



Borough Council Meeting Work Session
August 19, 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** on August 20, 2025 at 6:30 PM to adopt an Ordinance to provide for regulations and restrictions for the sale of dogs, cats and rabbits within the Borough of West Chester
- B. **Special Meeting of Borough Council** on August 28, 2025 at 6:30 PM to consider awarding a bid for the Gay Street Closure project
- C. Announce the purpose of the August 6, 2025 Executive Session

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. Certificate of Appreciation by Mayor Lillian L. DeBaptiste to recognize Anthony (Tony) Jones for his 41 years of outstanding service to the Borough of West Chester

VI. Old Business

- A. Approve the July 15 and July 16, 2025 Borough Council Meeting Minutes

VII. New Business

A. Motion to appoint Assistant Borough Manager

B. **Administration, Communication & Technology**

- 1) Motion to direct the Solicitor to draft an amendment to Chapter 3-38 (T) *Community Campus Committee* (attachment)

Issue: Discuss the revision of the Committee name, clarify mission and membership changes

Committee Recommendation: 3-0 to approve all requested amendments with the exception of the Committee name, which remains as is, and will include the tagline "West Chester Together"

- 2) Motion to approve the Memorandum of Understanding between the Borough of West Chester and Pennsylvania Solar Center (attachments)

Issue: To collaborate on technical assistance to explore solar use at 401 East Gay Street

Committee Recommendation 3-0

- 3) Motion to approve engagement letter with Cohen Law Group for Comcast franchise renewal. (attachment)

Issue: Review renewal and approve the engagement letter

Committee Recommendation 3-0

- 4) Motion to appoint Borough Manager as a voting delegate; and, appoint an alternate delegate to serve on the Resolutions Committee Meeting and Annual Business Meeting- Pennsylvania Municipal League. (attachment)

Issue: Confirm appointment of Borough Manager; and, appoint an alternate delegate

Committee Recommendation 3-0

- 5) Discuss interpretation of PA sunshine requirement for residents in attendance regarding items not on the agenda (section § 710.1. Public participation).

*Issue: (1) The purpose of the agenda item, who it is for, and who it is not for; and,
(2) The reasonable amount of time allotted to this item.*

Committee Recommendation 3-0 for further discussion

C. **Parking Committee**

- 1) Motion to approve Johnson Controls Service Contract (attachment)

Issue: Add Bicentennial Garage to current Johnson Controls Service Contract for fire safety systems.

Committee Recommendation 3-0

- 2) Motion to approve sale of excess meters on Municibid

Issue: Post excess meters and accessories that have been removed from town for sale on Municibid.

Committee Recommendation 3-0

- 3) Motion to approve the special events parking policy (attachment)
Issue: Discuss special event parking fees in garages and surface lots to include Sunday events to begin at noon; Monday-Saturday events to begin at 8:00 AM

Committee Recommendation: 3-0

D. Public Works Committee

- 1) Motion to approve the recommendation from the Tree Commission for Rockwell Associates as the Borough's new consulting arborist starting mid-September 2025. (attachments)

Issue: discuss hiring consulting arborist for the Borough's tree program

Committee Recommendation: 3-0

E. Finance & Revenue Committee

- 1) 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.

Committee Recommendation: 3-0

- 2) Motion to issue a request for proposals for pension plan actuarial services.
Issue: The Pension Plan Committee recommends a review of plan actuarial services.

Committee Recommendation: 3-0

- 3) Motion to approve 2025 West Chester Preservation Awards Sponsorship in the amount of \$900.00 (attachment)
Issue: Approve annual sponsorship

Committee Recommendation: 3-0

- 4) 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

Committee Recommendation: 3-0

- 5) 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

Committee Recommendation: 3-0

- 6) Motion to approve purchase order for Altitude Hobbies, replacement of unmanned aerial systems (drones)

Issue: The Vendor, Adorama is no longer able to fulfill our order. This PO is to request a change of vendor for this purchase. Price of purchase is identical at \$21,136.35

No Committee Recommendation

F. Public Safety

- 1) Motion to approve Domestic Violence Center of Chester County Purple Ribbon Campaign (attachment)

Issue: Seeking permission to hang purple ribbons along Gay and Market Streets for Domestic Violence Awareness Month in October 2025

Committee Recommendation: 3-0

- 2) Motion to approve special events application (attachment)
West Chester Library Book Sale - October 4, 2025

Issue: Review and approve special events applications

Committee Recommendation: 3-0

G. Smart Growth

- 1) Motion to approve Public Arts Commission endorsement of Safe Harbor of Chester County -20 N. Matlack St with the condition of HARB review and approval (attachment)

Issue: review proposed new mural

Committee Recommendation: 3-0

- 2) Motion to approve HARB applications (attachment)

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

1. 2025-20: 233 W. Gay St-Revised exterior HVAC equipment
2. 2025-22: 18 W. Market St-Signs
3. 2025-23: 133 W. Market St-Exterior renovation & sign
4. 2025-24: 301 W. Market St-Signs
5. 2025-25: 20 W. Market St-Door & window replacement

Committee Recommendation: 3-0

- 3) Motion to schedule a Public Hearing to amend Chapter 66 to change penalties for disruptive conduct notices

Issue: Review draft amendment and consider scheduling a Public Hearing

Committee Recommendation: 3-0

- 4) Discuss amending Chapter 112 – 602 Zoning referencing curbs and streets (attachment)

Committee Recommendation 3-0 for further discussion

- 5) Motion to appoint Borough Historic Architect. (attachment)

Link to Website: <https://www.patterhn-ives.com/>

Issue: Appoint Patterhn Ives, LLC as Historic Architect for the Borough.

Committee Recommendation: 3-0

VIII. Other Business

- A. Motion to approve the Memorandum of Understanding between the Borough and the West Chester Chamber of Commerce

Issue: Memorialize police service fees and term of agreement

- B. Motion to approve the rehire of former West Chester Borough Police Officer

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.