



Finance & Revenue Committee Meeting  
**August 13, 2025 @ 5:30 PM**  
*This meeting is recorded for public record.*

**Committee Members:**

Brian McGinnis, Chair  
Nicole Scimone  
Bryan Travis

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

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**Finance & Revenue Committee Meeting:**

- I. Call to Order
- II. Announcements
- III. Comments  
Comments, suggestions, petitions by residents in attendance regarding items that are not on the agenda. Please be advised that all public comment has a 5-minute time limit.
- IV. Reports
  - A. Director's report on monthly financials (attachment)
- V. Old Business
  - A. Approve July 2025 meeting minutes (attachment)
  - B. Discussion of purchasing policy related to capital projects
- VI. New Business
  - A. Motion to approve proposal from Urban Engineers to partner with West Goshen Township for review of West Chester University conditional use plan (attachment)  
*Issue: West Goshen and West Chester propose to share engineering review of the proposed plan using a 3rd party engineer.*
  - B. Motion to approve writing off internal due to/due from account balances in Fund 07 (attachment)  
*Issue: Fund 07 is no longer an active fund and liabilities due to other funds need to be extinguished.*
  - C. Motion to issue a request for proposals for pension plan actuarial services.  
*Issue: The Pension Plan Committee recommends a review of plan actuarial services.*
  - D. Motion to approve 2025 West Chester Preservation Awards Sponsorship (attachment)  
*Issue: Approve annual sponsorship*

E. Motion to approve purchasing requests (attachment):

1. 10-8 Emergency Vehicle Services for \$11,293.36
2. Johnson Controls for \$16,250.00
3. Cumberland Marine Repair LLC for \$21,299.00
4. Friends of Marshall Square Park for \$16,385.00
5. Petroleum Traders for \$41,974.40
6. USALOC for \$12,835.20
7. Signal Service for \$16,930.00
8. Watchkeep for \$24,258.54
9. Great Lakes Recreation - DBA Boyce Recreation for \$65,386.00
10. Fire Department purchase of an ATV (Costars certified - total vendors combination \$71,064.99)

*Issue: Review and recommend the approval of qualifying purchase orders*

F. Motion to amend PO# 5280 for an additional \$24k for soft dig utility locating for the Maple Alley sanitary sewer upgrade project. (attachment)

*Issue: Approve an amendment to purchase order for a soft dig test pit work and confirmation of utility conflicts*

VII. Other Business

VIII. Adjournment

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

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