVED AND ADOPTED** by the Borough Council of the Borough of West Chester as follows:

1. The following are hereby established as handicapped parking spaces:

Highway	Side	Location
Adams Street	East	315 South Adams Street
Adams Street	West	708 South Adams Street
Adams Street	East	717 South Adams Street
Adams Street	West	544 South Adams St.
Barnard Street	North	131 East Barnard Street
Barnard Street	South	120 East Barnard
Barnard Street	South	201 West Barnard
Barnard Street	North	407 East Barnard Street
Barnard Street	South	415 East Barnard Street
Barnard Street	North	707 East Barnard Street
Barnard Street	South	202 West Barnard Street
Barnard Street	North	507 East Barnard Street
Barnard Street	North	407 East Barnard Street

Biddle Street	North	11 West Biddle Street
Biddle Street	North	125 West Biddle Street
Biddle Street	South	224 West Biddle St.
Brandywine Street	East	9 South Brandywine Street
Church Street	East	Immediately south of Lafayette Street between signs as erected
Church Street	East	Approximately 60 feet south of University Avenue as signed
Church Street	East	On 100 block of North Church street as signed
Church Street	West	200 South Church Street, Sundays only from 9:00 a.m. to 12:00 noon
Church Street	West	First designated parking space north of Market Street
Church Street	West	First designated parking space south of Market Street
Church Street	West	North of Rosedale Avenue between signs as erected
Church Street	West	200 South Church St. Sundays only 9:00 a.m. to 12:00 p.m.
Church Street	West	510 South Church Street
Church Street	West	255 feet south of University Avenue
Darlington Street	East	Opposite 223 North Darlington Street
Darlington Street	West	526 North Darlington Street
Darlington Street	West	North of Gay Street at sign erected
Darlington Street	West	Immediately north of Market Street between signs as erected
Franklin Street	East	117 South Franklin Street
Franklin Street	West	Opposite 117 South Franklin Street
Franklin Street	West	Opposite 117 South Franklin Street
Gay Street	North	West of High Street between signs as erected
Gay Street	North	St. Agnes Church between signs as erected
Gay Street	South	214 E Gay Street
Gay Street	South	316 West Gay Street
<u>Gay Street</u>	<u>South</u>	<u>322 West Gay Street</u>
Hannum Avenue	South	349 Hannum Avenue
Hannum Avenue	South	345 Hannum Avenue
High Street	East	225 North High, directly north of E. Evans Street
High Street	East	221 South High Street
High Street	West	South of Linden Street between signs as erected, 2 spaces
Hoopes Park Lane	Inside park	One dedicated space at Hoopes Park

Lacey Street	North	125 Lacey Street
Lacey Street	South	East of High Street
Lacey Street	South	30 feet east of High Street at sign as erected
Lafayette Street	South	300 West Lafayette Street
Magnolia Street	South	West of Matlack Street between signs as erected
Market Street	South	East of Church Street between signs as erected
Market Street	South	East of Darlington Street between signs as erected
Matlack Street	East	North of intersection with Biddle Street
Matlack Street	East	531 South Matlack Street
Matlack Street	West	310 North Matlack Street
Matlack Street	West	South of intersection with Union Street
Miner Street	North	501 East Miner Street
Miner Street	South	130 West Miner Street
Miner Street	South	132 East Miner Street
Miner Street	South	144 East Miner Street
Miner Street	North	145 East Miner Street
Miner Street	North	227 West Miner Street
Miner Street	North	331 East Miner Street
Miner Street	North	416 West Miner Street
Miner Street	North	At the entrance to the John O. Green Park
Miner Street	South	418 East Miner Street
Miner Street	South	422 East Miner Street
Miner Street	South	430 East Miner Street
<u>Miner Street</u>	<u>South</u>	<u>628 East Miner Street</u>
New St	West	Across from 331 N New St
Rosedale Avenue	North	500 Block of East Rosedale Avenue
Sharpless Street	South	330 Sharpless Street
Sharpless Street	South	408 Sharpless Street
Union Street	North	Adjacent to Everhart Park entrance
Union Street	North	137 East Union Street
Union Street	North	209 West Union Street
Union Street	North	417 West Union Street
University Avenue	North	West of Reynolds Alley as designated by handicap parking meters
Walnut Street	East	North of Gay Street between signs as erected (United States Post Office)

Walnut Street	West	326 North Walnut Street (Mary Taylor House)
Walnut Street	West	528 South Walnut Street
Washington Street	North	225 West Washington Street

RESOLVED AND ADOPTED this ____ day of _____, 2026.

Elevator RFP Summary

	<u>Code</u>	<u>Elevator</u>	
Term Start		10/1/2026	
Term End		10/1/2029	
Monthly Rate total	\$	3,921.00	\$ 3,345.00 *reduced hours at Chestnut St
Borough Hall Monthly Rate (paid from PW/GL)	\$	426.00	\$ 426.00
Garages Monthly Rate (paid from Parking)	\$	3,495.00	\$ 2,919.00
<u>Mechanic</u>			
Hourly	\$	315.00	
OT	\$	315.00	
Double-time	\$	360.00	
<u>Helper</u>			
Hourly	\$	252.00	
OT	\$	252.00	
Double-time	\$	504.00	
<u>Capital Repair Costs</u>			
<u>Bicentennial</u>			
Elevator #1	\$	16,900.00	
Elevator #2	\$	11,975.00	
Bicentennial Repair Subtotal	\$	28,875.00	
<u>Chestnut Street</u>			
Elevator #1	\$	20,235.00	
Elevator #2	\$	15,140.00	
Elevator #3	\$	23,925.00	
Chestnut St Repair Subtotal	\$	59,300.00	
Total required capital repair costs	\$	88,175.00	
<u>2027 Contracted Costs</u>			
Borough Hall Annual Cost (paid from PW/GL)	\$	5,112.00	
Garages Annual Cost (paid from Parking)*	\$	35,028.00	
Total Annual Service Cost (2027)	\$	40,140.00	
<u>2026 Contracted Costs</u>			
Borough Hall Annual Cost (paid from PW/GL)	\$	1,278.00	
Garages Annual Cost (paid from Parking)*	\$	8,757.00	
Total 2026 Costs w/reduced rate	\$	10,035.00	
<u>Capital Budget 2026</u>			
		<u>\$100,000</u>	<u>Notes</u>
Encumbered expense for elevator #3 at Chestnut St (PO)	\$	15,850.00	PO #5600
Encumbered expense for elevator at Bicentennial (PO)	\$	1,981.00	PO #5551
Total encumbrance	\$	17,831.00	
Capital budget remaining balance		\$82,169.00	
Budget modification 2026-7 on Finance agenda		\$6,006.00	move from Garage maintenance to Capital to cover repairs
PO to be on Finance Agenda (09-43013)		\$88,175.00	Repair Costs
PO to be on Finance Agenda (09-44545 & PW/GL)	\$	10,035.00	Service Costs for 2026 remainder

Budget Modification Request (on Finance Agenda)

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 (09-445	\$ 6,006.00	\$ 82,836.27	76,830.27
TO:	Capital Expenses: Elevator Re	\$ 6,006.00	\$ 82,169.00	\$ 88,175.00

Purchase Order Requests (on Finance Agenda)

Date	Vendor	Amount	Ledger Code	Title
9/3/2026	Code Elevator	\$88,175	09-43013	PSD Capital
9/3/2026	Code Elevator	\$10,035	09-44545 (\$8757) 01-40940-80 (1278.00)	Parking Garage Maintenance/PW Facilities Maintenance



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 Vogelman Jr.
Cell Phone: 264-535-0863
Email Address: 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.

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.

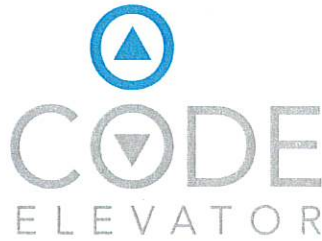
We currently have 13 modernization teams, 2 service teams, and 15 maintenance routes dedicated to supporting our customers with responsive, knowledgeable, and dependable service.

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 \$ 3,921.⁰⁰ /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>315.⁰⁰</u>	\$ <u>315.⁰⁰</u>	\$ <u>630.⁰⁰</u>
Helper	\$ <u>252.⁰⁰</u>	\$ <u>252.⁰⁰</u>	\$ <u>504.⁰⁰</u>

3.20 PRICE ADJUSTMENTS

Price adjustments are to be provided during the month of January annually. Contractor shall limit the price/rate escalation to a maximum of 3%. Contractor must provide 30-day advance written notice of all price adjustments relating to the

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: 16,900.⁰⁰

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: \$11,975.⁰⁰

Chestnut Street Garage

Elevator No. 1

- Replace Access keyswitch in the COP with the correct switch.
- Repair 1st Floor HPI.
- Repair 1st 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: \$20,235.⁰⁰

Elevator No. 2

- Door Open Button is inoperative with doors at mid-travel.
- Repair 1st Floor HPI.
- Repair 1st 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: \$15,140.⁰⁰

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 1st Floor HPI.
- Repair 1st 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: 23,925.⁰⁰

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

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



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).

