



Public Works Committee Meeting
September 9, 2025 @ 6:30 PM
This meeting is recorded for public record.

Committee Members:

Bernie Flynn, Chair
Sheila Vaccaro
Bryan Travis

Director of Public Works: Donald Edwards
Assistant Director Public Works: Donald Anderson
Wastewater Director: Sean Mitchell
Director of Parks & Recreation: Keith Kurowski
Borough Manager: Sean Metrick

Public Works Committee Meeting:

- I. Call to Order
- II. Announcements
- III. Comments
Comments, suggestions, petitions by residents, taxpayers and visitors in attendance regarding items that are not on the agenda. Please be advised there is a 5-minute time limit which is at the discretion of the Council President and/or Chair.
- IV. Reports
 - A. Public Works – 2026 budget (attachment)
 - B. Engineers’ report (attachment)
 - C. Wastewater – 2026 budget (attachment)
 - D. Parks & Recreation – 2026 budget (attachment)
- V. Old Business
 - A. Approve August 2025 meeting minutes (attachment)
 - B. Update on Public Works facilities
 - C. Discuss the project planning, design, construction process – Public Works Rain Garden Project
Issue: Review the planning design process and provide checks and balances
- VI. New Business
 - A. Discuss amendment to Chapter 102 Trees (attachment)

Issue: Discuss amendments regarding dead/severe decline in trees; emergency tree removal; hazardous trees; responsibility for removal/maintenance; heritage tree protection on private property; permitting provisions

B. Motion to approve intergovernmental agreement with West Goshen Township for maintenance of roads. (attachment)

Issue: Review agreement for road maintenance

C. Motion to approve the sale of four (4) decommissioned police vehicles

VII. Other Business

VIII. 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.



Borough of West Chester

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Borough Council

Patrick McCoy, President
Nicole Scimone, Vice President
Bernie Flynn
Lisa Dorsey
Brian McGinnis
Sheila Vaccaro
Bryan Travis

Mayor

Lillian L. DeBaptiste

Borough Manager

Sean Metrick

September 2, 2025

Public Works Department Monthly Report

The following activities occurred during the reporting period:

1. Continued with the 2025 Paving Project. Should be finished in September.
2. Received updated proposals for the Goose Creek drainage study. Waiting to see if West Goshen Township will participate next year.
3. Working with Aqua for the replacement of about 390 lead water services in the Borough.
4. Requested a COSTARS proposal to reline brick storm sewers that may be at the end of their useful lives.
5. Performed project management for the Bicentennial Garage, Level 3, Membrane Project for the Parking Department.
6. Prepared a draft infiltration/inflow (I/I) abatement plan. Discussed flow metering. Will begin cleaning and televising sanitary sewers soon to identify sources of I/I.
7. Began televising storm sewers where we historically found high levels of fecal coliform. Looking for potential illicit discharges.
8. Awaiting direction on the plan to eliminate a bottleneck on Cedar Alley near Franklin Street along with re-opening the road.
9. Requested a proposal for architectural and engineering services for a Public Works Building. Awaiting funding plan.
10. Ordered new Big Bellies to replace old, unsightly Big Bellies. Should arrive in September.
11. Working with PECO and its Harmony 5 – Substation project that includes setting utility poles in multiple locations in the Borough.

12. Assisted with various capital improvement projects. Performed final walkthrough with PennDOT on the South High Street project from Rosedale to Miner Streets. The dip at High and Niels Streets should be repaired by PennDOT.
13. Assisted with land development and subdivision projects.
14. Addressing significant concerns with Cartegraph's reporting functions. Also modifying elements of the computer software and how it's used.
15. Performed all routine work for trash/recycling, fleet maintenance, building maintenance, road maintenance and stormwater facilities maintenance.
16. Responded to service requests from residents, business owners and internal Borough departments such as Parking, Police, Fire and Parks.

Sincerely,

Donald T. Edwards
Public Works Director

MONTHLY ENGINEERING REPORT

TO: Sean Metrick, Borough Manager
FROM: Kelly Goff, PE, CFM, Consulting Engineer
RE: West Chester Borough
Monthly Engineering Report
DATE: September 3, 2025

The purpose of this memorandum is to provide a status update regarding various projects in the Borough. The following table provides a concise summary of high priority projects. A detailed engineer's report is enclosed in Appendix A.

Project	Project Summary	Status Update
Gay Street Closure Project	The Gay Street Closure Project is a project funded by the Chester County Revitalization Grant that will result in removable barricades along the Gay Street open air market.	The bid opening was held on 8/26. RVE issued their letter of recommendation on 8/27/2025. The Council voted to issued a NOI to award on 8/28. The Borough staff is reviewing the bid with the funding agency.
MS4 Permit Services	The Borough's MS4 permit is a mandatory stormwater discharge permit under the Clean Water Act. The Borough is required to implement pollution-reducing practices for stormwater systems that discharge to surface waters.	RVE is preparing the annual report. The report is due 9/30/2025. Public comment on the PRP and TMDL Addenda is due 9/15/2025.

Should you have any questions, please do not hesitate to contact me directly (484) 843-3653.



Figure 1 – Rendering of Gay Street Closure Project



Figure 2 – Sample Rain Garden Curb Bump-out at Chestnut Intersection

Appendix A - Detailed Engineer's Report

1 GENERAL ENGINEERING & PLANNING SERVICES

1.1 Monthly Meetings (PCWBT020)

Progress meetings are held with RVE and Borough staff on a monthly basis. Progress on various projects are discussed during the meetings. The last progress meeting was held on 8/26/2025 at 1:00 PM.

1.2 Planning Services

1.2.1 Price & Darlington Traffic Study

RVE submitted a cost of services estimate to the Borough staff on 10/18/2024. This project has been authorized and will begin once K12 school hours and the University hours commence. Field data was collected in January 2025. A draft memorandum with recommendations was sent to Borough staff on 3/4/2025. A revised draft memorandum was sent on 3.17. A proposal for a sketch plan was submitted to the Borough on 3/26/2025. Plan was submitted to PennDOT on 5/5. The plan includes signage and striping improvements. A revised plan was submitted on 8/22. PennDOT approved the plan on 8/28/2025. The public works department is soliciting pricing.

1.2.2 Bus shelter Memorandum

RVE reviewed the proposed bus shelter location with Borough staff on 10/29/2024. RVE submitted a memorandum with proposed recommendations. RVE submitted a draft permit plan and sketch plan to the Borough on 2/18/2025. RVE is working on compiling the HOP.

1.2.3 High Street Improvements

RVE worked with Borough staff to acquire the DCED MTF grant. RVE is working with Borough staff to acquire additional funding. Project design is projected to begin in 2026.

1.2.4 Gay & Bradford Intersection Improvements

Improvements to this school crossing intersection will be performed by the public works department. Signage and striping will be installed by the Borough public works department.

1.3 Grant Funding Acquisition Services

RVE is working with Borough staff in order to determine grant opportunities that match the needs of the Borough. A 2025 grants memorandum was submitted to the Borough on 12/19/2024. RVE reviews updated grant information when available.

1.3.1 Priority Projects

The borough and RVE are maintaining a list of priority projects that need grant funding. The Borough is interested in funding the following projects through grant programs.

- Gay & Matlack intersection improvements
- Darlington & Chestnut Parking Lot improvements
- Rain Garden Curb Bump-outs
- High Street Improvements Phase 2
- Goose Creek Interceptor Phase 2
- Cedar Alley Gabions

1.3.2 TA Set Aside Fund

This application is due 9/5. The grant will 100% fund the construction costs. Trail projects are eligible.

1.3.3 LSA Grant

This application is due 11/30. Projects may range from 25k to 1M. No match is required. Projects that improve communities are eligible.

1.3.4 RACP Grant

This application is due 9/23. Projects must have a minimum total cost of 1M. A 1:1 match is required. Construction, infrastructure, acquisition, abatement and other related costs for the development and expansion of municipal facilities are eligible.

2 MS4 SERVICES (PCWBT026)

The Borough's MS4 permit is a mandatory stormwater discharge permit under the Clean Water Act. The Borough is required to implement pollution-reducing practices for stormwater systems that discharge to surface waters. RVE is working with the staff in order to ensure the Borough meets those requirements.

2.1 Annual Report

The annual report is due 9/30/2025. RVE was authorized to compile the report on 7/29/2025. RVE is compiling the report.

2.2 PRP and TMDL Addenda (Goose Creek)

The PRP and TMDL Plan are mandatory components of Pennsylvania's MS4 permit program, designed to reduce sediment and pollutant discharges into impaired waterways through BMPs. Some BMPs listed in the original plans are not feasible. Addenda have been developed to include additional BMPS.

RVE received preliminary approval for TMDL and PRP addenda from PADEP on 5/15/2025.

RVE prepared presentation materials for the public meeting to be held on 8/5/2025. The public comment period will end on 9/15/2025.

2.3 BMP Inspections

RVE submitted a fee schedule on 7/29/2025.

3 CAPITAL PROJECTS (PLANNING, DESIGN, BIDDING & CONSTRUCTION)

3.1 Gay Street Closure (PCWBT015)

The Gay Street Closure Project is a project funded by the Chester County Revitalization Grant that will result in removable barricades along the Gay Street open air market.

- This project is out to bid for the third time. RVE has restructured the specifications to include additional product options and prioritize certain intersections. The bid opening was held on 8/26/2025. Four bids were received. RVE issued a letter of recommendation to the Borough on 8/27/2025. The Borough council voted on 8/28 to issue a notice of intent to award the Base Bid, Alternate 1, Alternate 5, and Alternate 6.

3.2 Storm infrastructure Lining project (PCWBT030)

This project proposed to rehabilitate several stormwater pipes by adding a liner. This project is being funded by the flood mitigation grant.

- RVE submitted the updated specifications on 7/29/2025 to the Borough staff.
- The public works department is facilitating the bidding. RVE is assisting with answering bidder's questions.

4 SUBDIVISION & LAND DEVELOPMENT REVIEWS

4.1 410 High Street (PCWBP001)

The applicant is proposing to construct a proposed mixed-use building 128 residential apartment units with 149 off-street parking spaces.

- A SALDO application was submitted to RVE on 2/9/2023.
- RVE issued review letter #1 on 3/3/2023. The comments contained engineering concerns related to parking and traffic.
- RVE issued review letter #1, revision #1 on 3/22/2023. The comments included engineering concerns related to parking, and traffic.
- A second review letter was issued on 6/21/2023.
- A third review letter was issued on 8/18/2023.
- RVE received a 4th submission on 9/26/2023. RVE submitted a draft review 4 letter to the borough staff on 10/6. A 4th review letter was sent on 10/9.
- RVE received a 5th submission on 10/27. Review letter #5 was issued to the Borough on 11/20.

4.2 330 Market (PCWBP002)

The applicant is proposing to construct a 185 unit apartment building with 215 parking spaces.

- RVE received the first submission on 5/3/2023. RVE is reviewing this submission.
- A second review letter was issued on 8/18/2023.
- RVE attended the Planning Commission meeting on 8/29/2023 in order to address concerns from the public.
- RVE issued a 3rd review letter on 1/9/24.
- RVE issued a 4th Review letter on 2/23/24.

4.3 611 E Nields (PCWBP003)

The project proposes to construct two separate industrial warehouse buildings totaling 523,653 square feet at 611 East Nields Street within the Industrial (ID) zoning district. This application has preliminary land development approval.

- RVE issued a review letter #1 on 2/27/24.
- RVE issued a review letter #2 on 5/9/24.
- RVE issued a review letter #3 on 6/27/25.

4.4 410 High Street, Application #2 (PCWBP004)

The applicant is proposing to construct a multi-family residential apartment building consisting of 139 residential apartment units with 175 off-street parking spaces. This is the second application by the same developer for this property.

- RVE issued review letter #1 on 6/14/2024.
- RVE issued review letter #2 on 7/26/2024.

- RVE issued review letter #3 on 8/27/2024.
- RVE issued review letter #4 on 10/14/2024.

4.5 250 East Market (PCWBP005)

The applicant is proposing to construct a four-story apartment building with 221 units and 230 parking spaces.

- RVE issued review letter #1 on 8/17/2024.
- RVE issued review letter #2 on 10/01/2024.
- RVE issued review letter #3 on 7/14/2025.

4.6 210-214 W. Washington Street (PCWBP006)

The applicant is proposing to construct 8 single-family attached homes on three parcels along West Washington Street within the Neighborhood Conservation District (NC-2) zoning district. The site is bounded by West Washington Street to the west, Patton Alley to the east, and Birdseye Alley to the south. The proposed subdivision plans to demolish the existing automotive repair building and consolidate the three parcels. Each home will have a 2-car garage and share a common driveway.

- RVE sent review letter #1 to the Borough staff on 11/07/2024.
- RVE sent review letter #2 to Borough staff on 1/30/2025.
- RVE sent review letter #3 to Borough staff on 5/21/2025.
- RVE received submission No. 4 on 6/3/2025. RVE has been instructed to hold off on the review until further notice.
- Seeking a variance

4.7 700 S High Street (PCWBP007)

The applicant is proposing improvements to the university.

- RVE sent a review letter to Borough staff on 7/3/2025.

Goose Creek Plant
351 Snyder Ave.
West Chester, PA 19382
(610) 696-2320

Ed Jamieson
Superintendent



Sean Mitchell
Wastewater Director

Taylor Run Plant
795 Downingtown Pike
West Chester, PA 19380
(610) 436-1370

Michael Findley
Superintendent

WASTEWATER DEPARTMENT

September 2025 Wastewater Department Report

Goose Creek

T-3A was taken off-line, drained, cleaned and inspected. The three 6" air supply line fernco's have been replaced along with the 3/4" blowoff lines. 25 diffusers were reattached with replacement gaskets and nylon bolts. Diffusers were inspected and tested before placing tank back in service.

T-13 Sludge hauling tank was dropped, cleaned, and inspected. The mixer shaft and blades in the tank were also inspected.

T-5A was dropped, cleaned and inspected. All the diffusers, connections and blowoff hoses were inspected and cleaned before placing tank back in service.

T-7C clarifier was taken off-line, drained, cleaned and inspected.

A back-up 20hp pump was torn down and had bearings, seals, and wear ring replaced before repainting and refilling with dielectric oil.

