



Borough Council Meeting Voting Session
August 20, 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. Public Hearing:

An Ordinance of the Borough of West Chester, Chester County, Pennsylvania, amending the code of the Borough of West Chester, Chapter 37, Animals to add a new article VII to be entitled “sale of dogs, cats and rabbits” to provide for regulations and restrictions upon the sale of dogs, cats and rabbits within the Borough and to renumber the current article VII. Violations. to be article VIII continuing to provide for the same violation and penalty provisions.

II. BOROUGH COUNCIL MEETING:

III. Call to Order:

IV. Pledge of Allegiance

V. Announcements

- A. Announce the Borough of West Chester Administrative Offices will be closed for Labor Day, September 1, 2025
- 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

VI. 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.

VII. Comments by the Borough Council and the Mayor

VIII. Reports/Presentations

Presentation by Leah M. Reynolds, M.S.P.L., Executive Director West Chester Area Senior Center

IX. New Business

X. Old Business - Discussion

- A. Motion to approve engagement letter with Cohen Law Group for Comcast franchise renewal. *(attachment)*
Issue: Review renewal and approve the engagement letter
- B. Discuss revising the Borough of West Chester public speaking comments policy, the verbiage on the agenda, and the time limit for public comment

XI. Old Business - Consent

- A. Motion to appoint Ramsey Reiner to Assistant Borough Manager
- B. Motion to direct the Solicitor to draft an amendment to Chapter 3-38 (T) *Community Campus Committee* *(attachment)*
Issue: clarify mission and membership changes, add tagline "West Chester Together"
- C. 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
- D. Motion to appoint Borough Manager as a voting delegate; and, appoint Bryan Travis as 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
- E. Motion to approve Johnson Controls Service Contract *(attachment)*
Issue: Add Bicentennial Garage to current Johnson Controls Service Contract for fire safety systems.
- F. 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.
- G. 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
- H. 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.
- I. Motion to issue a request for proposals for pension plan actuarial services.
Issue: The Pension Plan Committee recommends a review of plan actuarial services.

- J. Motion to approve 2025 West Chester Preservation Awards Sponsorship in the amount of \$900 (attachment)

Issue: Approve annual sponsorship

- K. 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

- L. 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

- M. 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

- N. Motion to approve special events application (attachment)

1. West Chester Library Book Sale - October 4, 2025

Issue: Review and approve special events applications

- O. Motion to approve Public Arts Commission endorsement of Safe Harbor of Chester County -20 N. Matlack St (attachment)

Issue: review proposed new mural

- P. 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

- Q. 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

- R. 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.

- S. Motion to approve the July 15 and July 16, 2025 Borough Council Meeting Minutes

- T. 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

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

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

Issue: Memorialize police services fees and term of agreement

XII. Other Business

XIII. 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.