PRODUCER Patriot Growth Insurance Services, LLC 100 Granite Drive Suite 205 Media PA 19063		CONTACT NAME: Dan Terra PHONE (A/C, No, Ext): (610) 892-7888 FAX (A/C, No): (610) 892-7695 E-MAIL ADDRESS: Dan.Terra@patriotgis.com	
INSURED Code Elevator, Inc. 420 Fehleley Drive Suite B King of Prussia PA 19406		INSURER(S) AFFORDING COVERAGE INSURER A: National Union Fire Ins Co Pittsburgh PA INSURER B: New Hampshire Insurance Company INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 19445 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	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PRO-JECT ☐ LOC OTHER:			GL3118812	06/01/2026	06/01/2027	EACH OCCURRENCE \$ 5,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 5,000,000 GENERAL AGGREGATE \$ 10,000,000 PRODUCTS - COMP/OP AGG \$ 10,000,000
	☒ AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY			CA2960148	06/01/2026	06/01/2027	COMBINED SINGLE LIMIT (Ea accident) \$ 5,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	☐ UMBRELLA LIAB ☐ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	☒ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	WC13188172	06/01/2026	06/01/2027	☒ PER STATUTE ☐ OTHER E.L. EACH ACCIDENT \$ 5,000,000 E.L. DISEASE - EA EMPLOYEE \$ 5,000,000 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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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.
findings 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)

<u>Requested Fund Transfer Balances</u>			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

Finance Department Use Only
Purchase Order Number



PURCHASE ORDER REQUEST

TO: Sean Metrick, Borough Manager

FROM: Will Williams, Sustainability Director

SUB: PURCHASE ORDER REQUEST

DATE: 8/31/2026

IT IS REQUESTED THAT A PURCHASE ORDER BE ISSUED TO:

Vendor All Seasons Landscaping Co. Inc.

Contact Stephen Gansz

Address 3915 Market Street
Aston, PA 19014

Phone (610) 494-8050

Email steve@aslplant.com

Fax (610) 494-8054

Justification

Fall street and park tree planting. 50x 2"+ caliper trees with stakes and gator bags, 2x watering. Tree species and location selected by Tree Commission and Borough Consulting Arborist. Planting will begin in October.

TOTAL AMOUNT TO BE PAID:	\$ 26,250.00
---------------------------------	---------------------

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 EXPEMPT FORM

Will Williams Digitally signed by Will Williams
Date: 2026.09.01 09:52:53
+04'00'

8/31/2026

Authorized Department Manager

Date

Sean Metrick, Borough Manager

Date

Account # 16-45540/16

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 _____

BOROUGH OF WEST CHESTER

Finance Department Use Only
Purchase Order Number



PURCHASE ORDER REQUEST

TO: Sean Metrick, Borough Manager

FROM: Will Williams, Sustainability Director

SUB: PURCHASE ORDER REQUEST

DATE: 8/31/2026

IT IS REQUESTED THAT A PURCHASE ORDER BE ISSUED TO:

Vendor Treemendous

Contact Christie Peoples

Address PO Box 5675
Wilmington, DE 19808

Phone (302) 353-0574

Email office@treemendousinc.com

Fax

Justification

Shade tree maintenance/removals for 4th quarter, per bid tab approved by BC March 2026
Additional purchasing authorization requested to close out year, following large Hoopes/Everhart Park tree removal project completed Summer 2026.

TOTAL AMOUNT TO BE PAID:	\$ 20,000.00
---------------------------------	---------------------

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

Will Williams Digitally signed by Will Williams
Date: 2026.09.01 15:40:24
+04'00'

8/31/2026

Authorized Department Manager

Date

Sean Metrick, Borough Manager

Date

Account # 01-45540/80

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 _____

BOROUGH OF WEST CHESTER

Finance Department Use Only
Purchase Order Number



PURCHASE ORDER REQUEST

TO: Sean Metrick, Borough Manager

FROM: Ramsey Reiner

SUB: PURCHASE ORDER REQUEST

DATE: 9/3/2026

IT IS REQUESTED THAT A PURCHASE ORDER BE ISSUED TO:

Vendor Code Elevator

Contact Steve Vogelman

Address 420 Fehely Drive, Suite B
King of Prussia, PA 19406

Phone (264) 535-0863

Email vogelman@codeelevator.com

Fax

Justification

Total amount for required repairs to garage elevators for 2026 per contracted price.

TOTAL AMOUNT TO BE PAID:	\$ 88,175.00
---------------------------------	---------------------

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

N/A

QUOTATION NUMBER

CONTRACT: RFP 2026

PAYMENT TERMS

TAX STATUS

TAX EXEMPT – REFER TO ATTACHED TAX EXEMPT FORM

Authorized Department Manager

Date

Ramsey Reiner Digitally signed by Ramsey Reiner
Date: 2026.09.03 09:53:05 -04'00'

Sean Metrick, Borough Manager

Date

Account # 09-43013-09

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 _____



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
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.

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,

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

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.

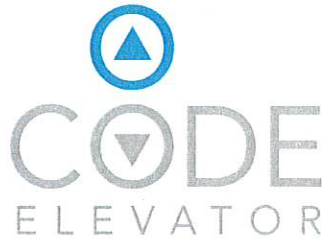
We currently have 13 modernization teams, 2 service teams, and 15 maintenance routes dedicated to supporting our customers with responsive, knowledgeable, and dependable service.

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 \$ 3,921.⁰⁰ /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>
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Helper	\$ <u>252.⁰⁰</u>	\$ <u>252.⁰⁰</u>	\$ <u>504.⁰⁰</u>

3.20 PRICE ADJUSTMENTS

Price adjustments are to be provided during the month of January annually. Contractor shall limit the price/rate escalation to a maximum of 3%. Contractor must provide 30-day advance written notice of all price adjustments relating to the

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: 16,900.⁰⁰

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: \$11,975.⁰⁰

Chestnut Street Garage

Elevator No. 1

- Replace Access keyswitch in the COP with the correct switch.
- Repair 1st Floor HPI.
- Repair 1st 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: \$20,235.⁰⁰

Elevator No. 2

- Door Open Button is inoperative with doors at mid-travel.
- Repair 1st Floor HPI.
- Repair 1st 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: \$15,140.⁰⁰

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 1st Floor HPI.
- Repair 1st 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: 23,925.⁰⁰

Code Elevator, INC
(Name of Firm)

Stephen Vogelmann
(Signature of Authorize Representative)

Stephen Vogelmann
(Printed Name)

8/24/2026
(Date)

(Corporate Seal)

Attest: Stephen G. 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

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



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).

PRODUCER Patriot Growth Insurance Services, LLC 100 Granite Drive Suite 205 Media PA 19063		CONTACT NAME: Dan Terra PHONE (A/C, No, Ext): (610) 892-7888 FAX (A/C, No): (610) 892-7695 E-MAIL ADDRESS: Dan.Terra@patriotgis.com	
INSURED Code Elevator, Inc. 420 Fehleley Drive Suite B King of Prussia PA 19406		INSURER(S) AFFORDING COVERAGE INSURER A: National Union Fire Ins Co Pittsburgh PA INSURER B: New Hampshire Insurance Company INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 19445 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	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PRO-JECT ☐ LOC OTHER:			GL3118812	06/01/2026	06/01/2027	EACH OCCURRENCE \$ 5,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 5,000,000 GENERAL AGGREGATE \$ 10,000,000 PRODUCTS - COMP/OP AGG \$ 10,000,000
	☒ AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY			CA2960148	06/01/2026	06/01/2027	COMBINED SINGLE LIMIT (Ea accident) \$ 5,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	☐ UMBRELLA LIAB ☐ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	☒ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	WC13188172	06/01/2026	06/01/2027	☒ PER STATUTE ☐ OTHER E.L. EACH ACCIDENT \$ 5,000,000 E.L. DISEASE - EA EMPLOYEE \$ 5,000,000 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

Scott Cavall

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BOROUGH OF WEST CHESTER

Finance Department Use Only
Purchase Order Number



PURCHASE ORDER REQUEST

TO: Sean Metrick, Borough Manager

FROM: Ramsey Reiner

SUB: PURCHASE ORDER REQUEST

DATE: 9/3/2026

IT IS REQUESTED THAT A PURCHASE ORDER BE ISSUED TO:

Vendor Code Elevator

Contact Steve Vogelman

Address 420 Fehely Drive, Suite B
King of Prussia, PA 19406

Phone (264) 535-0863

Email vogelman@codeelevator.com

Fax

Justification

Total amount for service contract beginning Oct 1, 2026. Expenses for 2026 year service fees. Split between Parking Garage Management (\$8757) & Public Works Facilities Maintenance (\$1278)

TOTAL AMOUNT TO BE PAID:	\$ 10,035.00
---------------------------------	---------------------

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

N/A

QUOTATION NUMBER

CONTRACT: RFP 2026

PAYMENT TERMS

TAX STATUS

TAX EXEMPT – REFER TO ATTACHED TAX EXEMPT FORM

Authorized Department Manager

Date

Ramsey Reiner Digitally signed by Ramsey Reiner
Date: 2026.09.03 09:57:50 -04'00'

Sean Metrick, Borough Manager

Date

Account # 09-44545-09 & 01-4094

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 _____



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 Vogelman Jr.
Cell Phone: 264-535-0863
Email Address: 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.

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,

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

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.

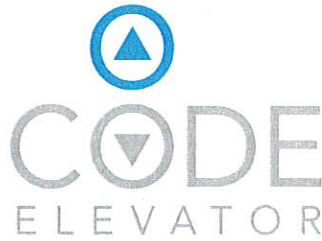
We currently have 13 modernization teams, 2 service teams, and 15 maintenance routes dedicated to supporting our customers with responsive, knowledgeable, and dependable service.

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 \$ 3,921.⁰⁰ /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>315.⁰⁰</u>	\$ <u>315.⁰⁰</u>	\$ <u>630.⁰⁰</u>
Helper	\$ <u>252.⁰⁰</u>	\$ <u>252.⁰⁰</u>	\$ <u>504.⁰⁰</u>

3.20 PRICE ADJUSTMENTS

Price adjustments are to be provided during the month of January annually. Contractor shall limit the price/rate escalation to a maximum of 3%. Contractor must provide 30-day advance written notice of all price adjustments relating to the

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: 16,900.⁰⁰

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: \$11,975.⁰⁰

Chestnut Street Garage

Elevator No. 1

- Replace Access keyswitch in the COP with the correct switch.
- Repair 1st Floor HPI.
- Repair 1st 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: \$20,235.⁰⁰

Elevator No. 2

- Door Open Button is inoperative with doors at mid-travel.
- Repair 1st Floor HPI.
- Repair 1st 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: \$15,140.⁰⁰

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 1st Floor HPI.
- Repair 1st 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: 23,925.⁰⁰

Code Elevator, INC
(Name of Firm)

Stephen Vogelmann
(Signature of Authorize Representative)

Stephen Vogelmann
(Printed Name)

8/24/2026
(Date)

(Corporate Seal)

Attest: Stephen G. 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
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Philadelphia PA 19106-1574
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(C) 215-341-2300
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
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CERTIFICATE OF LIABILITY INSURANCE

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

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PRODUCER Patriot Growth Insurance Services, LLC 100 Granite Drive Suite 205 Media PA 19063		CONTACT NAME: Dan Terra PHONE (A/C, No, Ext): (610) 892-7888 FAX (A/C, No): (610) 892-7695 E-MAIL ADDRESS: Dan.Terra@patriotgis.com	
INSURED Code Elevator, Inc. 420 Fehleley Drive Suite B King of Prussia PA 19406		INSURER(S) AFFORDING COVERAGE INSURER A: National Union Fire Ins Co Pittsburgh PA INSURER B: New Hampshire Insurance Company INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 19445 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	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PRO-JECT ☐ LOC OTHER:			GL3118812	06/01/2026	06/01/2027	EACH OCCURRENCE \$ 5,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 5,000,000 GENERAL AGGREGATE \$ 10,000,000 PRODUCTS - COMP/OP AGG \$ 10,000,000
	☒ AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY			CA2960148	06/01/2026	06/01/2027	COMBINED SINGLE LIMIT (Ea accident) \$ 5,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	☐ UMBRELLA LIAB ☐ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	☒ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	WC13188172	06/01/2026	06/01/2027	☒ PER STATUTE ☐ OTHER E.L. EACH ACCIDENT \$ 5,000,000 E.L. DISEASE - EA EMPLOYEE \$ 5,000,000 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

TOTAL AMOUNT TO BE PAID:	\$ 11,000.00
---------------------------------	---------------------

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 _____

Application Numbers: [2026-19-Revision 1](#)

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS
Borough of West Chester
Historical and Architectural Review Board

PROJECT ADDRESS: [16 E. Gay Street](#)

- 1) **Date of HARB Review:** August 27, 2026
- 2) **Applicant's Proposal:** Sign and Façade Painting
- 3) **Findings:**

*Note: This project was reviewed at the July, 2026 HARB meeting and a Motion was made and approved for the applicant to replace the existing round wall mounted sign with a new round sign of the same size with the “**Call Your Mother**” logo. After discussing with their client, the applicants returned to the August meeting with a revised design for a projecting blade-mounted-type sign. At the August 27, 2026 meeting, the HARB reviewed the revised design and recommended final approval.*

The applicant's representatives, Mike Barnes and Mary Morits, were present and described the proposed revised sign design as follows:

- *The proposal is to remove the existing round “Olaa” sign and install a projecting round sign in front of the existing transom above the entrance door. The message on the sign is “**Call Your Mother.**” The sign will be no more than 30-inches in diameter. The new metal bracket will be inconspicuously anchored to the existing transom's wood framing.*
- *The existing black plywood panel covering the existing transom window sign message “Jacks Steaks” will be retained or replaced in kind with a black panel.*
- *The existing storefront woodwork will be painted pink with black accents.*
- *The concrete threshold at the entrance door will be painted a teal color.*
- *No new illumination will be installed.*

The HARB reviewed the application as follows:

- *The HARB members concluded that the proposed new sign design is a better solution and is appropriate to the HARB District.*
- *Repainting is considered reversible and is generally not regulated by HARB.*

4) Recommendations from HARB:

The Board recommends Approval of a Certificate of Appropriateness for the revised Application 2026-19-Rev1 as submitted with the following clarifications:

- 1. The existing round "Olaa" sign will be removed. The applicant will install a projecting round sign in front of the existing transom above the entrance door. The message on the sign is **"Call Your Mother."** The sign will be no more than 30-inches in diameter. The new metal bracket will be inconspicuously anchored to the existing transom's wood framing.*
- 2. The existing black plywood panel covering the existing transom window sign message "Jacks Steaks" will be retained or replaced in kind with a black panel.*
- 3. The approval is conditional on the applicant providing a final mounting bracket design to the Department of Building and Housing.*

Application Numbers: [2026-19-Rev-1](#)

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS
Borough of West Chester
Historical and Architectural Review Board

PROJECT ADDRESS: 16 E. Gay Street

5) *Borough Council's Action and Date*

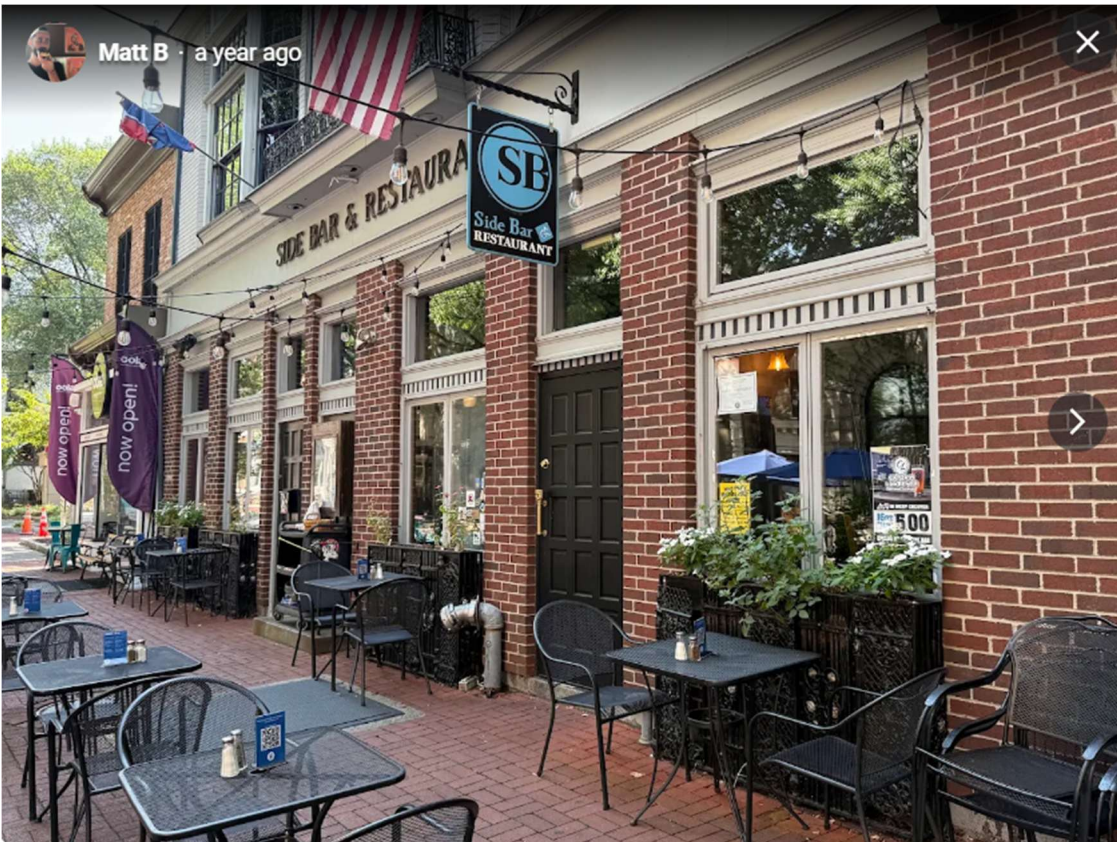
- ☐ Approved per HARB recommendation:
- ☐ Denied for the following reasons:
- ☐ Approved with the following differences from HARB recommendation:

.....

Date of Action Taken: _____, 2026

Borough Manager's Signature:

08/19/2026 REVISED SIGN PLAN:



DATE APPLICATION RECEIVED: 07/20/2026

APPLICATION NUMBER: 2026-19

PROPERTY ADDRESS: 16 E Gay Street, West Chester, PA 19380

APPLICANT'S EMAIL: [REDACTED]

Note: All projects must have the appropriate sections completed in its entirety and attached to this form. *Only attach the applicable sections.* The application number will be assigned by the Building & Housing Department.

1) This application is for (check all appropriate boxes):

- ☒ Section #1 – Sign
- ☐ Section #2 – Canopy or Awning
- ☒ Section #3 – Repair, replacement or alteration from original
 - ☐ (please supply photos or elevations of original)
- ☐ Section #4 – Addition
 - ☐ (supply architectural elevations and site drawings, as well as photos of the existing structure)
- ☐ Section #5 – New Construction
 - ☐ (supply architectural elevations and site drawings, as well as photos of buildings next to and around the site)
- ☐ Section #6 – Demolition

2) Please indicate which items you are submitting with your application form. Do not submit originals, since they will be kept by the HARB for its official archives:

- ☒ Color or B/W Sketches
- ☐ Old or Historic Photographs
- ☐ Plot or Site Plans
- ☐ Architectural Elevations
- ☒ Photographs of the current existing site showing where changes are to be made, location of buildings and streetscape.

All sketches, elevations, and plans must be signed by the preparer(s)

The owner of this property and the applicant agree to conform to all applicable findings of the Borough of West Chester Historical and Architectural Review Board.

Applicant's name (print): Andrew Dana, Call Your Mother Deli

Applicant's Signature:



Date:

07/03/2026

Owner's Name (print): Brock Snider

Owner's Signature:



Date:

07/20/2026

Note: Check with the Building and Housing office of the Borough of West Chester to see if you need a building permit as well as a Certificate of Appropriateness **before** you begin your project

DATE APPLICATION RECEIVED: 07/20/2026

APPLICATION NUMBER: 2026-19

SECTION #1 – SIGNS

(Attach a separate Section #1 for each of the signs you want to install)

Instructions: Provide color or black and white sketches of each sign and its message. Also show the proposed location and proportion to building façade. Attach photos of the streetscape and adjacent buildings.

Location of project: 16 E Gay Street, West Chester, PA 19380

Name of business: Call Your Mother Deli

Applicant's name: _____

Applicant's address: _____

Applicant's phone number: _____ Applicant's email: _____

Owner's name: _____

Owner's address: _____

Owner's telephone number: _____

1) Are you replacing an existing sign? Yes

2) How many signs do you wish to install? 1

3) On how many facades? 1 ☒ Front ☐ Side ☐ Back

4) ☐ Hanging Sign ☒ Building-mounted ☐ Other

5) Give a thorough description of sign: _____

Pink beadboard with yellow letters

6) Is there new illumination? No Fixture Type? _____
How will it be mounted? _____

7) Sign Dimensions: Height: Approx 36" x Width: Approx 173" x Depth: 5 1/2" (total depth including beadboard backer, spacers, & letter

8) If a hanging sign, what is the height from the sidewalk to the bottom of the sign? N/A
(Borough Code requires 8'-0 minimum to bottom of sign)

9) How will this sign be mounted? Mechanically fastened with aluminum angle mounthing brackets hidden behind beadboard backer, 1/4" hardware into wood facade and all holes sealed with clear silicone
(please note: any attachment to a masonry façade must be done through the mortar joints, NOT into the masonry).

10) If a hanging sign, describe the hanging bracket: N/A

11) If a hanging sign, is this an existing bracket: N/A

12) Colors: Pink and yellow

13) Message: CALL YOUR MOTHER

14) Lettering style: Bold serif font (Cooper Black)
please note that the historic preference is for any "serif" type: _____

Please be sure to attach sample of sign wording in chosen lettering style

SECTION #3 – REPAIR, REPLACEMENT OR ALTERATION

(Attach a separate Section #3 for each of the repairs, replacements or alterations you wish to make)

Instructions: Provide clear photographs showing the location of each proposed improvement, including photos of streetscape and the adjacent buildings. Provide architectural elevations and/or photographs clearly showing the location of the proposed work. Provide material specifications and manufacturer's pamphlets on the replacement materials proposed.

Call Your Mother Deli
Name of business: _____

Andrew Dana
Applicant's name: _____

Applicant's address: _____

Applicant's phone number: _____

Owner's name: _____

Owner's address: _____

Owner's telephone number: _____

1) Which element do you wish to change: _____ Doors _____ Windows _____ Roofing _____ Gutters
☒ Walls _____ Steps _____ Sidewalk _____ Fence ☒ Trim _____ Railing _____ Porch or Balcony
_____ Other (specify) _____

2) On how many facades? _____ 1 _____ Front _____ Side _____ Back

Paint
3) What was the old is the material? _____

Paint
4) What is the proposed new material? _____

Paint
5) How will it be installed? _____

N/A
6) Are you using any historical materials? _____

7) Is so, what and how? _____

8) What were the old dimensions? Height: _____ x Width: _____ Depth: _____

9) What are the new dimensions? Height: _____ x Width: _____ Depth: _____

Cream and black
10) What were the old colors? _____

Pink and light pink
11) What are the new colors? _____

Paint building facade light pink and trim pieces dark pink,
12) Why do you wish to make these changes? refer to color sketch

Call Your Mother Deli Existing Facade 16 E Gay Street



Call Your Mother Deli Existing
16 E Gay Street



Application Numbers: 2026-20

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

Borough of West Chester
Historical and Architectural Review Board

PROJECT ADDRESS: 208 E. Market Street

1) ***Date of HARB Review:*** July 30, 2026

2) ***Applicant's Proposal:*** Sign & Façade painting

3) ***Findings:***

The applicant, Jacqueline Hendry, and Anthony Mntone were present and described the proposed sign project as follows:

- *Install a new double-sided, round hanging sign, 28-inches in diameter, colors to be a white field with black text and border. The message on the sign is “Homeward Bound Tattoo.”*
- *The sign will hang from an existing black metal bracket.*
- *No new illumination will be installed.*
- *The existing wood storefront, windows, and door will be repaired in-kind and painted white.*

The HARB reviewed the application as follows:

- *The HARB members concluded that the proposed sign is appropriate to the character of the HARB district.*
- *The HARB members were pleased that the applicant is repairing this storefront. “In-kind repairs” are those repairs that match the existing materials, dimension, and design of the existing details exactly. In-kind Repair work is considered maintenance and does not require HARB review.*
- *Repainting is considered reversible and is generally not regulated by HARB.*

4) ***Recommendations from HARB:***

The Board recommends Approval of a Certificate of Appropriateness for Application 2026-20 as submitted.

Application Numbers: 2026-20

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

Borough of West Chester
Historical and Architectural Review Board

PROJECT ADDRESS: 208 E. Market Street

5) Borough Council's Action and Date

- ☐ Approved per HARB recommendation:
- ☐ Denied for the following reasons:
- ☐ Approved with the following differences from HARB recommendation:

.....

Date of Action Taken: _____, 2026

Borough Manager's Signature:

DATE APPLICATION RECEIVED: 08/07/2026

APPLICATION NUMBER: 2026-20

PROPERTY ADDRESS: 208 East Market St, West Chester, PA 19382

APPLICANT'S EMAIL: [REDACTED]

Note: All projects must have the appropriate sections completed in its entirety and attached to this form. *Only attach the applicable sections.* The application number will be assigned by the Building & Housing Department.

1) This application is for (check all appropriate boxes):

- ☒ Section #1 – Sign
- ☐ Section #2 – Canopy or Awning
- ☒ Section #3 – Repair, replacement or alteration from original
- ☐ (please supply photos or elevations of original)
- ☐ Section #4 – Addition
- ☐ (supply architectural elevations and site drawings, as well as photos of the existing structure)
- ☐ Section #5 – New Construction
- ☐ (supply architectural elevations and site drawings, as well as photos of buildings next to and around the site)
- ☐ Section #6 – Demolition

2) Please indicate which items you are submitting with your application form. Do not submit originals, since they will be kept by the HARB for its official archives:

- ☐ Color or B/W Sketches
- ☐ Old or Historic Photographs
- ☐ Plot or Site Plans
- ☐ Architectural Elevations
- ☒ Photographs of the current existing site showing where changes are to be made, location of buildings and streetscape.

All sketches, elevations, and plans must be signed by the preparer(s)

The owner of this property and the applicant agree to conform to all applicable findings of the Borough of West Chester Historical and Architectural Review Board.

Applicant's name (print): Jacqueline Hendry

Applicant's Signature:

Date:

Jacqueline Hendry

8/6/26

Owner's Name (print): Charles Sugo

Owner's Signature:

Date:

Charles Sugo

8/6/2026

Note: Check with the Building and Housing office of the Borough of West Chester to see if you need a building permit as well as a Certificate of Appropriateness **before** you begin your project

SECTION #1 – SIGNS(Attach a separate Section #1 for each of the signs you want to install)**Instructions:** Provide color or black and white sketches of each sign and its message. Also show the proposed location and proportion to building façade. Attach photos of the streetscape and adjacent buildings.Location of project: 208 E Market Street, West Chester, PA 19382Name of business: Homeward Bound tattooApplicant's name: Jacqueline Hendry

Applicant's address: _____

Applicant's phone number: _____

Applicant's email: _____

Owner's name: Charles Swope

Owner's address: _____

Owner's telephone number: _____

- 1) Are you replacing an existing sign? NO
- 2) How many signs do you wish to install? 1
- 3) On how many facades? _____ ☒ Front _____ Side _____ Back
- 4) ☒ Hanging Sign _____ Building-mounted _____ Other
- 5) Give a thorough description of sign: Black and white circle with words "Homeward Bound tattoo" and an anchor symbol
- 6) Is there new illumination? NO Fixture Type? Bracket
How will it be mounted? Bracket previously installed before our tenancy
- 7) Sign Dimensions: Height: 28" x Width: 28" x Depth: .1"
- 8) If a hanging sign, what is the height from the sidewalk to the bottom of the sign? 9 ft
(Borough Code requires 8'-0 minimum to bottom of sign)
- 9) How will this sign be mounted? Bracket - previously mounted before our tenancy -
(please note: any attachment to a masonry façade must be done through the mortar joints, NOT into the masonry). will be using same bracket
- 10) If a hanging sign, describe the hanging bracket: _____
- 11) If a hanging sign, is this an existing bracket: Yes
- 12) Colors: Black and white
- 13) Message: Homeward Bound tattoo with anchor symbol
- 14) Lettering style: please note that the historic preference is for any "serif" type: Custom font - closest to Sans Serif

DATE APPLICATION RECEIVED: 08/07/2026

APPLICATION NUMBER: 2026-20

SECTION #3 – REPAIR, REPLACEMENT OR ALTERATION

(Attach a separate Section #3 for each of the repairs, replacements or alterations you wish to make)

Instructions: Provide clear photographs showing the location of each proposed improvement, including photos of streetscape and the adjacent buildings. Provide architectural elevations and/or photographs clearly showing the location of the proposed work. Provide material specifications and manufacturer's pamphlets on the replacement materials proposed.

Name of business: Homeward Bound tattoo

Applicant's name: Jacqueline Hendry

Applicant's address: [REDACTED]

Applicant's phone number: [REDACTED]

Owner's name: Charles Swope

Owner's address: [REDACTED]

Owner's telephone number: [REDACTED]

1) Which element do you wish to change: ☒ Doors ☐ Windows ☐ Roofing ☐ Gutters
☐ Walls ☐ Steps ☐ Sidewalk ☐ Fence ☒ Trim ☐ Railing ☐ Porch or Balcony
☐ Other (specify) _____

2) On how many facades? _____ ☒ Front ☐ Side ☐ Back

3) What was the old is the material? wood

4) What is the proposed new material? Not changing material

5) How will it be installed? NO installation - paint only

6) Are you using any historical materials? NO

7) Is so, what and how? N/A

8) What were the old dimensions? Height: 135" x Width: 147" Depth: 8"

9) What are the new dimensions? Height: 135" x Width: 147" Depth: 8"

10) What were the old colors? Blue and maroon

11) What are the new colors? Black doors, white trim

12) Why do you wish to make these changes? TO improve exterior of new business.



BEHR PREMIUM®

CABINET, DOOR & TRIM INTERIOR/EXTERIOR SEMI-GLOSS ENAMEL NO. 7120

BEHR PREMIUM® Cabinet, Door & Trim Interior/Exterior Semi-Gloss Enamel offers excellent flow & leveling and dries to a hard, durable finish. Its outstanding block resistance allows for quick return to service, making it ideal for use on cabinets, doors, trim, windows, shutters, and woodwork. The paint provides all-weather protection which is great for exterior projects.

Ideal for properly prepared and primed new and previously painted interior & exterior substrates such as:

- Wood
- Engineered Wood
- Vinyl
- Architectural Plastics
- Drywall/Gypsum Board
- Plaster
- Concrete
- Masonry
- Brick
- Concrete Masonry Units
- Steel
- Galvanized Steel
- Aluminum
- Other Ferrous Metals
- Other Non-Ferrous Metals

PRODUCT SPECIFICATIONS

Tint Bases/Max Tint Load:

No. 7120 White Base 124 fl oz / 6 fl oz

No. 7123 Deep Base 116 fl oz / 10 fl oz

Gloss: 45–55 @ 60°

Resin Type: Acrylic

Weight per Gallon: 10.5 lb

% Solids by Volume: 39% ± 2%

% Solids by Weight: 51% ± 2%

VOC: < 50 g/L

Flash Point: N/A

Viscosity: 95–105 KU

Recommended Film Thickness:

Wet: 4.6 mils / Dry: 1.8 mils @ 350 sq ft/gal

Wet: 4.0 mils / Dry: 1.5 mils @ 400 sq ft/gal

Two (2) coats are required for optimum protection.

Coverage: 350–400 sq ft/gal depending on application method and substrate porosity. Does not include the loss of material from spraying.

APPLICATION

Brush: Nylon brush for best results

Roller: 1/4" nap roller cover

Airless Spray:

Tip: .013"–.015"

Filter: 60 mesh

Fluid Pressure: 1,400–2,400 psi

Thinning: DO NOT THIN. Product is formulated for use at package consistency.

Dry Time: @ 77°F & 50% RH

To Touch: 1 hour

To Recoat: 2 hours

Full Cure: 7 days

Dry times are temperature, humidity, and film thickness dependent.

COMPLIANCE & CERTIFICATIONS

Complies with the below as of 9/1/2025

SCAQMD	YES	OTC	YES
CARB SCM 2020	YES	LADCO	YES
CARB SCM 2007	YES	AIM	YES
OTC Phase II	YES		

SURFACE PREPARATION

All surfaces must be clean, free of dust, chalk, oil, grease, wax, polish, mold and mildew stains, loose and peeling paint, rust and all other foreign substances.

Wood: Remove mill glaze with sandpaper or use a product such as BEHR PREMIUM® All-In-One Wood Cleaner No. 63 (exterior only) to open the pores of the wood and follow all label instructions. For severe stains caused by mold, mildew, algae and fungus, apply a mildew stain removing product. Set nails and fill holes, scratches, and gouges with the appropriate wood filler and let dry completely. Remove all dust with a wiping cloth. Fill all gaps with a 100% acrylic, siliconized, paintable caulking and allow to dry completely. Patched and filled surfaces should be sanded smooth and dusted clean prior to coating. Prime with a suitable primer.

WARNING Sanding or scraping pressure treated lumber may be hazardous; wear appropriate protection.

Drywall: All drywall surfaces should be sufficiently sanded smooth. Remove any remaining drywall dust prior to priming. Allow all drywall compounds to be completely dry prior to coating. Prime with a suitable primer.

Masonry: Allow to cure for 30 days. The pH must be 10 or lower prior to coating. Remove bond breakers and all form release and curing agents. Smooth masonry may require an adequate profile for adhesion. Remove all loose aggregate and debris. If painting cannot wait 30 days or pH level is above 10, allow the surface to cure 7 days and prime the surface with an alkali-resistant primer.

Plaster: New plaster should be thoroughly dried out and cured for a minimum of 30 days before painting. When cured, clean using a mixed solution of one part vinegar

and one part water to remove efflorescence and neutralize. Prime the area with an alkali-resistant primer.

Steel: Minimum surface preparation is Hand Tool Cleaning in accordance with SSPC-SP2. Remove all oil and grease from the surface with a solvent in accordance with SSPC-SP1. For optimal performance, use Commercial Blast Cleaning in accordance with SSPC-SP6. Prime the area with a rust-inhibitive primer the same day as cleaned.

Galvanized Steel: Solvent clean new galvanized metal in accordance with SSPC-SP1 to remove oil and grease from the surface. Pre-treat with a phosphoric acid solution or a commercially-available etching solution. Galvanized metal that has been passivated with chromates or silicates may require brush blasting in accordance with SSPC-SP16 to remove these treatments. Rusty galvanizing requires a minimum of Hand Tool Cleaning in accordance with SSPC-SP2. Prime the area the same day as cleaned.

Aluminum: Remove all oil and grease from the surface with a solvent in accordance with SSPC-SP1. Prime the area the same day as cleaned.

Stain-Blocking: After priming, test for stain bleed-through by applying the topcoat to a small section. If the stain bleeds through the topcoat, apply a second coat of primer and test again before topcoating the entire area. If bleeding continues, primer may need a longer dry time before applying topcoat.

Previously Painted Surfaces: Remove all loose and peeling paint and all other foreign substances. Clean any dirt and grease by scrubbing the surface with a detergent and water solution, followed by a thorough rinsing with clean water. Set nails and fill holes, scratches, and gouges with the appropriate wood filler and let dry completely. Remove all dust with a tack or wiping cloth. Fill all gaps with a 100% acrylic, siliconized, paintable caulking, and allow to completely dry prior to coating.

Glossy Surfaces: For maximum adhesion, sand the surface thoroughly to provide a rough surface before coating.

WARNING! If you scrape, sand or remove old paint, you may release lead dust. LEAD IS TOXIC. Contact Lead Information Center at 1-800-424-LEAD or log on to www.epa.gov/lead.

SYSTEM RECOMMENDATIONS

Wood

1 coat BEHR® Kitchen, Bath & Trim Interior Stain-Blocking Primer & Sealer No. 75 (interior only) or BEHR Multi-Surface Interior/Exterior Stain-Blocking Primer & Sealer No. 436 (recommended for tannin-rich woods)

2 coats BEHR PREMIUM® Cabinet, Door & Trim Interior/Exterior Semi-Gloss Enamel

Drywall/Wallboard

1 coat BEHR Kitchen, Bath & Trim Interior Stain-Blocking Primer & Sealer No. 75

2 coats BEHR PREMIUM Cabinet, Door & Trim Interior/Exterior Semi-Gloss Enamel

Plaster

1 coat BEHR Kitchen, Bath & Trim Interior Stain-Blocking Primer & Sealer No. 75 or BEHR® Multi-Surface Interior/Exterior Stain-Blocking Primer & Sealer No. 436 (recommended for surfaces with pH level of up to 13)

2 coats BEHR PREMIUM Cabinet, Door & Trim Interior/Exterior Semi-Gloss Enamel

Masonry: Concrete, Cement, Brick

1 coat BEHR Multi-Surface Interior/Exterior Stain-Blocking Primer & Sealer No. 436

2 coats BEHR PREMIUM Cabinet, Door & Trim Interior/Exterior Semi-Gloss Enamel

Ferrous Metal

1 coat BEHR Interior/Exterior Metal Primer No. 435 (recommended for optimal corrosion resistance) or BEHR Multi-Surface Interior/Exterior Stain-Blocking Primer & Sealer No. 436

2 coats BEHR PREMIUM Cabinet, Door & Trim Interior/Exterior Semi-Gloss Enamel

Non-Ferrous Metal

1 coat BEHR Interior/Exterior Metal Primer No. 435 (recommended for optimal corrosion resistance) or BEHR Multi-Surface Interior/Exterior Stain-Blocking Primer & Sealer No. 436

2 coats BEHR PREMIUM Cabinet, Door & Trim Interior/Exterior Semi-Gloss Enamel

Vinyl, PVC, Fiberglass, Architectural Plastics

1 coat BEHR Multi-Surface Interior/Exterior Stain-Blocking Primer & Sealer No. 436 or BEHR® Interior/Exterior Bonding Primer No. 432

2 coats BEHR PREMIUM Cabinet, Door & Trim Interior/Exterior Semi-Gloss Enamel

NOTE: Do not paint vinyl with a color darker than the original to prevent potential warping due to heat absorption. For other plastic composites, dark colors should be applied with caution where the surface may be exposed to sunlight which may cause distortion of the plastic.

CLEAN-UP/DISPOSAL

Clean all tools and equipment with warm, soapy water. Do not dispose of this product down a drain. If spilled, contain material and remove with an inert absorbent. Dispose of contaminated absorbent, container and unused product in accordance with all current federal, state and local regulations. For recycling or disposal of empty containers, unused product and soiled rags, contact your household refuse collection service.

CAUTIONS/LIMITATIONS

- Protect from freezing.
- Do not use on floors.
- For best results, apply when air, material and surface temperatures are between 50°F and 90°F. Temperatures above 90°F can cause the paint to dry too fast, whereas temperatures below 50°F can inhibit proper film formation.
- Always prime over caulked areas prior to applying this paint to help reduce the occurrence of cracking in the dry paint film. Recommended primers: BEHR Kitchen, Bath & Trim Stain-Blocking Primer & Sealer No. 75 (interior only) or BEHR Multi-Surface Interior/Exterior Stain-Blocking Primer & Sealer No. 436.
- Allow one week before washing or cleaning for full cure. The best approach to washing or cleaning the painted surface is to start with the least aggressive method, i.e., water on a soft cellulose sponge.
- Shelf life under normal conditions is two years unopened.
- Certain colors may require additional coats for complete hide.

HEALTH & SAFETY INFORMATION

WARNING IRRITANT. CAUSES EYE AND SKIN IRRITATION. MAY CAUSE RESPIRATORY TRACT IRRITATION. Avoid contact with skin and eyes. Do not breathe dusts, vapor, or spray mist. Sanding, grinding or abrading may release sanding dust, which may be harmful if inhaled and has been shown to cause lung damage or cancer with long term exposure. To avoid breathing in dust, vapors, and spray mist, open windows and doors or use other means to ensure fresh air entry during application, drying, sanding, and/or abrading. If properly used, a respirator (NIOSH approved with particulate pre-filter) may offer additional protection and should be used if adequate ventilation cannot be provided; obtain professional advice before using. If you experience eye watering, headaches, or dizziness during application or drying, increase fresh air or leave the area. Wash thoroughly after handling. Close container after each use.

FIRST AID: If you experience difficulty in breathing, leave the area to obtain fresh air. If continued difficulty is experienced, get medical assistance immediately. In case of eye contact, flush immediately with plenty of water for at least 20 minutes and get medical attention; for skin, wash

thoroughly with soap and water. If swallowed, get medical attention immediately.

KEEP OUT OF REACH OF CHILDREN – DO NOT TAKE INTERNALLY.



This information is provided "as is" and no representations or warranties, either expressed or implied, of merchantability, fitness for a particular purpose or of any other nature are made with respect to this information or to any product referred to in this information. For SDS or to consult with a Behr Paint Company Representative, call 1-800-854-0133 (U.S.A. only) or visit behr.com. ©2025 Behr Process LLC, Santa Ana, CA 92705 U.S.A.

09/25
2 of 2



BEHR PRO® i300

INTERIOR DEAD FLAT PAINT



Declare.

BEHR PRO i300 Interior Dead Flat Paint is a premium professional quality latex paint that is ideal for use on residential and commercial projects, including healthcare, hospitality and educational settings. It offers very good hide with excellent application properties (spray and roll) and great touch-up. Dried paint film is mold and mildew resistant.

Ideal for properly prepared coated and uncoated substrates such as:

- Drywall/Gypsum Board
- Plaster
- Concrete
- Masonry
- Brick
- Concrete Masonry Units
- Wood
- Engineered Wood
- Steel
- Galvanized Steel
- Aluminum
- Non-Ferrous Metals
- Other Non-Ferrous Metals
- Architectural Plastics

TECHNICAL DATA

Tint Bases/Max Tint Load:

No. PR310 White Base 124 fl oz / 6 fl oz

No. PR313 Deep Base 116 fl oz / 14 fl oz

Gloss: 0–3 @ 60°

Sheen: 0–3 @ 85°

Resin Type: VAE

Weight per Gallon: 11.7 lb

% Solids by Volume: 41% ± 2%

% Solids by Weight: 57% ± 2%

VOC: < 5 g/L

ZERO VOC

- This product, like most Zero VOC paints, emits very low amounts of VOCs.
- Most emissions occur during painting and for 48 hours after. Some continue for two weeks or longer.
- While VOC emissions are very low, sensitive groups such as babies and asthma/allergy sufferers should minimize exposure.

Flash Point: N/A

Viscosity: 95–105 KU

Recommended Film Thickness:

Wet: 5.3 mils / Dry: 2.2 mils @ 300 sq ft/gal

Wet: 4.0 mils / Dry: 1.6 mils @ 400 sq ft/gal

Coverage: 300–400 sq ft/gal depending on the surface texture, porosity and application method. Does not include the loss of material from spraying. Film thickness depends on porosity and various substrate irregularities.

COMPLIANCE & CERTIFICATIONS

Complies with the below as of 1/1/2026

SCAQMD Super-Compliant Coating ¹	YES	DECLARE [®] Red List Free	YES
SCAQMD	YES	GREENGUARD [®] Gold	YES
CARB SCM 2020	YES	LEED [®] v5	YES
CARB SCM 2007	YES	LEED [®] v4.1	YES
OTC Phase II	YES	LEED [®] v4	YES
OTC	YES	WELL BUILDING STANDARD [®]	YES
LADCO	YES	NAHB/CES GREEN	YES
EPA AIM	YES	CHPS [®]	YES
Environmental Product Declaration (EPD)	YES	MPI [®]	53, 143
Health Product Declaration (HPD)	YES	MPI Extreme Green [®] (X-Green)	53, 143

Class A Fire Rating (Flame Spread Index: 0–25 & Smoke Development Index: 0–450) over non-combustible surfaces when tested in accordance with ASTM E84 Standard Test Method for Surface Burning Characteristics of Building Materials.

This coating conforms to USDA regulatory requirements for incidental food-contact materials intended for use on surfaces not in direct contact with food, such as walls, ceilings, and floors.

¹Meets South Coast Air Quality Management District (SCAQMD) “super-compliant” VOC standard of < 10 g/L. Product is formulated to VOC level well below SCAQMD Rule 1113 regulatory limits.

²GREENGUARD is a registered trademark of UL LLC.

³Please visit www.usgbc.org/LEED for additional details.

PERFORMANCE DATA

Burnish Resistance

Result: > Pass (50 cycles; maximum sheen change of 3 units)

Flexibility (ASTM D 522)

Result: Pass (¼" mandrel)

Scrubability (ASTM D2486 modified)

Result: > 1000 cycles (no shim)

Scrubability (ASTM D4828)

Result: > Pass (coffee, graphite, and nigrosine stain)

SPECIFICATIONS

Drywall/Wallboard:

1 coat KILZ[®] PVA Drywall Primer No. PX010 or BEHR PRO High Build Interior Primer No. PR040
2 coats BEHR PRO i300 Interior Dead Flat Paint

Plaster:

1 coat BEHR[®] Drywall Plus Primer No. 073
2 coats BEHR PRO i300 Interior Dead Flat Paint

Masonry:

1 coat BEHR PRO Concrete & Masonry Primer No. PR060
2 coats BEHR PRO i300 Interior Dead Flat Paint

Wood:

1 coat BEHR Drywall Plus Primer No. 073
2 coats BEHR PRO i300 Interior Dead Flat Paint

Ferrous and Non-Ferrous Metal:

1 coat BEHR Metal Primer No. 435 or BEHR Multi-Surface Primer No. 436
2 coats BEHR PRO i300 Interior Dead Flat Paint

NOTE: Other primers may also be suitable. Please consult with a Behr Paint Company representative for specific primer recommendations. When repainting involves a dramatic color change, a coat of primer will enhance the hiding performance of the topcoat.

APPLICATION

Brush: Nylon/polyester

Roller: ¾"–¾" nap roller cover, depending on surface texture

Airless Spray:

Tip: .015"–.019"

Filter: 60 mesh

Fluid Pressure: 1,400–2,400 psi

Thinning: DO NOT THIN. Product is formulated for use at package consistency only.

Dry Time: 77°F & 50% RH

To Touch: 1 hours

To Recoat: 2 hours

Full Cure: 2 weeks

Dry times are temperature, humidity, and film thickness dependent.

SURFACE PREPARATION

All surfaces must be clean, free of dust, chalk, oil, grease, wax, polish, mold and mildew, loose and peeling paint, rust, and all other foreign substances.

When measured with an electronic moisture meter, maximum moisture content of substrates is as follows:

- Gypsum Board (Drywall): 12%
- Plaster: 12%
- Concrete & Masonry: 12%
- Concrete Masonry Units (CMUs): 12%
- Wood: 15%

Drywall: All screws and nail heads must be set and filled. Joints must be taped and covered with a joint compound. Tape joints must be sanded smooth and all dust removed prior to painting.

Plaster: Bare plaster needs to be cured and hardened, which typically takes 30 days. For textured, soft, porous, or powdery plaster, treat it with a solution of 1 part household vinegar to 8 parts of clean water. Repeat this process until the surface hardens, then rinse with clear water and allow it to dry.

Wood: Scrape and clean knots. Before applying primer, apply a coat of knot sealer recommended for exterior use in. Sand surfaces that will be visible and remove dust. Prime edges, ends, faces, undersides, and backsides of the wood. After priming, fill holes and imperfections with an appropriate patching material. Sand patched and filled surfaces smooth and remove dust before coating.

Concrete & Masonry (Stucco, Precast Concrete, Poured-In-Place Concrete, Portland-Based Cement, Fiber Cement): Remove release agents, curing compounds, efflorescence, and chalk. Avoid painting surfaces if moisture content or alkalinity exceeds manufacturer's guidelines. For smooth trowel concrete, ensure an adequate adhesion profile using products like muriatic acid etcher or mechanical methods. Clear all loose aggregate and debris. For tilt-up and poured-in-place concrete, commercial detergents and abrasive blasting may be needed for surface preparation. Fill bug holes, air pockets, and other voids with a cement patching compound.

Concrete Masonry Units (Concrete Block, Cinder Block, Split-Faced Block): Remove efflorescence and chalk. Avoid painting surfaces if moisture content or alkalinity exceeds manufacturer's guidelines.

Steel: Minimum surface preparation is Hand Tool-Cleaning in accordance with SSPC-SP2. Remove all oil and grease from the surface with a solvent in accordance with SSPC-SP1. For optimal performance, use Commercial Blast Cleaning in accordance with SSPC-SP6. Prime the area with a rust-inhibitive primer such as BEHR® Interior/Exterior Metal Primer No. 435 the same day as cleaned.

Shop-Primed Steel: As there is potential for many forms of contamination during storage and transport, a thorough cleaning is always recommended for shop-primed

surfaces. Paint exposed areas, i.e., where shop primer is abraded, with the same material as used for shop priming to comply with SSPC-PA 1 for touching up shop-primed surfaces. Note: Assess the integrity of the shop primer prior to application of subsequent coatings. Review all coatings intended for the project and confirm the compatibility between shop and field-applied coatings.

Galvanized Steel: Solvent clean new galvanized metal in accordance with SSPC-SP1 to remove oil and grease from the surface. Galvanized metal that has been passivated with chromates or silicates may require brush blasting in accordance with SSPC-SP16 to remove these treatments. Rusty galvanizing requires a minimum of Hand Tool Cleaning in accordance with SSPC-SP2. Prime the area with BEHR Interior/Exterior Metal Primer No. 435 or BEHR Interior/Exterior Multi-Surface Stain-Blocking Primer/Sealer No. 436 the same day as cleaned.

Aluminum: Remove all oil and grease from the surface with a solvent in accordance with SSPC-SP1. Prime the area with BEHR Interior/Exterior Metal Primer No. 435 or BEHR Interior/Exterior Multi-Surface Stain-Blocking Primer/Sealer No. 436 the same day as cleaned.

Stain-Blocking: After priming, test for stain bleed through by applying the topcoat to a small section. If the stain bleeds through the topcoat, apply a second coat of primer and test again before top-coating the entire area. If bleeding continues, a longer dry time of the primer may be needed before topcoating.

Previously Painted Surfaces: Maintenance painting often doesn't require complete removal of all old coatings before repainting. However, all contaminants such as oil, grease, loose paint, mill scale, dirt, foreign matter, rust, mold, mildew, efflorescence, and sealers must be removed to ensure strong adhesion to the existing paint. Glossy surfaces of old paint films must be clean and dull before repainting. Spot-prime any bare areas with an appropriate primer.

WARNING! If you scrape, sand or remove old paint, you may release lead dust. LEAD IS TOXIC. Contact Lead Information Center at 1-800-424-LEAD or log on to www.epa.gov/lead.

CLEAN-UP/DISPOSAL

Clean all tools and equipment with warm, soapy water. Do not dispose of this product down a drain. If spilled, contain material and remove with an inert absorbent. Dispose of contaminated absorbent, container and unused product in accordance with all current federal, state and local regulations. For recycling or disposal of empty containers, unused product and soiled rags, contact your household refuse collection service.

CAUTIONS/LIMITATIONS

- Interior use only.
- Do not use on floors.
- For best results, apply when air, material and surface temperatures are between 35°F and 90°F. Temperatures above 90°F can cause the paint to dry too fast,

whereas temperatures below 35°F can inhibit proper film formation.

- Allow 2 weeks for full cure before washing or cleaning.
- Shelf life under normal conditions is 2 years unopened.

HEALTH & SAFETY INFORMATION

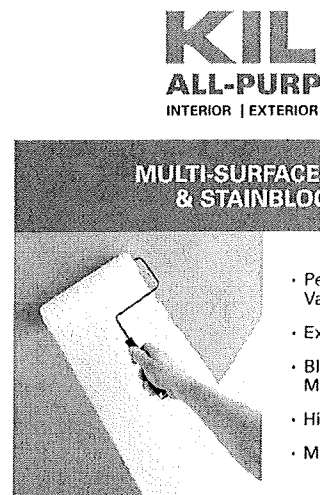
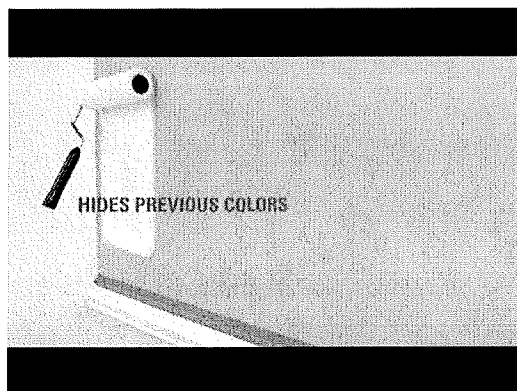
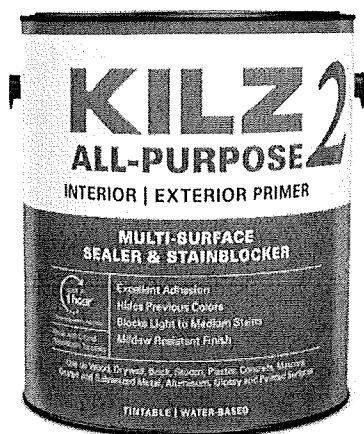
WARNING! IRRITANT. CAUSES EYE AND SKIN IRRITATION. MAY CAUSE RESPIRATORY TRACT

IRRITATION. Avoid contact with skin and eyes. Do not breathe dusts, vapor, or spray mist. Sanding, grinding or abrading may release sanding dust, which may be harmful if inhaled and has been shown to cause lung damage or cancer with long term exposure. To avoid breathing in dust, vapors, and spray mist, open windows and doors or use other means to ensure fresh air entry during application, drying, sanding, and/or abrading. If properly used, a respirator (NIOSH approved with particulate pre-filter) may offer additional protection and should be used if adequate ventilation cannot be provided; obtain professional advice before using. If you experience eye watering, headaches, or dizziness during application or drying, increase fresh air or leave the area. Wash thoroughly after handling. Close container after each use.

FIRST AID: If you experience difficulty in breathing, leave the area to obtain fresh air. If continued difficulty is experienced, get medical assistance immediately. In case of eye contact, flush immediately with plenty of water for at least 20 minutes and get medical attention; for skin, wash thoroughly with soap and water. If swallowed, get medical attention immediately.

CAUTION: KEEP OUT OF REACH OF CHILDREN – DO NOT TAKE INTERNALLY.





KILZ 2® ALL-PURPOSE Interior | Exterior Primer

Avg. Rating:

★★★★★ 4.9 (1694) Write a review

KILZ 2® ALL-PURPOSE Primer is a fast drying, water-based, multi-surface primer-sealer-stainblocker with excellent adhesion, mildew resistance, sealing properties and very mild odor. KILZ 2 ALL-PURPOSE Primer blocks medium stains including minor water stains, rust, grease, ink, pencil and felt marker. Enhanced hiding makes it ideal for changing colors and helps lessen the number of coats of paint required. Use under or over water-based or oil-based paints. Not recommended on flooring.

Use on drywall, wood, brick, stucco, plaster, paneling, concrete, masonry, painted and galvanized metal, aluminum, architectural plastics, and properly prepared glossy surfaces.



Seals Porous Surface



Promotes Adhesion



Hides Previous Color



Mildew Resistant Finish



Helps Block Light/Medium Stains

WHERE TO BUY

Available in Quarts, Gallons & Fives.

Please check availability before visiting your local retailer.

KEY FEATURES

Hides previous colors, Light-to-medium stainblocker, Excellent adhesion, Mildew resistant, Low VOC, Seals porous surfaces, Greenguard Gold Certified

BEST FOR USE ON

Interior and exterior surfaces. Hiding previous colors, Multi-purpose priming on walls and cabinets, Apply to drywall, plaster, wood, brick, masonry, cinder block, masonry, concrete, stucco, galvanized steel, aluminum, properly prepared glossy surfaces.

COVERAGE

300 to 400 sq ft/gal

TECHNICAL DOCUMENTS

[Technical Data Sheet](#) 

[SDS 2000](#) 

PRODUCT USAGE

SURFACE PREPARATION

The following steps are recommended for product performance.

- All surfaces must be clean, free of dust, chalk, oil, grease, wax, polish, mold and mildew, loose peeling paint, rust and all other foreign substances.
- If washing is necessary, use a non-soapy detergent or a TSP substitute, rinse well and allow to dry.
- Unpainted, exterior wood exposed to sun and/or moisture longer than 2-4 weeks must be cleaned and sanded before priming.
- [†]Glossy Surfaces: For maximum adhesion, scuff sand the surface thoroughly before priming.*
- Peeling or Checked Paint: Scrape off loose paint and sand to a smooth surface.*
- Mold or Mildew Covered Surfaces: Wash the area with a mildew remover, rinse with water and allow to dry before priming.
- Masonry, Brick, Stucco and Plaster: KILZ 2 ALL-PURPOSE Primer may be used on clean, dry, aged masonry surfaces. New masonry must be allowed to cure (dry) at least 30 days before applying KILZ 2 ALL-PURPOSE Primer.
- Fire Restoration: It is critical to clean damaged surfaces thoroughly before priming. Primer recommendations: [KILZ® RESTORATION](#) for water-based (interior); [KILZ® ORIGINAL](#) or [KILZ® ORIGINAL EXTERIOR](#) for oil-based.

*WARNING! If you scrape, sand or remove old paint, you may release lead dust. LEAD IS TOXIC. Contact the National Lead Information Center at [1-800-424-LEAD](tel:1-800-424-LEAD) or log on to www.epa.gov/lead.

APPLICATION

- Eye protection is recommended. For spray applications, a small amount of water (no more than 1/2 pint per gallon) may be added.

- Do not thin for stainblocking applications. Only apply if surface, air and product temperatures are between 50°-90°F (10°-32°C).
- Stir thoroughly before and occasionally during use.
- Brush – High quality Nylon/Polyester.

[Read More](#) ▼

DRY TIME @ 77°F (25°C) / 50% RH

- Dries to the touch in 30 minutes.
- Can be recoated or topcoated in one hour with latex or oil-based paint.
- Application at lower temperatures, in high humidity or in poorly ventilated areas will affect dry time.

CLEAN UP & DISPOSAL

- Clean equipment and paint spatters with warm, soapy water.
- Do not dispose of this product down a drain. Please consider donating any unused product. For recycling or disposal information contact your local household refuse collection service.
- If spilled, contain material and remove with an inert absorbent. Dispose of contaminated absorbent, container and unused product in accordance with all current federal, state and local regulations. For recycling or disposal information contact your local household refuse collection service.

[Read More](#) ▼

WARRANTY

LIFETIME LIMITED WARRANTY

Masterchem Industries LLC warrants to you, the original residential consumer purchaser, the performance of this product

[Read More](#) ▼

PRODUCT SPECIFICATIONS

Base	Water
Int/Ext	Int/Ext
Color	White
Coverage - Low	300 sq ft/ gal
Mils Wet	5.3
Mils Dry	1.7
Coverage High	400 sq ft/ gal
Mils Wet	4
Mils Dry	1.3
Finish @ 85°	< 10
Min Application Temp	50°F (10°C)
Max Application Temp	90°F (32°C)
Viscosity	95 - 105 KU
Dry To Touch	30 min
Dry To Recoat	1 hour
Max Tint	2 oz
VOC	<50g/L
Brush	Nylon / Poly
Roller - Smooth	3/8" - 1/2" nap
Roller - Porous	1/2" - 3/4" nap
Spray Tip	.015" - .021"
Spray Filter	60 mesh
Spray Pressure	2,500 - 3,200
Volume Solids	34.00%
Weight Solids	48.50%
Flashpoint	N/A



28"



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**PENSION PLAN FOR EMPLOYEES OF THE BOROUGH OF WEST CHESTER (DC)
FINANCIAL REQUIREMENT AND MINIMUM MUNICIPAL OBLIGATION
FOR 2027 MUNICIPAL BUDGET**

A. Defined Contribution

1. Employer Defined Contribution as a Percent of Payroll	5.0%
2. Estimated 2027 Payroll	\$ <u>3,529,595</u>
3. Total Defined Contribution (A1 x A2)	\$ <u><u>176,480</u></u>

B. Financial Requirement and Minimum Municipal Obligation (MMO)

1. Total Defined Contribution (A3)	\$ 176,480
2. Anticipated Administrative Expense	<u>0</u>
3. Total Financial Requirement and MMO (B1 + B2)	\$ <u><u>176,480</u></u>

NOTES:

1. 2027 General Municipal Pension System State Aid may be used to fund part or all of the municipal obligation and must be deposited within 30 days of receipt. Any remaining balance must be paid from municipal funds.
2. Actual employer obligation for 2027 will depend on actual eligible participants and payroll for 2027.
3. Any delinquent Minimum Municipal Obligation from prior years must be included in the 2027 budget along with an interest penalty.

I hereby certify that the above calculations, to the best of my knowledge, are true, accurate, and conform with the provisions of Chapter 3 of Act 205 of 1984.

Certified By:

Chief Administrative Officer

Date

**BOROUGH OF WEST CHESTER POLICE PENSION PLAN
FINANCIAL REQUIREMENT AND MINIMUM MUNICIPAL OBLIGATION
FOR 2027 MUNICIPAL BUDGET**

A. Normal Cost

1. Normal Cost as a Percent of Payroll	19.383%
2. Estimated 2026 Payroll for Active Participants	\$ <u>6,450,716</u>
3. Normal Cost (A1 x A2)	\$ <u><u>1,250,342</u></u>

B. Financial Requirement

1. Normal Cost (A3)	\$ 1,250,342
2. Anticipated Insurance Premiums	0
3. Anticipated Administrative Expense	51,606
4. Amortization Payment, if any ^	<u>420,176</u>
5. Financial Requirement (B1 + B2 + B3 + B4)	\$ <u><u>1,722,124</u></u>

C. Minimum Municipal Obligation

1. Financial Requirement (B5)	\$ 1,722,124
2. Anticipated Employee Contributions (5.0% of Estimated Payroll)	322,536
3. Funding Adjustment, if any	<u>0</u>
4. Minimum Municipal Obligation (C1 - C2 - C3)	\$ <u><u>1,399,588</u></u>

^The amortization payment from the January 1, 2025 valuation was adjusted to reflect amortization base(s) that have since expired. The amortization payment decreased by \$412,894.

NOTES:

1. 2027 General Municipal Pension System State Aid may be used to fund part or all of the municipal obligation and must be deposited within 30 days of receipt. Any remaining balance must be paid from municipal funds.
 2. Deposit into the Plan's assets must be made by December 31, 2027 to avoid an interest penalty.
 3. Any delinquent Minimum Municipal Obligation from prior years must be included in the 2027 budget along with an interest penalty.
-

I hereby certify that the above calculations, to the best of my knowledge, are true, accurate, and conform with the provisions of Chapter 3 of Act 205 of 1984.

Certified By:

Chief Administrative Officer

Date

Prepared using the January 1, 2025 Valuation.

**PENSION PLAN FOR EMPLOYEES OF THE BOROUGH OF WEST CHESTER
FINANCIAL REQUIREMENT AND MINIMUM MUNICIPAL OBLIGATION
FOR 2027 MUNICIPAL BUDGET**

A. Normal Cost

1. Normal Cost as a Percent of Payroll	7.630%
2. Estimated 2026 Payroll for Active Participants	\$ 2,930,972
3. Normal Cost (A1 x A2)	\$ <u>223,633</u>

B. Financial Requirement

1. Normal Cost (A3)	\$ 223,633
2. Anticipated Insurance Premiums	0
3. Anticipated Administrative Expense	49,827
4. Amortization Payment, if any ^	<u>216,046</u>
5. Financial Requirement (B1 + B2 + B3 + B4)	\$ <u>489,506</u>

C. Minimum Municipal Obligation

1. Financial Requirement (B5)	\$ 489,506
2. Anticipated Employee Contributions	100,684
3. Funding Adjustment, if any	<u>0</u>
4. Minimum Municipal Obligation (C1 - C2 - C3)	\$ <u>388,822</u>

^The amortization payment from the January 1, 2025 valuation was adjusted to reflect amortization base(s) that have since expired. The amortization payment decreased by \$99,185.

NOTES:

1. 2027 General Municipal Pension System State Aid may be used to fund part or all of the municipal obligation and must be deposited within 30 days of receipt. Any remaining balance must be paid from municipal funds.
 2. Deposit into the Plan's assets must be made by December 31, 2027 to avoid an interest penalty.
 3. Any delinquent Minimum Municipal Obligation from prior years must be included in the 2027 budget along with an interest penalty.
-

I hereby certify that the above calculations, to the best of my knowledge, are true, accurate, and conform with the provisions of Chapter 3 of Act 205 of 1984.

Certified By:

Chief Administrative Officer

Date

Prepared using the January 1, 2025 Valuation.