Avg. Monthly Flow: 0.704 MGD

Taylor Run

Monthly lubrication and inspection of all sluice gates in plant was performed.

Crews tore down and replaced bearings in two back-up RBC motors.

All three tertiary filters were drained and cleaned with bleach and inspected. The vacuum seal oil was changed in all three units before placing back on-line.

Crews found a failed valve on T-11A digester. The bad valve was removed and replaced with a rebuilt one along with approximately 10' of new PVC pipe. The bad valve will be inspected and rebuilt if possible.

Both T-30 compressors had the bi-annual preventive maintenance performed on them. The oil was changed, belts, airlines, pressure switch and blow-off valve checked before placing back in service.

Avg. Monthly Flow: 0.710 MGD

Pumping Stations

Monthly cleaning and inspections were performed at all four pumping stations. Crews pumped down, hosed out wet wells and bar screen chambers and adjusted floats where needed.

Valve chambers were inspected and pumped down where needed. All locks were inspected and lubricated as needed.

Capital Projects

Taylor Runs new digester sludge pump has been installed and is on-line.

Goose Creeks' new primary pumps are to be shipped any day now. They will be installed ASAP.

The Maple Alley project, still no word from PADEP on the connection management plan. The soft dig utility location contractor has been scheduled for the weeks of Sept. 22 & 29.

The Goose Creek electrical substation upgrade had a delay in delivery of the Medium Voltage switch. The switch is now scheduled to be delivered February 2, 2026. We will be asking in the 2026 Budget to reallocate most of the 2025 money for the project.

Wastewater Tasks

Department	Asset	Activity	Date Completed	Notes	Total Cost
Waste Water (Goose Creek)					
Waste Water (Goose Creek)	WWTP Structure GC-T3A	Drop Tank	8/1/2025	shut sluice gate and transferring over to T3-B with 3" pump so we can clean\inspect tank	0.00
Waste Water (Goose Creek)	WWTP Structure WW - Miner Street Pump Station - Valve Chamber	Pump Down	8/1/2025	pumped out ground water 3-4"	0.00
Waste Water (Goose Creek)	Facility Equipment GC-HOIST-CL2BDG	Condition Assessment	8/1/2025	company came out today to look over hoist. going to look into getting guide bearings to start with	0.00
Waste Water (Goose Creek)	WWTP Structure GC-T3A	Replace	8/4/2025	replaced (3) 6" fernco's for diffuser air supply and replaced (3) 3/4" air lines for blowoff valves	0.00
Waste Water (Goose Creek)	WWTP Facility GC - Structures - Maintenance Shop	Repair	8/4/2025	started fabricating new plastic bolts for T-3A diffusers	0.00
Waste Water (Goose Creek)	WWTP Structure GC-T3A	Replace	8/5/2025	replaced 25 diffusers and gaskets with clean used ones we had , used mostly new plastic bolts that we modified to work. cleaned out all, old diffusers and gaskets. filled with some water and checked air pattern,, now filling up to put back in service	0.00
Waste Water (Goose Creek)	WWTP Facility GC-B-2	Install	8/5/2025	Installed a HACH flow paced module in the AS950 HACH compositor in head works assisted by Ken Decker.	0.00
Waste Water (Goose Creek)	Wastewater Treatment Plant GC	Other	8/6/2025	Weed whacked swales by north & south gates	0.00
Waste Water (Goose Creek)	WWTP Structure GC-T3B	Clean	8/6/2025	unclogged blowoff valves	0.00
Waste Water (Goose Creek)	WWTP Structure GC-T11A	Clean	8/6/2025	unclogged blowoff valves	0.00
Waste Water (Goose Creek)	WWTP Structure GC-T11B	Clean	8/6/2025	unclogged blowoff valves	0.00
Waste Water (Goose Creek)	WWTP Structure GC-T13	Clean	8/6/2025	dropped tank and cleaned rags and debris off of ladder rungs, mixer blades and floor	0.00

Department	Asset	Activity	Date Completed	Notes	Total Cost
Waste Water (Goose Creek)	WWTP Structure GC-T10A	Repair	8/6/2025	re-mortared damaged area on top step, had extra mortar mixed up from another project.	0.00
Waste Water (Goose Creek)	WWTP Structure GC-GT	Clean	8/6/2025	monthly cleaning, dropped tank, hosed down sides and sucked out grit	0.00
Waste Water (Goose Creek)	WWTP Facility GC-B-4	Install	8/6/2025	installed a 3" pvc pipe chase through the wall from MCC room to outside of the bathroom. to be able to move the camera and Wi-Fi units to inside MCC room. knocked out a portion of the block and set pipe in then mortared around opening	0.00
Waste Water (Goose Creek)	Facility Equipment GC - Portable Equipment - 3in. Trash Pump	Repair	8/7/2025	fuel bowl was dripping, removed and cleaned gasket and gasket seat seemed to fix issue, checked oil and removed front pump housing to check for rags..	0.00
Waste Water (Goose Creek)	WWTP Facility GC-B-5	Repair	8/7/2025	remounted wiring for scales to the wall. first mounts were double stick tape and didnt hold. used tapcons this time.	0.00
Waste Water (Goose Creek)	WWTP Screen GC-SCREEN-2	Ice	8/8/2025	weekly ice cleaning	0.00
Waste Water (Goose Creek)	WWTP Screen GC-SCREEN-1	Replace	8/8/2025	replaced the brush	0.00
Waste Water (Goose Creek)	WWTP Pump P-2B	Condition Assessment	8/8/2025	automatic valve for pump wasnt working properly, removed valve internals and cleaned everything and reinstalled but still didnt fix issue .	0.00
Waste Water (Goose Creek)	WWTP Screen GC-SCREEN-1	Ice	8/8/2025	weekly ice cleaning	0.00
Waste Water (Goose Creek)	WWTP Structure GC-T7C	Scrub	8/8/2025	Scrubbed T-7C clarifier Friday	0.00
Waste Water (Goose Creek)	Wastewater Treatment Plant GC	Other	8/9/2025	Removed/smoothed dirt by T-12 spray line repair site	0.00
Waste Water (Goose Creek)	WWTP Structure GC-T7A	Scrub	8/9/2025	Scrubbed T-7A clarifier Saturday AM	0.00
Waste Water (Goose Creek)	Wastewater Treatment Plant GC	Other	8/9/2025	Filled in divots by B1 rain gauge	0.00
Waste Water (Goose Creek)	WWTP Structure GC-T7C	Hosing	8/10/2025	Hosed T-7C clarifier weirs & walls	0.00

Department	Asset	Activity	Date Completed	Notes	Total Cost
Waste Water (Goose Creek)	WWTP Pump P-2B	Clean	8/11/2025	removed auto valve again. then removed the cap holding the packing in, was very rusted up and causing interference around shaft. ground rust off and lubed with PB blaster reassembled and seems to work good now	0.00
Waste Water (Goose Creek)	WWTP Structure WW - College Avenue Pump Station - Wet Well	Replace	8/12/2025	station called out for high alarm. determined that the kick off float was bad, replaced with a new one. pumped down few times and cleaned off the other floats, not bad at all	0.00
Waste Water (Goose Creek)	WWTP Facility GC-PS-1	Repair	8/12/2025	refurbished spare 20hp pump, tore down and replaced pecker head and wiring, bearings, seals, wear ring, lip seal and oil . wire wheeled paint off outside and primed \painted	0.00
Waste Water (Goose Creek)	Wastewater Treatment Plant WW - College Avenue Pump Station	Other	8/13/2025	sprayed locks down with lube	0.00
Waste Water (Goose Creek)	Wastewater Treatment Plant WW - New Street Pump Station	Other	8/13/2025	lubed all locks and checked wet well for grease\debris looked good	0.00
Waste Water (Goose Creek)	Wastewater Treatment Plant PS-2	Other	8/13/2025	lubed all locks and checked wet well for grease\debris looked good	0.00
Waste Water (Goose Creek)	Wastewater Treatment Plant WW - College Avenue Pump Station	Mowing	8/13/2025	weed wacked\blew off inside fence area, pulled weeds around manholes and pump wiring junction box	0.00
Waste Water (Goose Creek)	WWTP Screen GC-SCREEN-2	Ice	8/14/2025	weekly ice cleaning	0.00
Waste Water (Goose Creek)	WWTP Structure GC-S-1	Clean	8/14/2025	silos gate\ paddle was clogged up, unclogged and scraped clean	0.00
Waste Water (Goose Creek)	WWTP Facility GC - Structures - Maintenance Shop	Clean	8/14/2025	pulled spare diffuser stones out of acid wash, hose both sides off and let dry. stored back in B-4	0.00
Waste Water (Goose Creek)	WWTP Screen GC-SCREEN-1	Ice	8/14/2025	weekly ice cleaning	0.00
Waste Water (Goose Creek)	WWTP Facility GC-B-1	Pressure Wash	8/15/2025	washed off front windows with pressure washer, vacuumed inside windows then cleaned both sides of glass	0.00
Waste Water (Goose Creek)	WWTP Structure GC-T7B	Fill Tank	8/18/2025	filled tank to put back in service	0.00
Waste Water (Goose Creek)	WWTP Facility GC-B-1	Clean	8/18/2025	roof AC\ had to climb up on roof and clean out the bug trap. backed up overnight and flooded sean and ed's offices still need to replace ceiling tiles	0.00

Department	Asset	Activity	Date Completed	Notes	Total Cost
Waste Water (Goose Creek)	WWTP Facility GC-B-2	Troubleshoot	8/18/2025	micro screen is constantly running no matter what the flow is, disconnected the flow sensor and it didnt shut off believe the control board is bad Ed is looking into it	0.00
Waste Water (Goose Creek)	WWTP Facility GC-B-4	Install	8/19/2025	installing a new 110v outlet in MCC room for when we move the Wi-Fi and camera control box from outside bathroom. removed most of the wire chase covers, found wiring for an existing outlet to tie into, ran wires from existing outlet to new outlet area on the other side of the room. mounted outlet box and tied in hot, netural and ground	0.00
Waste Water (Goose Creek)	WWTP Screen GC-SCREEN-1	Repair	8/19/2025	repaired hole in upper part of screen. removed screen and sewed hole together with mechanics wire and reinstalled screen on roto-matt	0.00
Waste Water (Goose Creek)	WWTP Facility GC - Structures - Maintenance Shop	Preventive Maintenance	8/20/2025	made up 20 new plastic bolts for stone diffusers\ drilled air inlet holes in them	0.00
Waste Water (Goose Creek)	Wastewater Treatment Plant WW - New Street Pump Station	Other	8/20/2025	went out and started generator and let run for 40mins since its been off. then ran under load on pump 2	0.00
Waste Water (Goose Creek)	WWTP Facility GC-B-4	Install	8/20/2025	secured new PAC pump panel to concrete wall next to bathroom, hammer drilled holes and installed concrete anchors	0.00
Waste Water (Goose Creek)	WWTP Structure GC-T13	Clean	8/20/2025	dropped tank and cleaned rags off ladder rungs and mixer blade, not bad 1/2 bucket full	0.00
Waste Water (Goose Creek)	WWTP Structure GC-T5A	Clean	8/21/2025	drained water, hosed walls\diffusers off, fixed/replaced clogged stones, tried out new 3D printed adapters for the 9" diffusers, blew out pvc pipes, checked air supply fernco's and blow off supply lines.	0.00
Waste Water (Goose Creek)	WWTP Structure GC-T7C	Drop Tank	8/21/2025	dropping tank for inspection\ cleaning	0.00
Waste Water (Goose Creek)	WWTP Screen GC-SCREEN-2	Ice	8/22/2025	weekly cleanout with ice	0.00
Waste Water (Goose Creek)	WWTP Screen GC-SCREEN-1	Ice	8/22/2025	weekly cleanout with ice	0.00
Waste Water (Goose Creek)	WWTP Structure GC-T7C	Clean	8/22/2025	squeegeed\ hosed off floor of tank, flushed out suction holes in lower arm	0.00

Department	Asset	Activity	Date Completed	Notes	Total Cost
Waste Water (Goose Creek)	WWTP Facility GC-B-2	Troubleshoot	8/27/2025	dug down next to ramp to dumpster looking for a old valve that would drain the raw tank down to PS-3 going to have public works run a camera up the line to look, found plug valve with camera approximately 112" off of step depth unknown we dug another hole 8' down...not found	0.00
Waste Water (Goose Creek)	WWTP Structure GC-T13	Clean	8/27/2025	drained and cleaned rags\grease off of ladder, mixer blades and sensors.. 1\2 bucket	0.00
Waste Water (Goose Creek)	Wastewater Treatment Plant GC	Replace	8/28/2025	replaced incoming truck delivery sign, old one rotted out. cut new plywood, painted, re-lettered, hung back up	0.00
Waste Water (Goose Creek)	WWTP Pump Sub.P-3	Clean	8/28/2025	cleaned out check valve, rags wrapped around flapper	0.00
Waste Water (Goose Creek)	WWTP Pump Sub.P-4	Clean	8/28/2025	cleaned out check valve, rags wrapped around flapper	0.00
Waste Water (Goose Creek)	WWTP Pump Sub.P-1	Clean	8/28/2025	cleaned out check valve, not to much debris but believe flapper assembly needs replaced	0.00
Waste Water (Goose Creek)	WWTP Pump Sub.P-2	Clean	8/28/2025	cleaned out check valve, rags wrapped around flapper	0.00
Waste Water (Goose Creek)	WWTP Facility GC-B-4	Replace	8/28/2025	rooftop air supply fans, sprayed bearings and replaced belts on SP-8 # A324L340 SP-23 # B3056330	0.00
Waste Water (Goose Creek)	WWTP Facility GC-B-4	Replace	8/29/2025	Exhaust fan 21 polymer room exhaust fan, motor burned up and belt was shot. removed both and ordered a new motor. replaced motor and belt #B3056330	0.00
Waste Water (Goose Creek)	Wastewater Treatment Plant GC	Other	8/29/2025	tree limb trimming outside fence, east side of shed	0.00

Waste Water (Taylor Run)

Waste Water (Taylor Run)	Wastewater Treatment Plant TR	Mowing	8/1/2025	Mowed and weed whacked perimeter fence	0.00
Waste Water (Taylor Run)	WWTP Pump P-7	Repair	8/1/2025	Removed inspection ports and cleaned rotor and stator. Applied grease to unseize rotor from stator. Confirmed pump was fully operational.	0.00
Waste Water (Taylor Run)	WWTP Facility TR-B-5	Clean	8/2/2025	Building swept, mopped and trash taken out.	0.00
Waste Water (Taylor Run)	WWTP Filter Filter #3	Preventive Maintenance	8/4/2025	Dropped filter and added 7 gallons of bleach. We also replaced the vacuum seal oil.	0.00

Department	Asset	Activity	Date Completed	Notes	Total Cost
Waste Water (Taylor Run)	WWTP Filter Filter#2	Preventive Maintenance	8/4/2025	Dropped the filter and added 7 gallons of bleach. We also replaced the vacuum seal oil.	0.00
Waste Water (Taylor Run)	WWTP Filter Filter#1	Preventive Maintenance	8/4/2025	We dropped the filter and added 7 gallons of bleach. We also replaced the vacuum filter oil.	0.00
Waste Water (Taylor Run)	Sewer Manhole SMH-0086	Clean	8/5/2025	All manholes were drained out.	0.00
Waste Water (Taylor Run)	WWTP RBC RBC-B1	Preventive Maintenance	8/6/2025	B1 was weighed. Per weekly maintenance.	0.00
Waste Water (Taylor Run)	WWTP Facility TR-B-1	Condition Assessment	8/6/2025	Our eyewash and shower system in our soda ash room and outside the building by our soda silo were tested and check for missing parts. Per weekly maintenance.	0.00
Waste Water (Taylor Run)	WWTP RBC RBC-C7	Preventive Maintenance	8/6/2025	RBCs weighed with hydraulic pump.	0.00
Waste Water (Taylor Run)	WWTP RBC RBC-C4	Preventive Maintenance	8/6/2025	C4 was weighed. Per weekly maintenance.	0.00
Waste Water (Taylor Run)	WWTP Facility TR-B-5	Condition Assessment	8/6/2025	Our eye was and shower system in our Alum/ Polymer building were tested and check for missing parts. Per weekly maintenance.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation Raw Sampler	Cleaning	8/6/2025	Raw sigma. Pump tubing. To be replaced if worn and record in book. Sensor, sample lines and torpedo cleaned. Check for proper operation (lights, heater, fan and refrigerator. Sample jugs cleaned if necessary.	0.00
Waste Water (Taylor Run)	WWTP Facility TR-B-6	Preventive Maintenance	8/6/2025	Grease cup taken off, cleaned out and refilled with polyrex blue grease. Entire sample boxed inspected for leaks or other problems. Clean tubing on analyzer. Clean drain lines and strainer.	0.00
Waste Water (Taylor Run)	WWTP Sluice Gate SI-G1	Lubricate	8/6/2025		0.00
Waste Water (Taylor Run)	WWTP Sluice Gate DS3-SLGb	Lubricate	8/6/2025	Sluice gate dropped all the way down. Sprayed with dry molly. Dropped back down.	0.00
Waste Water (Taylor Run)	WWTP Mixer TR-M1	Preventive Maintenance	8/6/2025	Super Bio Clean 510 added to primary scum mixer. Mixed for two minutes then pumped out from pumps 3 and 4. Per weekly maintenance.	0.00
Waste Water (Taylor Run)	WWTP Sluice Gate SI-G3	Lubricate	8/6/2025	Sluice gate dropped all the way down. Sprayed with dry molly.	0.00
Waste Water (Taylor Run)	WWTP Facility TR-B-6	Preventive Maintenance	8/6/2025	Tested chlorine detector. Placed small amount of HTH near intake sensor. Observed audible alarm go off. Alarm on roof was operating normally.	0.00
Waste Water (Taylor Run)	WWTP Structure TR-LA	Pump Down	8/6/2025	Aluminum sulfate storage tank moat pumped out if needed.	0.00

Department	Asset	Activity	Date Completed	Notes	Total Cost
Waste Water (Taylor Run)	WWTP Facility TR-B-1	Preventive Maintenance	8/6/2025	Soda ash Dust collectors bags checked for damage. Check that bag connections are secure. checked dust on blowers and cleaned.	0.00
Waste Water (Taylor Run)	WWTP Electrical Generator GEN-2	Preventive Maintenance	8/6/2025	The generator had its oil checked, as well as the coolant level. Belt tension was check as well as hose connections. Lights and gauges were checked.	0.00
Waste Water (Taylor Run)	WWTP Structure 4	Cleaning	8/6/2025	Soda ash sensor removed from tank and scrubbed clean of any soda ash residual.	0.00
Waste Water (Taylor Run)	WWTP RBC RBC-A4	Preventive Maintenance	8/6/2025	A4 was weighed. Per weekly maintenance.	0.00
Waste Water (Taylor Run)	WWTP Structure TR-T-6B	Preventive Maintenance	8/6/2025	T6B's oil level was checked in reducers as well as the lower housing. Chain was checked for slack. scrapper arm inspected for wear. vents cleaned.	0.00
Waste Water (Taylor Run)	WWTP RBC RBC-B4	Preventive Maintenance	8/6/2025	B4 was weighed. Per weekly maintenance.	0.00
Waste Water (Taylor Run)	WWTP Structure TR-T-6A	Preventive Maintenance	8/6/2025	T6A was checked for oil levels in reducer and the lower housing. Chain was checked for slack. Scrapper arm inspected for wear. Vents cleaned.	0.00
Waste Water (Taylor Run)	WWTP RBC RBC-C1	Preventive Maintenance	8/6/2025	C1 was weighed. Per weekly maintenance.	0.00
Waste Water (Taylor Run)	WWTP Sluice Gate SI-G4	Lubricate	8/6/2025	Sluice gate dropped all the way down. Sprayed with dry molly. Lifter back up.	0.00
Waste Water (Taylor Run)	WWTP Facility TR-B-1	Preventive Maintenance	8/6/2025	Soda ash compressor (Green/Blue) Belts checked for wear. oil levels checked. Air filters checked. Both compressors ran for 15 minutes to allow pressure build up. Inspected for leaks and drained of any condensation when done.	0.00
Waste Water (Taylor Run)	WWTP Structure TR-LA	Preventive Maintenance	8/6/2025	Aluminum sulfite storage tank weekly: Tank checked for leaks, Moat pumped down as needed.	0.00
Waste Water (Taylor Run)	WWTP Facility TR-B-6	Condition Asessment	8/6/2025	Our eye wash and shower system in the CL2 were tested and checked for missing parts. Per weekly maintenance.	0.00
Waste Water (Taylor Run)	WWTP Sluice Gate DS3-SLG	Lubricate	8/6/2025	Sluice gate dropped all the way. Sprayed with dry molly. Raised back up.	0.00
Waste Water (Taylor Run)	WWTP Sluice Gate SI-G1	Lubricate	8/6/2025	Final sluice gates completed. Raised up sprayed with dry molly. Put back into position.	0.00
Waste Water (Taylor Run)	WWTP Structure 4	Preventive Maintenance	8/6/2025	Soda ash solution tank sensor removed and cleaned.	0.00
Waste Water (Taylor Run)	WWTP Structure T-8C	Replace	8/6/2025	Post sample pump went down. The pump was replaced and put back online.	0.00
Waste Water (Taylor Run)	WWTP RBC RBC-A1	Preventive Maintenance	8/6/2025	A1 was weighed. Per weekly maintenance.	0.00
Waste Water (Taylor Run)	WWTP Facility TR-B-4	Preventive Maintenance	8/7/2025	The weeds by the stairs have been removed and placed out back by our fence.	0.00

Department	Asset	Activity	Date Completed	Notes	Total Cost
Waste Water (Taylor Run)	WWTP Sluice Gate SI-G 2	Lubricate	8/7/2025	Sluice gate dropped all the way down. Sprayed with dry molly. Raised back up.	0.00
Waste Water (Taylor Run)	WWTP Blower K-1	Preventive Maintenance	8/7/2025	Oil level checked and replaced if needed. belt tension checked. Pressure relief valves lubed up. air filter cleaned. Fittings grease on a biweekly and recorded in maintenance book. Upper and lower swing arms greased. hoist oil level and cable checked for wear.	0.00
Waste Water (Taylor Run)	WWTP Facility TR-B-4	Preventive Maintenance	8/7/2025	Bucket elevator and incline screw conveyor Weekly maintenance. All reducers oil level checked. Fittings greased, chain checked for slack. Drive chain checked for slack and lubed if needed. Hose and clean out any overflow	0.00
Waste Water (Taylor Run)	WWTP Instrumentation Final Comp	Cleaning	8/7/2025	Final comp and back up final comp were inspected for worn tubing. Sample line, sensor and torpedo all cleaned. Jug cleaned	0.00
Waste Water (Taylor Run)	WWTP Structure TR-DS3	Cleaning	8/7/2025	D23 sigma sampler was checked for worn tubing. Sensor, sample line and torpedo cleaned. sample jug cleaned.	0.00
Waste Water (Taylor Run)	WWTP Structure TR-DS1	Cleaning	8/7/2025	Ds2 sigma sampler was inspected for worn tubing. Sensor, sample line and torpedo cleaned. Sample jug cleaned.	0.00
Waste Water (Taylor Run)	WWTP Blower K-2	Preventive Maintenance	8/7/2025	Blower oil level checked, belt tension checked, Relief pressure valve lubed up. Air filters cleaned. Fittings greased Bi-weekly and record in maintenance book. Upper and lower swing arms fittings greased. Check Hoist oil level and cable for wear. lube if needed.	0.00
Waste Water (Taylor Run)	WWTP RBC RBC-C3	Grease	8/8/2025	The oil was checked in C 3s reducer. Fresh grease was pumped to the bearing for 2 1/2 minutes. Both front and rear pillow blocks were lubricated while the unit was rotating. All spills and excess grease wiped up.	0.00
Waste Water (Taylor Run)	WWTP RBC RBC-B2	Grease	8/8/2025	The oil was checked in B 2s reducer. Fresh grease was pumped to the bearing for 2 1/2 minutes. Both front and rear pillow blocks were lubricated while the unit was rotating. All spills and excess grease wiped up.	0.00
Waste Water (Taylor Run)	WWTP RBC RBC-A3	Grease	8/8/2025	The oil was checked in A3s reducer. Fresh grease was pumped to the bearing for 2 1/2 minutes. Both front and rear pillow blocks were lubricated while the unit was rotating. All spills and excess grease wiped up.	0.00
Waste Water (Taylor Run)	WWTP RBC RBC-C7	Grease	8/8/2025	The oil was checked in C 7s reducer. Fresh grease was pumped to the bearing for 2 1/2 minutes. Both front and rear pillow blocks were lubricated while the unit was rotating. All spills and excess grease wiped up.	0.00
Waste Water (Taylor Run)	WWTP Facility TR-B-5	Preventive Maintenance	8/8/2025	Scag mower was greased, cleaned and the blades were sharpened.	0.00

Department	Asset	Activity	Date Completed	Notes	Total Cost
Waste Water (Taylor Run)	WWTP RBC RBC-B7	Grease	8/8/2025	The oil was checked in B 7s reducer. Fresh grease was pumped to the bearing for 2 1/2 minutes. Both front and rear pillow blocks were lubricated while the unit was rotating. All spills and excess grease wiped up.	0.00
Waste Water (Taylor Run)	WWTP Facility TR-B-6	Condition Assessment	8/8/2025	We dropped our contact tank B and Bisulfate feeding tank B. Both were sprayed and cleaned. After the spraying was completed, the floor was squeegeed clean.	0.00
Waste Water (Taylor Run)	WWTP RBC RBC-A7	Grease	8/8/2025	The oil was checked in A7s reducer. Fresh grease was pumped to the bearing for 2 1/2 minutes. Both front and rear pillow blocks were lubricated while the unit was rotating. All spills and excess grease wiped up.	0.00
Waste Water (Taylor Run)	WWTP RBC RBC-A1	Grease	8/8/2025	The oil was checked in A1s reducer. Fresh grease was pumped to the bearing for 2 1/2 minutes. Both front and rear pillow blocks were lubricated while the unit was rotating. All spills and excess grease wiped up.	0.00
Waste Water (Taylor Run)	WWTP RBC RBC-A5	Grease	8/8/2025	The oil was checked in A5's reducer. Fresh grease was pumped to the bearing for 2 1/2 minutes. Both front and rear pillow blocks were lubricated while the unit was rotating. All spills and excess grease wiped up.	0.00
Waste Water (Taylor Run)	WWTP RBC RBC-B5	Grease	8/8/2025	The oil was checked in B 5s reducer. Fresh grease was pumped to the bearing for 2 1/2 minutes. Both front and rear pillow blocks were lubricated while the unit was rotating. All spills and excess grease wiped up.	0.00
Waste Water (Taylor Run)	WWTP RBC RBC-C5	Grease	8/8/2025	The oil was checked in C 6s reducer. Fresh grease was pumped to the bearing for 2 1/2 minutes. Both front and rear pillow blocks were lubricated while the unit was rotating. All spills and excess grease wiped up.	0.00
Waste Water (Taylor Run)	WWTP RBC RBC-C6	Grease	8/8/2025	The oil was checked in C 6s reducer. Fresh grease was pumped to the bearing for 2 1/2 minutes. Both front and rear pillow blocks were lubricated while the unit was rotating. All spills and excess grease wiped up.	0.00
Waste Water (Taylor Run)	WWTP RBC RBC-A2	Grease	8/8/2025	The oil was checked in A2s reducer. Fresh grease was pumped to the bearing for 2 1/2 minutes. Both front and rear pillow blocks were lubricated while the unit was rotating. All spills and excess grease wiped up.	0.00
Waste Water (Taylor Run)	WWTP RBC RBC-A4	Grease	8/8/2025	The oil was checked in A4s reducer. Fresh grease was pumped to the bearing for 2 1/2 minutes. Both front and rear pillow blocks were lubricated while the unit was rotating. All spills and excess grease wiped up.	0.00
Waste Water (Taylor Run)	WWTP RBC RBC-A4	Replace	8/8/2025	The motor on RBC A4 went down due to bearing failure. New motor put on.	0.00

Department	Asset	Activity	Date Completed	Notes	Total Cost
Waste Water (Taylor Run)	WWTP RBC RBC-B6	Grease	8/8/2025	The oil was checked in B 6s reducer. Fresh grease was pumped to the bearing for 2 1/2 minutes. Both front and rear pillow blocks were lubricated while the unit was rotating. All spills and excess grease wiped up.	0.00
Waste Water (Taylor Run)	WWTP RBC RBC-B4	Grease	8/8/2025	The oil was checked in B 4s reducer. Fresh grease was pumped to the bearing for 2 1/2 minutes. Both front and rear pillow blocks were lubricated while the unit was rotating. All spills and excess grease wiped up.	0.00
Waste Water (Taylor Run)	WWTP RBC RBC-B1	Grease	8/8/2025	The oil was checked in B 1s reducer. Fresh grease was pumped to the bearing for 2 1/2 minutes. Both front and rear pillow blocks were lubricated while the unit was rotating. All spills and excess grease wiped up.	0.00
Waste Water (Taylor Run)	WWTP RBC RBC-B3	Grease	8/8/2025	The oil was checked in B 3s reducer. Fresh grease was pumped to the bearing for 2 1/2 minutes. Both front and rear pillow blocks were lubricated while the unit was rotating. All spills and excess grease wiped up.	0.00
Waste Water (Taylor Run)	WWTP RBC RBC-C1	Grease	8/8/2025	The oil was checked in C 1s reducer. Fresh grease was pumped to the bearing for 2 1/2 minutes. Both front and rear pillow blocks were lubricated while the unit was rotating. All spills and excess grease wiped up.	0.00
Waste Water (Taylor Run)	WWTP RBC RBC-C2	Grease	8/8/2025	The oil was checked in C 2s reducer. Fresh grease was pumped to the bearing for 2 1/2 minutes. Both front and rear pillow blocks were lubricated while the unit was rotating. All spills and excess grease wiped up.	0.00
Waste Water (Taylor Run)	WWTP RBC RBC-A6	Grease	8/8/2025	The oil was checked in A6. Fresh grease was pumped to the bearing for 2 1/2 minutes. Both front and rear pillow blocks while the unit was rotating. All spills and excess grease wiped up	0.00
Waste Water (Taylor Run)	WWTP RBC RBC-C4	Grease	8/8/2025	The oil was checked in C 4s reducer. Fresh grease was pumped to the bearing for 2 1/2 minutes. Both front and rear pillow blocks were lubricated while the unit was rotating. All spills and excess grease wiped up.	0.00
Waste Water (Taylor Run)	WWTP Facility TR-B-1	Clean	8/9/2025	B1 was swept, mopped and the trash was taken out.	0.00
Waste Water (Taylor Run)	WWTP Facility TR-B-5	Clean	8/9/2025	B5 was swept, mopped, and trash taken out.	0.00
Waste Water (Taylor Run)	WWTP Facility TR-B-4	Preventive Maintenance	8/12/2025	Lakeside roto mat fine screens Monthly. Screens shut down one at a time. Wye strainers cleaned. Ultrasonic level controllers tested. movement tested forward and reverse.	0.00
Waste Water (Taylor Run)	WWTP Structure TR-DS2	Preventive Maintenance	8/12/2025	Sluice gates were sprayed with dry molly and raised and lower.	0.00
Waste Water (Taylor Run)	WWTP Structure TR-DS1	Preventive Maintenance	8/12/2025	Primary Monthly maintenance. Sluice Gates were sprayed with dry molly and exerized up and down.	0.00

Department	Asset	Activity	Date Completed	Notes	Total Cost
Waste Water (Taylor Run)	WWTP RBC RBC-B4	Replace	8/12/2025	Motor replaced on RBC B-4.	0.00
Waste Water (Taylor Run)	WWTP Facility TR-B-5	Cleaning	8/12/2025	Built up debris collected and removed from the front of B5.	0.00
Waste Water (Taylor Run)	WWTP Facility TR-B-1	Visual Inspection	8/12/2025	Completed our monthly safety equipment check list.	0.00
Waste Water (Taylor Run)	WWTP Electrical Generator GEN-2	Preventive Maintenance	8/13/2025	Oil level checked, coolant level checked in sight glass. Belt tension checked. hose connections checked. Gauges and lights checked. Hours are recorded daily as well as volts and hertz.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation Raw Sampler	Preventive Maintenance	8/13/2025	Bucket elevator and incline screw conveyor Weekly: Oil level checked in all reducers. All the fittings were greased. Chain checked for slack. Drive chain checked for slack. Belt checked for tension and wear.	0.00
Waste Water (Taylor Run)	WWTP RBC RBC-A4	Preventive Maintenance	8/13/2025	RBCs weighed with hydraulic pump.	0.00
Waste Water (Taylor Run)	WWTP Structure 4	Preventive Maintenance	8/13/2025	Soda ash sensor removed and cleaned.	0.00
Waste Water (Taylor Run)	WWTP Structure 4	Preventive Maintenance	8/13/2025	Oil changed in the reducers. Drive chain lubricated and fitting in silo greased. Air line connections checked.	0.00
Waste Water (Taylor Run)	WWTP Facility TR-B-1	Preventive Maintenance	8/13/2025	Shower and eyewash check B1. System checked for leaks. Valves opened and checked for water supply and pressure.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation I-5	Preventive Maintenance	8/13/2025	Chlorine analyzer and pre/post sample pump: Grease cup taken to shop and old grease removed and replaced with new polyrex blue grease. Put back into pump. Tubing on analyzer tubes cleaned, strainers cleaned and put back on line.	0.00
Waste Water (Taylor Run)	WWTP RBC RBC-C1	Preventive Maintenance	8/13/2025	RBCs weighed with hydraulic pump.	0.00
Waste Water (Taylor Run)	WWTP RBC RBC-C7	Preventive Maintenance	8/13/2025	RBCs weighed with hydraulic pump.	0.00
Waste Water (Taylor Run)	WWTP Structure 4	Preventive Maintenance	8/13/2025	T30 Compressors 6 month: Oil change in both compressors. Filters inspected and cleaned. Belts checked for wear. air lines checked for leaks. Condensation drained. Pressure switch and blowoff valves checked.	0.00
Waste Water (Taylor Run)	WWTP Facility TR-B-5	Replace	8/13/2025	Two ball valves broke in our PAK room. Both were replaced.	0.00
Waste Water (Taylor Run)	WWTP Structure Raw Sampler	Preventive Maintenance	8/13/2025	Lakeside roto mat fine screens. All debris removed from screens. The ultrasonic level controllers checked to stimulate high flows. Both placed in forward and reverse positions to test.	0.00
Waste Water (Taylor Run)	WWTP Structure T-8C	Retire	8/13/2025	By our contact tank and rear entrance gate there was a dying tree. We cut it down and chopped it into smaller pieces and moved those into the woods.	0.00

Department	Asset	Activity	Date Completed	Notes	Total Cost
Waste Water (Taylor Run)	WWTP Structure TR-T-6A	Preventive Maintenance	8/13/2025	T6A: Oil level checked in reducers, oil level checked in lower housing. Chain checked for slack. Scrapper arm checked for wear. Vents cleaned.	0.00
Waste Water (Taylor Run)	WWTP Structure TR-LA	Preventive Maintenance	8/13/2025	Aluminum Sulfate storage tank was pumped out and checked for leaks	0.00
Waste Water (Taylor Run)	WWTP Instrumentation Final Comp	Cleaning	8/13/2025	Final sigma sampler hoses cleaned (Final comp, back up and Ds3) and inspected for tears. The sensor and the torpedo were both cleaned as well	0.00
Waste Water (Taylor Run)	WWTP Structure TR-T-6B	Preventive Maintenance	8/13/2025	T6B: Oil level checked in reducers, oil level checked in lower housing. Chain checked for slack. Scrapper arm checked for wear. Vents cleaned.	0.00
Waste Water (Taylor Run)	WWTP RBC RBC-B1	Preventive Maintenance	8/13/2025	RBCs weighed with hydraulic pump.	0.00
Waste Water (Taylor Run)	WWTP Facility TR-B-6	Preventive Maintenance	8/13/2025	Shower and eyewash check Chlorine building. System checked for leaks. Valves opened and checked for water supply and pressure.	0.00
Waste Water (Taylor Run)	WWTP Blower K-1	Preventive Maintenance	8/13/2025	K1&K2 blowers: Oil levels checked. Belts checked for tension. Pressure relief valves lubed. Air filters cleaned out. Fittings greased. Upper and lower swing arms fittings greased. Hoist oil level checked. Hoist cable checked for wear.	0.00
Waste Water (Taylor Run)	WWTP Mixer TR-M1	Preventive Maintenance	8/13/2025	Super Bio clean 510 in scum pit while it ran for two minutes.	0.00
Waste Water (Taylor Run)	WWTP RBC RBC-A1	Preventive Maintenance	8/13/2025	RBCs weighed with hydraulic pump.	0.00
Waste Water (Taylor Run)	WWTP RBC RBC-B4	Preventive Maintenance	8/14/2025	RBC weighed per weekly maintenance.	0.00
Waste Water (Taylor Run)	WWTP Facility TR-B-3	Replace	8/14/2025	Snap backs for truck fill positioner chain.	0.00
Waste Water (Taylor Run)	WWTP Facility TR-B-4	Cleaning	8/14/2025	Grease balls came into our aeration tank. They were removed and placed into our grit dumpster.	0.00
Waste Water (Taylor Run)	WWTP Facility TR-B-1	Clean	8/16/2025	B1 was swept, mopped and the trash was taken out.	0.00
Waste Water (Taylor Run)	WWTP Facility TR-B-5	Clean	8/16/2025	B5 was swept, mopped, and the trash taken out.	0.00
Waste Water (Taylor Run)	WWTP Facility TR-B-5	Replace	8/19/2025	Two RBC motors had the bearings replaced in them, So the next time one of our RBC's goes down we can just pop another one in.	0.00
Waste Water (Taylor Run)	WWTP RBC RBC-A4	Preventive Maintenance	8/20/2025	RBCs weighed with hydraulic pump.	0.00
Waste Water (Taylor Run)	WWTP RBC RBC-A7	Replace	8/20/2025	All oil pads changed on A train.	0.00

Department	Asset	Activity	Date Completed	Notes	Total Cost
Waste Water (Taylor Run)	WWTP Facility TR-B-6	Preventive Maintenance	8/20/2025	Final weekly: Shower and eye wash stations tested for proper operation. Inspected for leaks.	0.00
Waste Water (Taylor Run)	WWTP Facility TR-B-4	Preventive Maintenance	8/20/2025	Bucket elevator and incline screw conveyor Weekly: All reducers oil levels checked. All fittings greased. Chain checked for slack. Drive chain checked for slack. Belt checked for wear and tension.	0.00
Waste Water (Taylor Run)	WWTP RBC RBC-C1	Preventive Maintenance	8/20/2025	RBCs weighed with hydraulic pump.	0.00
Waste Water (Taylor Run)	WWTP Facility TR-B-4	Cleaning	8/20/2025	Our grit dumpster was picked up. The room was swept up and sprayed down while we wait for the dumpster to be brought back.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation I-5	Preventive Maintenance	8/20/2025	Final weekly: Grease cups removed and cleaned, replaced grease with fresh polyrex blue grease reinstalled. tubing on analyzer cleaned. Drain line and strainer cleaned.	0.00
Waste Water (Taylor Run)	WWTP Structure TR-T-6A	Preventive Maintenance	8/20/2025	T6A and T6B clarifiers oil levels checked in reducers. Lower housing oil level checked. Scrapper arm inspected for wear. Vents cleaned out.	0.00
Waste Water (Taylor Run)	WWTP RBC RBC-B1	Preventive Maintenance	8/20/2025	RBCs weighed with hydraulic pump.	0.00
Waste Water (Taylor Run)	WWTP Blower K-1	Preventive Maintenance	8/20/2025	K1 and K2 blowers Weekly: Oil levels checked. belt checked for tension. pressure relief valves lubed. Air filters cleaned. upper and lower swing arms greased. Hoist oil level checked. Hoist cable checked for wear	0.00
Waste Water (Taylor Run)	WWTP Electrical Generator GEN-2	Preventive Maintenance	8/20/2025	Plant generator weekly. Oil level checked, Coolant level checked, Belt checked for tension, Hose connections checked.	0.00
Waste Water (Taylor Run)	WWTP Structure TR-LA	Preventive Maintenance	8/20/2025	Weekly for Aluminum sulfite storage tank. Tank checked for leaks. Moat pumped out.	0.00
Waste Water (Taylor Run)	WWTP RBC RBC-A1	Preventive Maintenance	8/20/2025	RBCs weighed with hydraulic pump.	0.00
Waste Water (Taylor Run)	WWTP Facility TR-PS-1	Preventive Maintenance	8/20/2025	Weekly for primary scum mixer: Super bio clean 510 put into pit. mixed for two minutes and drained.	0.00
Waste Water (Taylor Run)	WWTP RBC RBC-C7	Replace	8/20/2025	All oil pads on C train replaced.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation Final Comp	Preventive Maintenance	8/20/2025	Final weekly: Hoses from final sigma samplers (Final, back up and DS3) were checked for excessive wear. Sensor, sample line and torpedo were cleaned.	0.00
Waste Water (Taylor Run)	WWTP RBC RBC-B7	Replace	8/20/2025	All oil pads on B train replaced.	0.00
Waste Water (Taylor Run)	WWTP Facility TR-B-5	Preventive Maintenance	8/20/2025	Primary eye wash stations. Both stations tested and checked for missing parts.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation 557	Preventive Maintenance	8/20/2025	Primary sigma samplers. All three samplers had the hoses inspected and cleaned. Torpedo and sensors also cleaned.	0.00

Department	Asset	Activity	Date Completed	Notes	Total Cost
Waste Water (Taylor Run)	WWTP RBC RBC-C7	Preventive Maintenance	8/20/2025	RBCs weighed with hydraulic pump.	0.00
Waste Water (Taylor Run)	WWTP Structure T-7B	Cleaning	8/22/2025	Our contact tank was dropped and sprayed clean.	0.00
Waste Water (Taylor Run)	WWTP Facility TR-B-1	Clean	8/23/2025	B1 was swept, mopped and trash taken out.	0.00
Waste Water (Taylor Run)	WWTP Facility TR-B-5	Clean	8/23/2025	B5 was swept, mopped and trash taken out.	0.00
Waste Water (Taylor Run)	WWTP Structure TR-T-6B	Repair	8/26/2025	We dropped T6-B for oil leak repair and inspection.	0.00
Waste Water (Taylor Run)	WWTP Electrical Generator GEN-2	Preventive Maintenance	8/27/2025	Oil level checked, Coolant level checked, Belt inspected for tensions. Hose connections inspected, gauges and lights checked for proper operation.	0.00
Waste Water (Taylor Run)	WWTP Blower K-2	Preventive Maintenance	8/27/2025	K2 blower weekly: Oil levels checked. Belt checked for tension. Pressure relief valve lubed. Air filters cleaned. Upper and lower swing arm fittings greased. Hoist oil level inspected. Hoist cable inspected for wear.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation I-5	Preventive Maintenance	8/27/2025	Final weekly: Chlorine analyzer and pre/post sample pumps. Grease cups cleaned out and new fresh grease put in. Tubing cleaned on analyzer. Drain line cleaned. Strainer cleaned.	0.00
Waste Water (Taylor Run)	WWTP Structure 4	Preventive Maintenance	8/27/2025	Primary weekly soda ash room and outside soda ash silo: Eye was stations tested and checked for missing/ loose parts.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation 558	Preventive Maintenance	8/27/2025	Weekly maintenance for Bucket elevator and incline screw conveyor: All Reducers had oil checked. All fittings greased. Chain inspected for slack. Drive chain checked for slack and wear.	0.00
Waste Water (Taylor Run)	WWTP Facility TR-PS-1	Preventive Maintenance	8/27/2025	Primary scum mixer weekly: Super bio clean 510 placed in scum pit ran for two minutes.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation Final Comp	Preventive Maintenance	8/27/2025	Final weekly sigma samplers (DS3, Final comp and Final comp backup) Tubing inspected, Sensors, sample lines and torpedo's taken to shop and cleaned. Lights, heater and refrigerator checked for proper operation.	0.00
Waste Water (Taylor Run)	WWTP Structure TR-T-6A	Preventive Maintenance	8/27/2025	Final weekly T6A and T6B: oil levels checked. Oil checked in lower housing. Chains checked for slack. Scraper arms inspected for wear.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation 557	Preventive Maintenance	8/27/2025	Weekly for primary sigma samples (Raw, DS1 and DS2) Pump tubing inspected. Sensors, sample lines and torpedo's all taken to shop and cleaned. Proper operation check for lights, heater, fan and refrigerator.	0.00
Waste Water (Taylor Run)	WWTP Structure TR-RBC-TA	Preventive Maintenance	8/27/2025	RBC weekly: (A1, A4, B1, B4, C1, C4) RBCs weighed and recorded in maintenance book.	0.00

Department	Asset	Activity	Date Completed	Notes	Total Cost
Waste Water (Taylor Run)	WWTP Blower K-1	Preventive Maintenance	8/27/2025	K1 blower weekly: Oil level checked. Belt checked for tension and tears. Pressure relief valve lubed. Air filters cleaned out. Upper and lower swing arm fittings greased. Hoist oil level inspected. Inspected hoist cable for wear.	0.00
Waste Water (Taylor Run)	WWTP Structure TR-T-11A	Replace	8/29/2025	Our Dezurik valve broke. We built a new valve. Removed the old one as well as about ten feet of pipe. The new Dezurik was installed as well as the new PVC piping.	0.00



Wastewater Department

2026 PRELIMINARY

BUDGET

Presentation Discussion Points

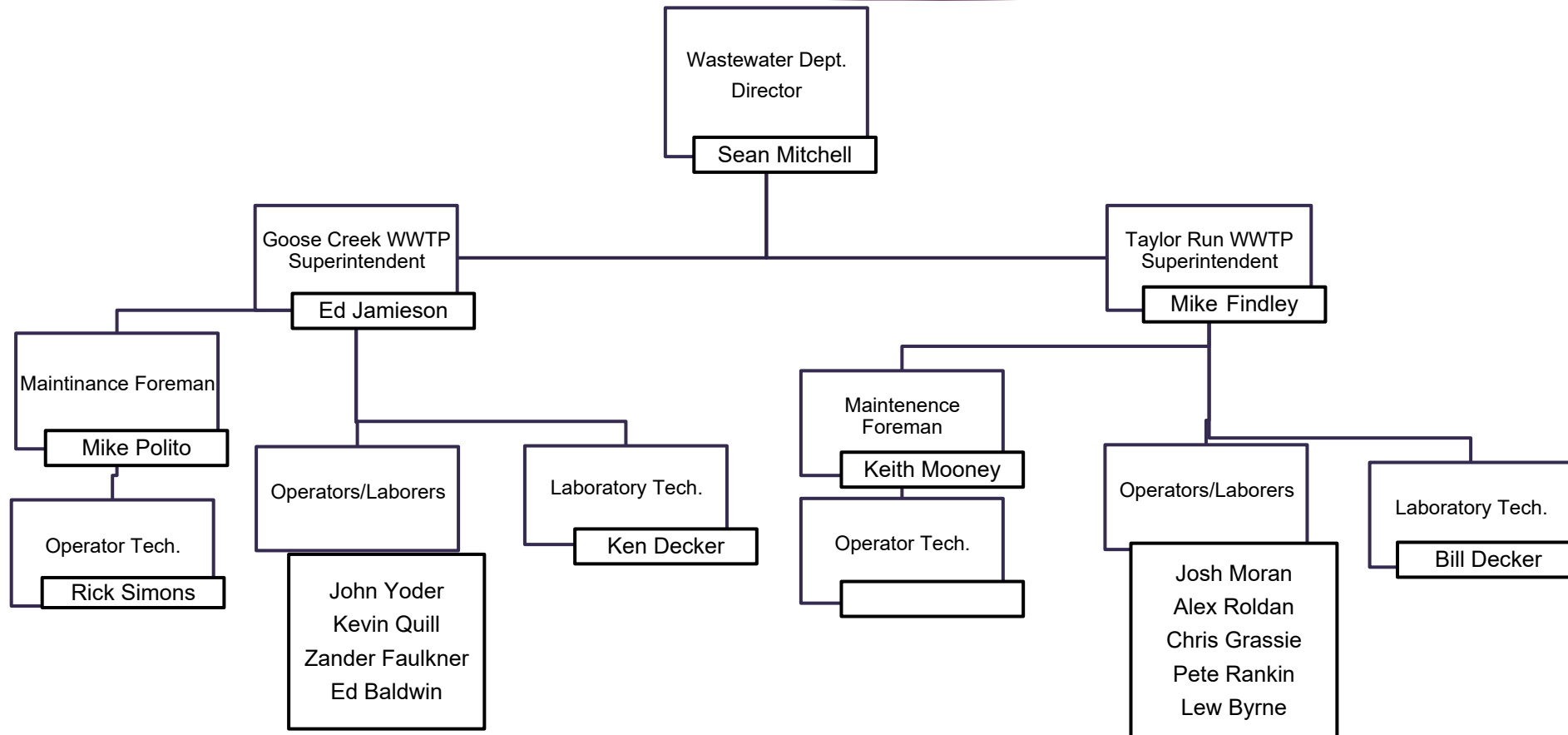
- ❑ Department Overview
- ❑ Employee Status
- ❑ Sewer Revenue
- ❑ Operating Expenses
- ❑ Five-Year Capital Plan



Department Overview

- The two independent wastewater plants serving the two drainage basins in the Borough of West Chester are Goose Creek and Taylor Run.
- Goose Creek WWTP(Built in 1988) is an aerobic plant that discharges into the Goose Creek, a tributary of the Chester Creek with a hydraulic design capacity of 1.86MGD.
- Taylor Run WWTP(Built in 1984) is an anaerobic plant that discharges into Taylor Run, a tributary of the East Branch of the Brandywine Creek with a hydraulic design capacity of 1.80MGD
- The Borough's sewerage collection system consists of a gravity collection system and four (4) sewage pumping stations.
 - Three (3) pumping stations (College Ave., New St., and Worthington St.) discharge to the Goose Creek WWTP.
 - One (1) pumping station (Miner St.) discharges to the Taylor Run WWTP.
- The Wastewater Department operate and maintain both plants and all pumping stations eight hours per day, seven days a week, 365 days per year with 24-hour emergency monitoring systems in place.

Employee Status – Department Fully Staffed



Sewer Revenue

- ◆ 08-34332/08 – Industrial Discharge (Sartomer and CCH) is predicted a 25% increase between both users for 2026.
- ◆ 08-36460/08 – Outside Hauling Revenue (McGovern) is predicted to stay at the same level in 2026 with flow hauled into Goose Creek WWTP.
- ◆ 08-35701/08- Grants will add \$750,000 to the sewer fund revenue stream in 2026.



Operating Expenses

08-45728/08 Aluminum Sulfate (+24%) – Goose Creek is now using Aluminum Sulfate daily along with Taylor Run for phosphorous removal driven by a known parameter on new NPDES permit.

08-45708/08 Grit Removal (+255%) – The Goose Creek employees will be cleaning out one of the digester tanks. The cost is for a High-vac truck and disposal of the dried grit.

08-45705/08 Heating Oil (+23%) – The Borough is purchasing heating oil for both plants through the CCIU consortium price with minimum gallon amount. Taylor Run heats the digested sludge year-round.

08-45740/08 Polymer (-60%) – Polymer use at Goose Creek will drastically decline due to the plant now using Aluminum Sulfate.



Capital Budget Sewer Fund

Phase three of the Goose Creek electrical sub-station rebuild. Bids will go out for installation of new electrical equipment in Q4 of 2025, delivery of equipment has been pushed back to February of 2026 due to delays by the manufacturer. Installation should take place soon after all components are delivered.

A sludge dewatering system design is its final stage now; the centrifuges will be procured and bids for installation will take place in Q1 and Q2 of 2026 at the Goose Creek Plant.

The Maple Alley sanitary sewer upgrade design is just about complete. We are still waiting for the PADEP to Approve the Connection Management plan so we can submit a Water Quality Management (WQM) permit for the project. The Borough should have the grant decision for phase two in Q1 of 2026 so we can decide on how to bid out project in Q2. We are shooting for construction to happen in the summer months while the University is out.

The Department will also be purchasing a back-up pump for the College Ave and New St. pumping stations along with milling, repairing, and repaving the Taylor Run WWTP driveway.

The Department will be asking to reallocate money from three projects in the 2025 capital fund (GC Electrical Substation, Sludge Dewatering System, and Maple Alley sanitary sewer upgrade) that was not completed for various reasons.



Capital Budget Sewer Fund Cont.

Project	Project Category	Procurement Type	2026	2027	2028	2029	2030	Project Description - location, project need, basis for cost estimate, alignment with plan, etc.	
1	GC Electrical Sub-Station ph-3	Infrastructure - WWTP	Purchase - COSTARS	\$ 1,000,000					Reallocate from 2025. Equipment to be paid for after installation.
2	GC Electrical Sub-Station ph-3a	Infrastructure - WWTP	Public Bid	\$ 1,200,000					Installation and final payment of procured electrical equipment.
3	GC Total Phosphorus Removal System	Infrastructure - WWTP	Public Bid		\$ 400,000	\$ 1,200,000	\$ 1,200,000	\$ 600,000	Modify 2nd Stage aeration tanks, mixing systems, electronics/controls
4	GC Sludge Dewatering System Ph - 1	Infrastructure - WWTP		\$ 200,000					Reallocate from 2025 for bid and purchase
	GC Sludge Dewatering System Ph - 2	Infrastructure - WWTP	Public Bid	\$ 2,100,000					Purchase and install sludge dewatering system. To be completed to eliminate liquid sludge hauling in 2027
5	GC UV Disinfection System	Infrastructure - WWTP	Public Bid		\$ 1,200,000	\$ 600,000			Purchase and install Ultraviolet system to comply with new permit levels
6	GC Tertiary Filter System	Infrastructure - WWTP	Public Bid			\$ 600,000	\$ 1,600,000	\$ 1,200,000	Purchase and install filter system to comply with new permit levels
7	GC Replace Main Plant PS Pumps (2)	Infrastructure - WWTP	Purchase - COSTARS		\$ 70,000	\$ 70,000			Replace 40+ yr old pumps
8	Purchase Back-up pump for College ave. PS	Infrastructure - WW Conveyance	Purchase - COSTARS	\$ 52,000					Purchase Back-up pump per PADEP requirements
9	Purchase Back-up pump for New St. PS	Infrastructure - WW Conveyance	Purchase - COSTARS	\$ 32,000					Purchase Back-up pump per PADEP requirements
10	TR Driveway Replacement	Building/Facilities/Grounds	Public Bid	\$ 150,000					Bid and have plant milled, repaired, and paved
11	TR RBC Gears	Infrastructure - WWTP	Purchase - Quotes		\$ 50,000		\$ 50,000		Stock replacement gear units for RBC units
12	TR Digester Clean-out	Infrastructure - WWTP	Public Bid		\$ 175,000	\$ 175,000			Empty, clean, and inspect digester tanks
13	TR RBC Block Bearings	Infrastructure - WWTP	Purchase - Quotes		\$ 25,000		\$ 25,000		Purchase RBC block bearings
14	TR Replace Truck load Pumps	Infrastructure - WW Conveyance	Purchase - COSTARS		\$ 65,000				Replace 40+ yr old pumps
15	TR UV Disinfection System	Infrastructure - WWTP	Public Bid					\$ 1,200,000	Purchase and install Ultraviolet system to comply with new permit levels
16	WW Technological upgrades	Technology	Purchase - Quotes	\$ 20,000		\$ 10,000		\$ 10,000	Upgrade Technology in both plants
17	WW Clarifier Rebuild	Infrastructure - WWTP	Purchase - COSTARS		\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	Rebuild clarifier drives
18	GC Pipe Capacity Upgrade - Maple Alley Ph-1	Infrastructure - WW Conveyance	Public Bid	\$ 1,092,000					Reallocate from 2025 Phase 1 Conveyance upgrades to GC sewer shed - Maple Alley
19	GC Pipe Capacity Upgrade - Maple Alley Ph-2	Infrastructure - WW Conveyance	Public Bid	\$ 910,000					Phase 2 Conveyance upgrades to GC sewer shed - Maple Alley
20									
21									\$2,398,145 Reallocation = \$4,363,000 2026
22									
23									
24									
24									
25									
26									
				\$ 6,756,000	\$ 2,045,000	\$ 2,715,000	\$ 2,935,000	\$ 3,070,000	

QUESTIONS?

Thank you!





West Chester Parks and Recreation

2026 Budget Overview

Core Responsibilities

- Facilities

- Further review and stay on top of park maintenance issues
- Work with Public Works to have those issue resolved in a timely fashion
- Oversee the coordination and implementation of the PROS Plan outcomes

Project Name	Project Category	Short Description	Location	2025 Costs	2026 Costs	2027 Costs	2028 Costs	2029 Costs	Project Detail, Schedule, Notes
Hoopes Park Racquet Center Rehabilitation	Parks	Rehabilitation of tennis and pickleball courts - \$237,300 in grants secured by staff in 2023	Hoopes Park	\$ 300,000	\$ -	\$ -	\$ -	\$ -	Project to be bid and awarded in 4Q 2024, construction anticipated spring 2025
Horace Pippin Playground Replacement	Parks	Replace aging playground equipment, fall zones, etc.	Horace Pippin Park	\$ 85,000	\$ -	\$ -	\$ -	\$ -	Funded through Recreation Fee in Lieu Of
John O. Green - Replace Splash Pad Fall Zone	Parks	Replace poured-in-place rubber with brushed concrete	JOG Park	\$ 65,000	\$ -	\$ -	\$ -	\$ -	Replace problematic rubber material with low maintenance, slip-resistant texture
Hoopes Park Playground Replacement	Parks	Relocate and replace aging playground equipment.	Hoopes Park	\$ 8,500	\$ 30,000	\$ 350,000	\$ -	\$ -	Preliminary design/grant writing in 2025, complete design/bid/award project Sep 2026 Construction Spring 2027

- Use of public spaces/parks

- Coordinate the use of our parks with numerous organizations
 - Greenfield, Hoopes, Everhart, and Marshall Square being the most used
 - Park rentals, sports organizations, concerts, etc...
 - Special Event Application process with “outside” groups using Borough facilities
 - Further utilize the Open Air Market as a space for events and gatherings.

- Communications/Relationships

- Continue to foster the relationships to promote the Borough of West Chester with:
 - Friend of parks groups, West Chester University, The Charles A. Melton Arts & Education Center, West Chester BID, West Chester Chamber of Commerce, WCASD, and more

- Event Management-

- Direct event Mgmt. with all oversight including preparation, set up, and delivery.
 - Will require additional staffing requirements.
 - Traditional Borough Events: Turks Head Music Festival, Restaurant Festival, Touch A Truck Day, Halloween Parade, Summer Park Concert and Movie Series.
- Indirect event Mgmt.- overseeing a 3rd party instituting the traditional Borough events.
 - Three person staff (during the summer) are able to handle these smaller events

2026 Events, classes, camps, programs

<u>Events</u>	
March (date TBD)	
Annual Easter Activities at Everhart Park	
June 8th	
42nd Annual Turks Head Music Festival	
60+ vendors, 7 bands, food trucks	
Everhart Park 12-7pm	
June, July, and Aug. (exact dates TBD)	
Three Park Concerts and Three Park Movies	<ul style="list-style-type: none"> • Open Air Market events TBD • With WCU for Welcome Back/Family Fun Night Aug.
Sponsors, food trucks, movies, and music	
Aug. 5th	
Touch A Truck Day/Night Out Against Crime	
WC Henderson School grounds	
We combined efforts with WCPD and the event has been quite successful	
September 21 (rain date Sept. 28)	
Chester County Restaurant Festival	
Co-Sponsors-TBD	
October 29 (rain date Oct. 30)	
West Chester Halloween Event	
Co-Sponsors- Otto's BMW/Mini and East Bradford Veterinary Hospital	<ul style="list-style-type: none"> • Dec. 6th • 3rd Annual Santa at the Square • Marshall Square park

- Programs, Bus trips, Camps, and Classes
 - ☞ (All classes, programs, and camps are 3rd party subs)
 - ☞ NFL Alumni Summer Camp (Hoopes Park) July
 - ☞ Chess Wizards Summer Camp (Hoopes Park) July and August
 - ☞ Summer Basketball League (Bayard Rustin Park) June and July
 - ☞ Just Tennis (The New and Improved Hoopes Park Tennis Courts) March – October
 - ☞ Pickleball (The New and Improved Hoopes Park Tennis Courts) March - October
 - ☞ Zumba classes (Marshall Square Park) July – October
 - ☞ Yoga Classes (Everhart Park) July – October
 - ☞ Soccer Shots Soccer program (Hoopes Park) July- October
 - ☞ Breakfast with Santa (Chester Co Historical Society)- December
 - ☞ New York on Your Own Bus Trip – Spring and Fall 2025

2026 Event,
classes, camps,
programs cont'd

Parks, Recreation, Open-Space Plan 6 Big Moves

- 1. PARKS for ALL

- ☞ Inclusive and well-maintained parks in all areas of the Borough.
- ☞ Establishing a minimum park standard for park access and amenities
- ☞ Using equity focus based criteria to guide transparent investment decisions.
- ☞ Engaging communities in the design and future of their neighborhood parks.
- ☞ Balancing active and passive uses and ensuring accessibility for all ages and abilities.



Parks, Recreation, Open-Space Plan 6 Big Moves

- 2. GO West Chester

- Safe and accessible infrastructure for people of all ages and abilities
- Connection between neighborhoods, parks, schools, and business district
- Greenways, Trails, and Streetscapes that are welcoming, shaded, and well-marked
- Community input to identify key routes and barriers
- Partnerships with advocacy groups, schools, and public health leaders to promote walking and biking



Parks, Recreation, Open-Space Plan 6 Big Moves

- 3. ACTIVE Together
 - ☞ A diverse calendar of events and recreational programs for all ages and abilities
 - ☞ Everyday activities opportunities like fitness stations, walking clubs, and pickup activities
 - ☞ Health and wellness partnerships with local organizations, schools, and public health providers
 - ☞ Activations of underutilized parks with pop-up events, mobile programming, and seasonal activities
 - ☞ Community leadership and volunteer support to bring programs to life and reflect local talents/ideologies



Parks, Recreation, Open-Space Plan

6 Big Moves

- 4. Sustaining what we LOVE

- ☞ Consistent maintenance practices that keep parks safe, clean, and welcoming
- ☞ Environmental stewardships to preserve trees, stream corridors, and natural habitats
- ☞ Green infrastructure and climate resilience, including stormwater management and native landscaping
- ☞ Volunteerism and community involvement through Friends groups, cleans up days, and stewardship programs
- ☞ Clear standards and schedules to guide park care and ensure transparency





Parks, Recreation, Open-Space Plan

6 Big Moves

- 5. A Borough ready for the FUTURE

- ☞ Strengthening the Parks and Recreation Dept. to lead planning, programming, and operations
- ☞ Hiring and training staff with the expertise to support inclusive programs, safe facilities, and community engagement
- ☞ Creating policies, procedures, and maintenance standards to guide day-to-day operations and long-term planning
- ☞ Pursuing partnerships with nonprofits, schools, Friends groups, and regional advocacy agencies to expand impact
- ☞ Engaging the community as collaborators and champions in the shaping the future of our parks and recreation together.

Parks, Recreation, Open-Space Plan 6 Big Moves

- 6. Investing in our COMMUNITY
 - ☞ Supporting Parks and Recreation through continued, proportional funding
 - ☞ Expand access to quality recreation opportunities through ensuring equal investment across all parks
 - ☞ Spreading the love of by focusing on those parks that need it the most first
 - ☞ Leveraging outside funding to ensure that parks see their “fair share”
 - ☞ Boost public moral by showing that the Borough of West Chester cares about they care about through investing in these important community assets

NRPA PARK PULSE
Parks and Recreation: A Powerful Economic Driver in Communities Nationwide

94% of U.S. adults want their local government to make infrastructure investments that promote economic activity in their community.

3/4 of survey respondents say it is very or extremely important to invest in the following infrastructure elements:

- Park Improvements
- Trails
- Transportation
- Schools

Park and recreation professionals and their agencies spark economic activity in a variety of ways, including direct and indirect employment, on-site transactions, increased property values, increased physical activity, and effective land management methods and green infrastructure investments. Learn more at nrpa.org/ParkEconReport.

Each month, through a poll of 1000 U.S. residents focused on park and recreation issues, NRPA Park Pulse helps tell the park and recreation story. Questions span from the serious to the more lighthearted. The survey was conducted by Wakefield Research (www.wakefieldresearch.com).

Visit nrpa.org/ParkPulse for more information.

NRPA National Recreation and Park Association
Because everyone deserves a great park

5-year Capital Projects/Plan list

year	Project	dept	cost	grant	what phase	
2025	John O. Green Splash Pad Replacement	Parks and Recreation	85,000	PPCF \$30k	Design and install	Fall 2025 Construction phase 1 (splash pad), JMT design, Phase 2 grant app due 5/31/25. two grants going in 5/31 - may need budget mod
2025	Horace Pippin Playground Replacement	Parks and Recreation	65,000		Design and install	Little Tykes designing, Pennoni ADA walkway, same footprint, COSTARS, Fall 2025 install. Expected to be underbudget as of May 2025
2025	Hoopes Park Playground Relocation & Upgrade - Phase I	Parks and Recreation	8,500		Design/Concept	Pennoni + Little Tykes design only, contingent on PROS plan recs. Location is being determined.
2026	Hoopes Park Playground Relocation & Upgrade - Phase 2	Parks and Recreation	25,000		Design, grant apps, and procurement	
2026	John O. Green Phase 2 (Noth Side) upgrades Phase 2	Parks and Recreation	305,000	DCED	Design/Bid	We find out in Q1 2026 if we rec'd the grant. If we are awarded, we'll continue with design and bid in 2026
2026	3 Park Master Plan and Trail Feasibility Study	Parks and Recreation	125,000	DCED/COUNTY/DCNR	grant application	Mosteller, Bayard Rustin, and Greenfield (with potntial construstion of a Turks Head trail)
2026	Feasability Study for Davis Oil site acquisition and development	Parks and Recreation	35,000		study	Would like to see this site become our newest park (skate park, pump track, and playground)
2027	Hoopes Park Playground Relocation & Upgrade - Phase 3	Parks and Recreation	400,000	DCED/COUNTY/DCNR	installation	shooting for Fall 2027..
2027	John O. Green Phase 2 (Noth Side) upgrades Phase 3	Parks and Recreation			installation	shooting for Spring 2027. Cost included in 2026 design/bid
2027	3 Park Master Plan and Trail Feasibility Study	Parks and Recreation	25,000		further design and bid/procurement	Mosteller, Bayard Rustin, and Greenfield (with potntial construstion of a Turks Head trail)
2028	3 Park Master Plan and Trail Feasibility Study	Parks and Recreation			installation and or construction	Mosteller, Bayard Rustin, and Greenfield (with potntial construstion of a Turks Head trail)
2029	3 Park Master Plan and Trail Feasibility Study	Parks and Recreation			further installation and construction	Mosteller, Bayard Rustin, and Greenfield (with potntial construstion of a Turks Head trail)

\$

Questions?

Park Notes and Projects August 2025

Projects can be Capital, grant funded, Rec Fee in Lieu of, or General.

Hoopes Park

Hoopes Park Playground renovation project

- A group of residents has been formed and we will begin the design process for

Marshall Square Park – Project on the horizon with the FOMSP

- Civil War Memorial area upgrade to historic layout – 2025
 - o Construction to begin mid-September and last about 2 weeks (weather permitting)

Mosteller Park – No projects at current time

Fugget Park – No projects at current time

Horace Pippin Park – Design work has begun on replacement of playground equipment

- o “Mesa Verde” by HAGS 8102028 - BM Wood Posts/HPL Panels
 - [UniPlay Mesa Verde | HAGS](#)
- o This is a budgeted item
 - Total cost is \$65,386,00
 - o Includes delivery, removal and disposal of old equipment, and installation.
 - o Equipment has been ordered and should be here early November barring any delivery issues

Kathy McBratnie Park - No projects at current

Greenfield Park – We has the infield ‘turned over’ (which implies it was de- weeded and leveled) by JHL

- Landscaping in preparation for the fall season.
- Cost was \$2301.23
 - o Windview Athletic Fields gave a quote of \$3500 and our current landscaping contractor, Andrews Landscaping does not work on athletic fields

Veteran’s Memorial Park - No projects at current time

Barclay Park - No projects at current time

Bayard Rustin Park – We will be relining the basketball courts to add portable pickleball courts (similar to what we had at Hoopes Park). Trying to utilize the park space we have to incorporate as many activities as possible.

- We have already purchased the templates
 - o Cost was \$233.18 (plus PW labor and paint) as compared to the lowest quote which was \$3,191.00
- Task to be completed by Public Works when time allows.

John O Green Park –

Fall zone project 2025 and beyond

- We have been working on two grants to revitalize JOG Park.
 - DCED – Greenways, Trails, and Recreation Program grant; submitted 5/30/2025
 - With assistance from Pennoni, the Borough submitted a grant for \$250,000.00 (max amount)
 - Borough match for this \$304,400.00 project would be \$54,400.00k or roughly 18% (and 15% is the minimum match)
 - NOTE* - There was a slight change in pricing as the grantors made a few changes to our grant application
 - This “concept” includes new playground equipment, expanded pavilion, more seating, new grilling area, and games area.
 - Awards for this grant are not expected until Q1 2026

- People, Parks, and Community Foundation (a subsidy of the PA Recreation and Parks Society)- Submitted 5.30.25
 - o The Borough submitted the application for this grant, max amount, \$30,000.00 with no match from the Borough
 - Unfortunately we did not receive the grant from PPFC for this project
 - There were 121 grant apps submitted for a total of 3.2M in projects
 - 6 grants were awarded for a total of \$112k
 - We are reworking our scope of work and timeline to complete this project, but the contractor we would like to use (who installed the playground and has worked on it several times) is unavailable until Spring 2026



Park Usages/Rentals

August Park Rentals

Start Date ?

End Date

By Date Type

Reservation Overview Report from 08/01/2025 to 08/31/2025

Facility	Reservations	Hours
Barclay Park	1	1:30
Everhart Park	5	22:00
Green Field Park	1	8:00
Hoopes Park	4	28:00
Marshall Square Park	2	11:00
Totals	13	70:30

Events

- National Night Out Against Crime/Touch A Truck event
 - o WC Henderson Campus
 - o This event gets bigger and bigger each year
 - o Great collaboration b/w WCPD and P&R
- Aug. 14th Theater in the park at MSP 6-8pm
 - o Arts and Athletics Club to host Peter Pan at Marshall Square Park
 - Peter Pan was the showing
- Aug. 15th Movie night at Hoopes Park
 - o Showing "How to Train Your Dragon"
- Aug. 21st Park concert at John O Green Park 6-8pm
 - o 3JBlue performed 2 sets of music supported by a food truck, clowns, and face painting
- Aug. 23rd Welcome Back Weekend with WCU
 - o We will be running our Mini Golf on Gay St.
 - o There were no protests/rallies this time around and we had a really nice turnout in support of the students coming back to town.



Camps, classes, and bus trips

Ryan Michael, Program Coordinator, is continually working on our list of programming for Spring/Summer/Fall 2025.

August 2025 myrec.com report

	Program Sales Report for 08/01/2025 - 08/31/2025					
Program Name	Res Count	Non-Res Count	Total Count	Res Total	Non-Res Total	Totals
44th Annual Chester County Restaurant & Food Truck Festival Application	4	12	16	\$1,140.00	\$2,930.00	\$4,070.00
Just Tennis with Justin DePietropaolo	1	14	15	\$105.00	\$1,460.00	\$1,565.00
Mini Golf on Gay Street for Welcome back weekend	2	0	2	\$16.00	\$0.00	\$16.00
Pickleball - Universal Rackets & Tyler Stroyek	2	15	17	\$420.00	\$2,140.00	\$2,560.00
Yoga - Be Rooted	2	1	3	\$0.00	\$15.00	\$15.00
Yoga and Qigong by Optimal Massage and Movement	2	0	2	\$30.00	\$0.00	\$30.00
Totals	13	42	55	\$1,711.00	\$6,545.00	\$8,256.00

PROS Plan Steering Committee

- JMT/Toole Recreation Planning have completed the PROS Plan for review.
 - o The plan was reviewed by the Steering Committee on 7.15.25. and we'll host one more Steering Committee meeting (online/email) with the new document Timeline for adoption of the Borough's PROS Plan
 - o Review by Recreation Commission
 - o Submission to ChesCo Planning Commission for Act 247 (with referral form), along with MPC and Final VPP review (later two happen simultaneously).
 - If found deficient, review and update as provided by VPP Administrator.
 - o Once approved, with no deficiencies, Borough Council to approve and adopt the final plan or ordinance by resolution.
 - Shooting for an Oct.-Nov. adoption pending how long the other steps take.

This meeting is being audio recorded for the public record.

Public Works Committee

Date: August 12, 2025 @ 6:30 PM

Committee Members Present: Bernie Flynn – 6th Ward (Chair)
Bryan Travis – 2nd Ward (absent)
Sheila Vaccaro – 5th Ward
Patrick McCoy – 1st Ward

Department Heads Present:
Don Edwards, Director Public Works
Don Anderson, Asst. Director Public Works
Sean Mitchell, Wastewater Director
Keith Kurowski, Director Parks & Recreation (remote)

Borough Manager: Sean Metrick

*****NO AUDIO FOR FIRST 6 1/2 MINUTES*****

1. Call to Order - meeting was called to order at 7:27 PM
2. Announcements
 - none
3. Comments, suggestions, petitions by residents in attendance regarding items not on the agenda.
 - Harriet Clark, N Darlington Street, had concerns about the new trash ordinance. Mr. Edwards will meet Ms. Clark at the property and come up with a solution.
4. Departmental Reports
 - a) Traffic & Engineering Reports
 - No Audio *** Ms. Vaccaro stated signage needs to be addressed. Mr. Flynn wants a blinking arrow. Ms. Goff, Engineer from RVE stated that she will work with Borough staff regarding the Hannum and New Streets intersection. She also pointed out that any signs with blinking arrows/lights fall under PennDOT's purview. Ms. Vaccaro stated that people go the wrong way out of the parking lot on Hannum Avenue and Mr. Flynn reiterated that it is a dangerous curve coming up Hannum to New Street. Mr. McCoy stated the handicapped space is on a steep slope and needs an accessible route from the parking space to somewhere and Ms. Goff confirmed his statement. Lisa Kearns, W Biddle Street suggested that N. New and W Chestnut intersection be reviewed too.

This meeting is being audio recorded for the public record.

b) Public Works

- Mr. Edwards, Public Works Director, highlighted the S. High Street project is almost completed. Also, once PECO is finished on New Street, Glasgow will come back to finish the 2025 street Paving Project. We requested a co-stars bid for the re-lining of brick storm sewers and the cost for this project is approximately \$350,000. Darrell Cook, S. Walnut Street, asked if anyone could explain why there are six dashed lines at Dean and S. High Streets and is the plan to remove the “No Left Turn” from Dean onto High Street. He added that the dip on S. High at E. Nields needs corrective action before an accident occurs. Mr. Flynn stated that driving northbound on S. High he thought he was on a roller coaster ride; something isn’t level. Mr. Edwards stated that the E. Nields Street issue has been sent to PennDOT because it appears the stormwater inlet was set too low.

As for the paving markings since that is a PennDOT project, I don’t know if they are going to change anything. Lisa Kearns, W. Biddle Street, asked about paving the roads after all of these lead-water replacements because they are tearing up the streets. Mr. Edwards stated that AQUA is not finished with the project, but they have started to repair some of the openings. Mr. Flynn stated that PECO and AQUA are only responsible for restoring the area they disturb. So, these lead replacement it is just a patch, but for larger projects they need to do the full road width.

c) Wastewater

- Sean Mitchell, Director of Wastewater, stated the past month at Goose Creek that the crews replaced the variable frequency drive and the wiring to the recirculation pump. The portable diesel transfer pump had leaking pipes, a broken flexi-shaft and bad switch repaired and replaced. Per DEP requirements a new signal wire was ran to the influent compositor from the influent flow meter so that samples are taken by flow measures. The T3B tank was taken off line and drained, cleaned and inspected. The replaced air supply lines, blowoff lines, gaskets and bolts before placing it back in service. Goose Creek’s average flow 1.014 mgd.
- Taylor Run repaired a leaking hydrant and put it back into service. The motor and fan were replaced on the chlorine alarm system. They dropped the aeration tank and bucket elevator to clean out gravel and rocks from the last storm. They also cleared the access paths to the PECO power poles. The average flow at Taylor Run was 0.818 mgd.
- The four pump stations monthly cleaning and inspections were performed. The portable flow meters were installed and we are tracking I&I in E Bradford with one of the meters and the second meter is tracking Borough sanitary sewer lines. They are placed in service for one month to collect data.

This meeting is being audio recorded for the public record.

- Capital Projects, the new digester pump, was delivered and set up at Taylor Run plant. It will be placed on-line shortly. The Goose Creek new primary pumps delivery has been delayed due to a manufacturing error. Anticipated shipment is end of August. The Maple Alley design is 90% complete and we will be discussing a \$25k change order on the Finance agenda tomorrow. The Goose Creek electrical substation upgrade is still on track with a 2025 delivery with a 1Q26 installation. Mr. Flynn asked to make sure the committee is kept informed with updates regarding the change orders. Mr. Mitchell stated he most definitely would, which is why he mentioned it tonight.

d) Parks and Recreation

- Keith Kurowski, Parks & Recreation Director, stated that the Hopes Park Racquet Center is officially done. They had a grand opening and ribbon cutting ceremony. They are receiving requests from the USTA to use the facility. Hopefully next month we will have an answer on the grant for the John O'Green Water Park. The grant funding determines the scope of the project and how we proceed. I wanted to thank Public Works for the playground border installation around the zipline in Everhart Park. This will help with the erosion in the park around the paly equipment.
- Based on discussions at the Parking meeting, I wanted to point out the Parks and Recreation has three events that fall on Sunday. The events are the Restaurant Festival, Chili Cook-Off and the Halloween Parade. We cannot move the times for the food events. Ms. Vaccaro asked what were the plans for the maintenance of the substrate at the park? Mr. Kurowski said the poured in place rubber for the current water park should never have been used. While it is safe, we are going to use a more durable surface of brushed concrete. Since we don't have elevated surfaces, the rubber isn't the best material for this water play area. Ms. Vaccaro asked what time the restaurant festival starts, and Mr. Kurowski stated the event is from 12 noon to 5:30PM, however, vendors start setting up around 7:30AM. We have a soft close at 11AM. Mr. Flynn asked about the organizations utilizing Hoopes Park Racquet Center. Mr. Kurowski explained that when a program is running they need to leave a court open for free play. If someone is on all courts, the event manager will make sure a team vacates in a reasonable amount of time for the free play. Mr. Flynn asked if there was ample parking and Mr. Kurowski stated that it depends on the event and how crowded it might get.

5. Old Business

- a) Approve July 2025 meeting minutes
 - Approve 3 – 0

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b) Discuss the Goose Creek Flood Study

- Mr. Flynn asked if this was the study that we had discussed at previous meetings. Mr. Metrick said yes, and it is to reduce flooding further down at Goose Creek. They plan on looking at flood elevations, obstructions in the creek and executing a better model of rain flow in the watershed. The committee asked if West Goshen would help fund the project that was awarded to RVE. In August, the West Goshen Supervisors declined to offer funding assistance. Mr. Metrick stated he doesn't think that should be the end of the discussion and feels we should approach the municipality again since we are in budget season and we could get the project started in 2026. He stated that Mr. Edwards has a really good understanding of the project. Mr. Flynn said West Goshen owns some of the property so they should be contributing. Mr. McCoy said since the flooding is always going to happen a 6-month delay isn't going to have an impact since it is just a study. Mr. Flynn said we removed trees but we never reached out to West Goshen for payment assistance and Mr. Edwards stated , correct. Mr. McCoy asked why we removed the trees why didn't we ask for financial assistance. Mr. Edwards stated we experienced flooding and we just didn't ask.
- Ms. Vaccaro asked are there systems in place to assist the Borough because we are affected. Mr. Edwards explained he spoke to the Borough solicitor, Kristin Camp and she said she viewed this as a property issue not a municipal issue. Mr. Edwards stated that is you look at the property you will see it is heavily wooded and not maintained. Ms. Vaccaro asked who owns the creek and Mr. Edwards stated that the State of PA has jurisdiction over the waters in the Commonwealth so we would need to engage the DEP. Ms. Vaccaro said we should contact the DEP. Mr. McCoy asked who owns the trees. Mr. Edwards said there is a de facto easement and if it is an emergency the Borough can fix it. Mr. Flynn stated so the water is owned by the DEP and West Goshen and the Borough own the land. Mr. Edwards stated the flood plans are not accurate and over 50 years old. Ms. Vaccaro stated we need to approach the DEP and find out what the rights are and we also need to talk to West Goshen. Mr. Edwards stated once we perform the study and based on the results we could apply for grants from the state and federal government. To which Mr. Metrick replied it is on his to do list.

c) Discuss the progress of the new Public Works Building

- Mr. Edwards stated that he prepared an RFP for design. Mr. Metrick stated that Mr. Edwards reached out to West Whiteland Township to see how they went about the process and to discuss what grants they received. Mr. Metrick stated that Ms. Lioni and he have an appointment to meet with a financial advisor to discuss borrowing strategies for funding.

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- e) Discuss the project planning, design, construction process – Public Works Rain Garden
- This item was tabled until the September 2025 meeting. Mr. Metrick stated that they have a capital item list with 69 items such as the Taylor Run Streambank, Gay Street Closure, and the Electrical Substation are some of the upcoming projects that we will be reporting on. Mr. Flynn asked to please add Maple Alley because it is a big project. Andy Potts, 225 Mechanics Alley, asked for a quick summary of the rain garden issue that was just tabled. Mr. Flynn explained there were issues with billing, change orders and some engineering. We are looking at the information and more facts are coming in.

4. New Business

- a) Motion to approve the recommendation from the Tree Commission for Rockwell Associates as the Borough's new consulting arborist. (attachment)
- Mr. Edwards stated the previous arborist company closed and the Tree Commission President, Chip Horn, is going to speak on the item. Mr. Flynn explained he met with Mr. Horn and he had some concerns with this proposal regarding charging for travel time and a 48-hour response time. Mr. Horn explained that Rockwell changed to a 24-response time and will not charge travel time. Mr. Horn went on to explain that Mike Dunn took a job with Morris Arboretum at University of Pennsylvania in March and couldn't manage both responsibilities. An RFP was put out for the Tree Commission and Rockwell submitted. In my opinion, they are one of the best municipal arborist around. Mr. McCoy asked if Public Works put out the RFP and Mr. Horn said, yes. Mr. Horn explained there were two candidates that submitted proposals Rockwell and Mr. Dunn. Mr. John Hosbach comes highly recommended from the arborist community.

- Approve 3 – 0

- b) Discuss property maintenance, grass and weeds in town center (attachment)
- Mr. Flynn showed photos of weeds on Chestnut, Market, Gay and Darlington Streets. He stated some of the tree beds have high weeds and wants Public Works to pull the weeds when they are filling the gator bags with water. We don't spray, so we need to proactively pull the weeds. Ms. Vaccaro said we should make more of an effort to mulch the tree wells, but she doesn't want to see mud pits either. Mr. Flynn stated there needs to be a standard procedure. Mr. McCoy asked who is responsible for cleaning around the lamp poles and Mr. Flynn said the Borough should. Mr. Don Anderson, Assistant Public Works Director, said it is unacceptable and we will work on this process. Mr. McCoy said going to Miner Street there were a lot of trees that are covering signs and interfering with the line of sight that need to be trimmed back. Anne Carroll, S Franklin Street, said she understands weeding the new tree wells, but as a property owner she needs to weed her tree wells and light posts so the businesses in town need to as well. She said look around the Borough's property and the weeds around the windows and around where we parked tonight. It is hard to tell people

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what to do to their property when the Borough doesn't even manage
their own. Mr. Flynn stated that Public Works and code Enforcement
need to pay more attention.

6. Other Business

- none

Adjourn – 8:34 PM

ORDINANCE NO. ____ - 2025

BOROUGH OF WEST CHESTER

CHESTER COUNTY, PENNSYLVANIA

AN ORDINANCE OF THE BOROUGH OF WEST CHESTER, CHESTER COUNTY, PENNSYLVANIA, AMENDING THE CODE OF THE BOROUGH OF WEST CHESTER, CHAPTER 102, TITLED, "TREES" TO ADD DEFINITIONS OF "DEAD OR IN SEVERE DECLINE TREE" AND "EMERGENCY TREE REMOVAL"; TO DELETE THE DEFINITION OF "HAZARDOUS TREE"; TO AMEND SECTION 102-3, TITLED "RESPONSIBILITY FOR REMOVAL AND MAINTENANCE OF STREET TREES AND PUBLIC TREES"; TO AMEND SECTION 102-6 TITLED "HERITAGE TREE PROTECTION ON PRIVATE PROPERTY" BY RENAMING THE SECTION "REMOVAL OF HERITAGE TREE" AND ADOPTING A PROCESS FOR APPROVAL TO REMOVE A HERITAGE TREE; AND TO AMEND SECTION 102-9, TITLED "PERMITTING PROVISIONS."

BE IT ENACTED AND ORDAINED, and it is hereby enacted by the authority of the Council of the Borough of West Chester that Chapter 102 of the Code of the Borough of West Chester, titled, "Trees," shall be amended as follows:

SECTION 1. Section 102-2, titled "Definitions" shall be amended by adding the following terms and definitions:

DEAD OR IN SEVERE DECLINE TREE. A tree that is or will soon be no longer alive, has been reduced beyond repair, or is in an advanced state of decline, where an insufficient amount of live tissue, green leaves, limbs or branches exists to sustain life and has been documented to be in such a state by the Tree Commission.

EMERGENCY TREE REMOVAL. Removal of a tree in circumstances where the tree presents an immediate danger to life or property, substantial fire hazards, or interruption of services provided by a utility.

SECTION 2. Section 102-2, titled "Definitions" shall be amended by deleting the definition of "Hazardous Tree".

SECTION 3. Section 102-3, titled "Responsibility for removal and maintenance of street trees and public trees" shall be amended as follows:

1. Subsection 102-3.B shall be amended to read as follows:

B. Street Trees determined to be Dead or in Severe Decline Trees. Based on the recommendation of a certified arborist, Street Trees that the Tree Commission determines are Dead or in Severe Decline Trees may be condemned and ordered removed. The Tree Commission shall send a Removal Order by USPS certified mail, return receipt requested, to the Property Owner of the property where the Dead or in Severe Decline Tree is located. Property Owners shall also be responsible to restore the land area surrounding the removed Dead or in Severe Decline Tree to the condition existing prior to removal and to replace and/or repair any sidewalk or curbing removed or damaged during the tree removal. If the certified mail Removal Order is returned to the Public Works Department unclaimed, the Removal Order shall be sent via USPS first class mail, postage prepaid. Property Owners so ordered shall have sixty (60) days following receipt of the certified mail Removal Order or the date of the USPS first class mail, as applicable, to remove the Dead or in Severe Decline Tree, unless an appeal is filed in accordance with Section 102-3.C hereinbelow.”

2. Subsection 102-3.C shall be amended to read as follows:

“C. Appeals. Appeals from a Removal Order must be filed by the Property Owner with the Tree Commission within thirty (30) days of receipt of the certified mail Removal Order or the date of the USPS first class mail, as applicable. The appeal shall be in writing and state the reasons why the tree is not a Dead or in Severe Decline Tree and should not be removed. The Tree Commission shall notify the Property Owner of the time and place of the meeting where the appeal will be heard. The Property Owner shall have the right to present any information and evidence that the Property Owner deems relevant to the appeal. The Tree Commission shall render a written decision on the appeal within thirty (30) days of the conclusion of the meeting. The Property Owner shall have the right to appeal the decision of the Tree Commission to the Court of Common Pleas of Chester County in accordance with the Local Agency Law. Following a final determination of the appeal by the Tree Commission or the courts as applicable, the Property Owner shall comply with the Removal Order within sixty (60) days of the final determination by the Tree Commission or court, as applicable.”

3. Subsection 102-3.E shall be amended to read as follows:

“E. Compensation for Dead or in Severe Decline Tree Removal. Upon written certification by the Property Owner of compliance with the Removal Order and proof of payment for the removal, the Borough will reimburse to the property owner 50% of the cost of removal of the Street Tree that was ordered to be removed. Reimbursements are predicated on compliance with the permitting and contractor requirements of this Chapter 102 and Applicable Tree Law.”

4. Subsection 102-3.F shall be amended to read as follows:

“F. Public Trees determined to be Dead or in Severe Decline Trees. The Tree Commission may determine that a Public Tree is a Dead or in Severe Decline

Tree and notify the Borough in writing. The Borough may remove, prune or treat the Dead or in Severe Decline Tree as the Borough deems appropriate.”

5. Subsection 102-3.G shall be amended to read as follows:

“G. Borough responsibility. The property owner is responsible for removal of Street Trees that are to be removed in accordance with a Removal Order in accordance with § 102-3B. The Borough is responsible for planting, transplanting, cutting, pruning and treating Street Trees and Public Trees. The Borough is responsible for removal of Public Trees.”

6. Subsection 102-3.H shall be amended to read as follows:

“H. Property owner responsibility. Property Owners who wish to plant, transplant, cut, prune or treat any Street Tree or portion thereof shall apply for and be issued a permit in accordance with the permitting procedures of Section 102-9 of this Chapter 102 prior to performing any work. Property Owners shall not remove any Street Tree that has not been condemned by the Tree Commission.”

7. A new Subsection 102-3.I. titled “Emergency Street Tree and Public Tree Removals” shall be added to read as follows:

“I. Emergency Street Tree and Public Tree Removals. The Borough Arborist, at his or her sole discretion, shall identify Street Trees and Public Trees that are Emergency Tree Removals. The Borough, at its expense, shall remove as soon as practicable Street Trees and Public Trees that the Borough Arborist has identified as Emergency Tree Removals.

SECTION 4. Section 102-6, titled “Heritage Tree Protection on Private Property” shall be retitled “Removal of a Heritage Tree” and amended to read as follows:

“§ 102-6. Removal of a Heritage Tree.

- A. The removal of a Heritage Tree is strongly discouraged and may only be done after a permit for removal is obtained by the Borough. An application for a permit to remove a Heritage Tree shall be made in writing on a form provided by the Borough.
- B. The application shall illustrate the size, species and location of the Heritage Tree that is proposed to be removed and the size, species and location of new trees to be planted in compliance with the following tree replacement formula:

Heritage Tree with 24-to-29-inch DBH removed requires three replacement trees, two being large canopy trees.

Heritage Tree with 30-inch DBH or more removed requires six replacement trees, four being large canopy trees.

- C. Three to five photographs of the proposed Heritage Tree to be removed must accompany the application. The photographs shall be taken at the following locations: 1) At the base of the trunk at ground level, 2) The entire tree, if possible; and 3) The subject area of concern (defect or crack).
- D. The Borough Arborist shall review the property owner's application and make an on-site evaluation of the Heritage Tree that is proposed to be removed. Based on such review, the Borough Arborist shall make a recommendation to the Tree Commission.
- E. The Tree Commission shall approve or disapprove each application to remove the Heritage Tree in accordance with the terms of this Chapter."

SECTION 5. Section 102-9, titled "Permitting provisions" shall be amended to amend Subsection B, titled "Permit application" to read as follows:

"B. Permit application. The permit shall be submitted on an application provided by the Borough. All information required by the application shall be submitted. A permit fee established by the Borough fee resolution, as may be amended from time to time, shall be submitted with the application. The Department of Public Works shall provide the tree contractor with a paper copy of the permit from the Borough's electronic permitting system. The contractor shall prominently display the permit at the job site either on the windshield of an on-site truck or posted with a stake in the ground so that a Code Official or law enforcement officer will know that the work being done is properly permitted."

SECTION 6. SEVERABILITY. If any sentence, clause, section or part of this Ordinance is for any reason found to be unconstitutional, illegal or invalid, such unconstitutionality, illegality or invalidity shall not affect or impair any of the remaining provisions, sentences, clauses, sections or parts hereof. It is hereby declared as the intent of Council of the Borough of West Chester that this Ordinance would have been adopted had such unconstitutional, illegal or invalid sentence, clause, section or part thereof not been included therein.

SECTION 7. REPEALER. All Ordinances or parts of Ordinances conflicting with any provision of this Ordinance are hereby repealed insofar as the same affects this Ordinance.

SECTION 8. EFFECTIVE DATE. This Ordinance shall become effective upon enactment as provided by law.

ENACTED AND ORDAINED THIS _____ DAY OF _____, 2025.

ATTEST:

**COUNCIL FOR THE BOROUGH
OF WEST CHESTER**

Sean Metrick, Secretary

By: _____
Patrick McCoy, President

APPROVED THIS _____ DAY OF _____, 2025.

Lillian L. DeBaptiste, Mayor

**INTERGOVERNMENTAL COOPERATION AGREEMENT BETWEEN WEST
GOSHEN TOWNSHIP AND BOROUGH OF WEST CHESTER FOR THE
MAINTENANCE OF CERTAIN PUBLIC ROADS**

THIS INTERGOVERNMENTAL COOPERATION AGREEMENT (the “Agreement”) is made this ___ day of _____, 2025 by and between **WEST GOSHEN TOWNSHIP**, a Second Class Township organized under the laws of the Commonwealth of Pennsylvania, with an address of 1025 Paoli Pike, West Chester, Pennsylvania 19380 (“Township”) and **BOROUGH OF WEST CHESTER**, a Home Rule municipality organized under the laws of the Commonwealth of Pennsylvania, with an address of 401 East Gay Street, West Chester, Pennsylvania 19380 (“Borough”) (the Township and Borough shall hereinafter collectively be referred to as the “Municipalities”).

BACKGROUND:

WHEREAS, portions of Bolmar Street (T600), Goshen Road (T704), and Rosedale Avenue (T641) (collectively the “Public Roads”) are located in both Municipalities; and

WHEREAS, the Municipalities have historically shared the obligations to maintain portions of the Public Roads and desire to memorialize the respective obligations of each party for same; and

WHEREAS, Article 9, Section 5 of the Pennsylvania Constitution and the Intergovernmental Cooperation Act of 1996, 53 Pa. C.S.A. §2301 et. seq. (the “Act”), authorize local governmental units to jointly cooperate with other local governments in the exercise or performance of their respective governmental functions, powers, and responsibilities; and

WHEREAS, pursuant to the procedures in the Act, the Municipalities desire to enter this Agreement to establish the responsibilities for the maintenance and improvement of various segments of the Public Roads;

NOW THEREFORE, the Municipalities hereto intending to be legally bound, do hereby covenant and agree as follows:

1. **Incorporation of Recitals**. The Recitals, as set forth in the Background Section of this Agreement, are incorporated hereinafter by reference.

2. **Definitions.**

A. “Maintenance” includes, but is not limited to, the repair and resurfacing of roads as performed by the Municipalities in the usual course, the removal of snow, ice, and brush therefrom, the management of roadside vegetation, the maintenance, repair, repainting and replacement, if necessary, of culverts, inlets, curbs, drainage facilities, guide rails, shoulders, centerlines, all safety features, together with all other maintenance as is generally performed by the Municipalities with respect to roads entirely within their jurisdictional boundaries.

B. “Improvements” include, but shall not be limited to, the realignment, rebuilding, straightening, widening, regrading, relocating, providing for drainage, resurfacing, and other similar reshaping or reconstructing of roads, both as to the paved cartways and shoulders, drainage facilities and curbs.

3. **Maintenance Responsibilities and Future Improvements to Bolmar Street.**

The Township shall be responsible for all Maintenance and for completing any and all future Improvements that it deems necessary on Bolmar Street from Union Street heading south to Snyder Avenue. The Borough shall be responsible for all Maintenance and for completing any and all future Improvements that it deems necessary on Bolmar Street from Union Street heading north to East Gay Street. A plan which identifies the portion of Bolmar Street which each Party is responsible for maintaining is attached hereto as Exhibit A.

4. **Maintenance Responsibilities and Future Improvements to Goshen Road.**

The Township shall be responsible for all Maintenance and for completing any and all future Improvements that it deems necessary on Goshen Road from Marshall Street to the paving notch at North Franklin Street. The Borough shall be responsible for all Maintenance and for completing any and all future Improvements that it deems necessary for Goshen Road from the paving notch at North Franklin Street to Pottstown Pike. A plan which identifies the portion of Goshen Road which each Party is responsible for maintaining is attached hereto as Exhibit A.

5. **Maintenance Responsibilities and Future Improvements to Rosedale Avenue.**

The Township shall be responsible for all Maintenance and for completing any and all future Improvements that it deems necessary on Rosedale Avenue from the paving notch at South Church Street heading west to the boundary of East Bradford Township where there is a paving notch located approximately at 699 West Rosedale Avenue. The Borough shall be responsible for all Maintenance and for completing any and all future Improvements that it deems necessary for

Rosedale Avenue from the paving notch at South Church Street heading east to Joseph Alley. A plan which identifies the portion of Rosedale Avenue which each Party is responsible for maintaining is attached hereto as Exhibit A.

6. **Traffic Signals.** Various traffic signals are located at various intersections along the Public Roads that have been permitted by PennDOT and are subject to Traffic Signal Maintenance Agreements between the Municipalities and PennDOT. The Municipalities agree that the ownership and maintenance of the following traffic signals shall remain the responsibility of the respective permittee which is as follows:

- Intersection of Bolmar Street and East Gay Street – the Township
- Intersection of Bolmar Street and East Market Street – Borough
- Intersection of South New Street and Rosedale Avenue – Borough
- Intersection of South Church Street and Rosedale Avenue – Borough
- Intersection of South High Street/Business 322 and Rosedale Avenue – