



Borough Council Meeting Work Session
July 15, 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: Wednesday, July 16th at 6:30 p.m.
Consider the Re-Authorization and Five-Year Plan of the West Chester Business Improvement District Authority

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

- A. Borough Manager's Report

VI. Old Business

- A. Motion to approve June 17th and 18th Borough Council Meetings Minutes

VII. New Business

- A. Motion to Reappoint Steven Krug to the West Chester Area Council of Governments UCC Board of Appeals
- B. Interview for Boards & Commission:
Planning Commission and Transportation Advisory Committee:

1. Quinton Birl
2. Brendon Emig
3. Jeanine Ramagano-Houder

C. Administration, Communication & Technology

- 1) Approve Resolution to dispose of the following records
 - a. Open Records Files prior to 2022
 - b. Solicitors applications prior to 2021
 - c. Building & Housing Residential Building Permits prior to 2020
 - d. Rental Permit Receipts prior to 2017

Issue: Dispose of old records according to the Pennsylvania Records Retention and Disposal Schedule.

Committee Recommendation 3-0

D. Parking Committee

- 1) Motion to approve special event parking fees policy for Town Center Special Events (attachment)

Issue: Approve special event parking fees in garages and surface lots

Committee Recommendation 3-0

E. Public Works Committee

- 1) Motion to award the Goose Creek Flood Study, in the amount of \$38,500 to Remington Vernick Engineers

Issue: a comprehensive study on Goose Creek to eliminate the flooding

Committee Recommendation 3-0

- 2) Motion to schedule public open house for Goose Creek Pollution Reduction Plan – August 5, 2025 at 5:30 PM Borough Hall – 401 East Gay St.

Issue: Opportunity to provide public comment on the plan amendment with a presentation by RVE. Video will be recorded and an opportunity for asynchronous feedback through the website is also available.

F. Finance & Revenue Committee

- 1) Motion to direct Solicitor to prepare a Memorandum of Understanding (MOU) with the West Chester Chamber of Commerce to provide the cost of police services, with a cap of \$10,000; and, review the MOU the year after finalizing the 5-year police contract

Issue: Discuss support and fees for the 2025 parade.

Committee Recommendation 3-0

- 2) Motion to approve purchasing requests (attachment):

1. JJ Outdoor Services LLC for \$14,369.50
2. Johnson Controls for \$16,250.00
3. NexGen for \$30,284.00

4. USALCO for \$12,835.20
5. Witmer Public Safety for \$15,395.60
6. Great Lakes Recreation – DBA Boyce Recreation - \$65,386.00

Issue: Review and recommend the approval of purchase orders exceeding \$10,000
Committee Recommendation 3-0

G. Public Safety

- 1) Motion to schedule a public hearing August 20, 2025 at 6:30 PM to consider amendment to Chapter 37- Animals, creating a new Article prohibiting sale of cats, dogs, and rabbits in retail stores.

Issue: Consider adopting an ordinance for the human sale of pets.
Committee Recommendation 3-0

- 2) Motion to approve special events applications (attachment)

1. Discuss Lafayette Events to be finalized in preparation for July 26
2. 10.18.25 Unite 4 HER 5k and fun run
3. 12.13.25 Christkindl Market – Downtown West Chester

Issue: Review and approve special events applications
Committee Recommendation 3-0

H. Smart Growth

- 1) Motion to direct the Solicitor to prepare an amendment to Chapter 66, 1000.6 “Disciplinary Action” to escalate points imposed by guilty convictions of citations for 1st, 2nd, and 3rd disruptive conduct/ nuisance cases to 3,4,5 points.
Committee Recommendation 3-0

- 2) Motion to grant extension until August 31, 2025 for 210-214 W Washington Street, Axel Square land development project.
Committee Recommendation 3-0

- 3) Motion to approve HARB applications (attachment)*Issue: Consider a Motion to approve the June HARB Certificate of Appropriateness*

1. 2025-18: 120 N. Church St-Exterior mechanical equipment installation
2. 2025-19: 233 W. Gay St-Exterior mechanical equipment-Rectory office
3. 2025-20: 233 W. Gay St-Exterior mechanical equipment-Choir mezzanine
4. 2025-21: 202 W. Gay St-Replace front door and sign

Committee Recommendation 3-0

- 4) Consider directing the Solicitor to attend Zoning Hearing Board (attachment)

a) 531 Marshall Drive: relief from residential dimensional and parking requirements
Committee Recommendation 3-0 for Solicitor attendance

b) 501 E. Miner St: relief to allow illuminated ground mount sign at The Melton

Center on West Market Street.
Committee Recommendation 2-0 for no Solicitor attendance

VIII. Other Business

- A. Approve budget modification or expense and revenue for Capital Project - Goose Creek Green Public Works and Matlack Street Rain Garden Stormwater Project and approval of final Certification of Payment #3 with change order in the amount of \$73,210.

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.