



Borough Council Meeting Work Session
June 17, 2025 @ 6:30 PM
This meeting is recorded for public record.

Patrick McCoy, President	Member, 1st Ward	Term Expires: 12/31/25
Nicole Scimone, Vice President	Member, 4th Ward	Term Expires: 12/31/27
Bryan Travis	Member, 2nd Ward	Term Expires: 12/31/27
Brian McGinnis	Member, 3rd Ward	Term Expires: 12/31/25
Sheila Vaccaro	Member, 5th Ward	Term Expires: 12/31/25
Bernie Flynn	Member, 6th Ward	Term Expires: 12/31/27
Lisa Dorsey	Member, 7th Ward	Term Expires: 12/31/25

Mayor: Lillian L. DeBaptiste

Borough Manager: Sean Metrick

Borough Council Meeting:

- I. Call to Order
- II. Pledge of Allegiance
- III. Announcements
 - A. Public Hearing – June 18, 2025 @ 6:30 PM An Ordinance amending the Code of the Borough of West Chester, Chapter 54, titled Electrical Standards, Chapter 72, titled Mechanical Standards, and Chapter 82, titled Plumbing, by amending the licensing requirements for electrical contractors, mechanical contractors, and plumbing contractors performing work in the Borough of West Chester
 - B. The Borough Administrative offices will be closed on Thursday, June 19th in honor of Juneteenth.
- IV. Comments

Comments, suggestions, petitions by residents in attendance regarding items that are not on the agenda. Please be advised that all public comment has a 5-minute time limit.
- V. Reports/Presentations
- VI. Old Business
 - A. Motion to approve May 21st and 22nd Borough Council Meetings Minutes
- VII. New Business
 - A. Administration, Communication & Technology

- 1) Motion to schedule a Public Hearing, July 16 @ 6:30 PM, to approve the five-year business plan with the West Chester Business Improvement District.
Committee Recommendation 3-0

B. Parking Committee

- 1) Motion to approve Flash Express Pay Parking agreement
Issue: Flash will provide one year of free payment enhancement technology for both Borough garages to allow registered parkers easy in and out access at all Flash locations.
Committee Recommendation 3-0
- 2) Motion to temporarily amend memorandum of understanding with Hotel Indigo for overage of allotted monthly parkers in the amount of \$7 per day per car.
Issue: Amend MOU in the amount of \$7 per day per car for overages temporarily; and revisit costs when additional data is collected
Committee Recommendation 3-0
- 3) Motion to approve updated resolution for Brandywine Valley Wayfinding Project
Issue: Resolution required for project
Committee Recommendation 3-0
- 4) Motion to approve Resolution regarding handicapped parking spaces
 - a) 708 S. Adams Street- add
 - b) 108 S. Adams Street- add*Issue: Add Handicapped parking spaces to indicated properties*
Committee Recommendation 3-0

C. Public Works Committee

- 1) Motion to approve sales of items on Municibid. There are two salt spreaders, three decommissioned Ford Explorers and a decommissioned PW truck (44-16).
Issue: Items over \$500 in value require Council approval for sale
Committee Recommendation 3-0

D. Finance & Revenue Committee

- 1) Discuss 2025 Christmas Parade fees and discount
Issue: Discuss support and fees for the 2025 parade.
Committee Recommendation 3-0 to continue discussion on fee structure for the parade
- 2) Motion to reallocate capital project budget expenses for Parks and Recreation 2025 – Horace Pippin Park and John O Green Park
Issue: Costs are being adjusted due to pricing changes
Committee Recommendation 3-0
- 3) Motion to approve purchasing requests
 - a. Eagle Point Gun for \$18,000.00
 - b. Marshall Square Park repairs for \$18,980.32
 - c. Adorama for \$21,136.35
 - d. Motorola for \$18,750.00

- e. USALCO for \$12,835.20
- f. T2 Systems for \$15,402.00

Issue: Review and recommend the approval of purchase orders exceeding \$10,000

Committee Recommendation 3-0

E. Public Safety

- 1) Motion to approve candidates submitted by the Mayor to Borough Council for hire as police officers.

Issue: Borough Council approval required for candidates for hire and promotion in Police Department.

No Committee Recommendation

- 2) Motion to approve special events applications

- a. St Agnes Feast of the Assumption, August 10, 2025.

- b. Mount Carmel COGIC, partnering with the Mayor's, Office Block Party, July 19, 2025

Issue: Review and approve special events applications

Committee Recommendation 3-0

F. Smart Growth

- 1) Motion to approve letter of support to Safe Harbor of Chester County for their proposed building project

Issue: Provide requested letter of support for grant funding opportunities

Committee Recommendation: 3-0

- 2) Motion to approve HARB Certificates of Appropriateness

Issue: Consider a Motion to approve the May HARB Certificate of Appropriateness

- a. 2025-10-17 N. High St-Sign

- b. 2025-16 202 W. Gay St-Convert door to retail window

- c. 2025-17-235 E. Market St-Sign

Committee Recommendation 3-0

- 3) Motion to approve Resolution for final subdivision plans for minor lot line change at 401 W Washington St., Elks Club *Committee Recommendation 3-0*

VIII. Other Business

- A. Approve request from the BID to appoint Deborah Mack to fill a vacancy on the BID Board of Directors

- B. Discuss appointing Pennoni as alternate zoning officer; and, to manage all Land Development/Subdivision applications *Issue: Approve alternate zoning officer to manage Land Development/Subdivision applications*

- C. Discuss Solicitor attendance at the Zoning Hearing for 400 North Penn Street, Change

of Use application

Item: Discuss need for Solicitor attendance at the June 23, 2025 Hearing

IX. Adjournment

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

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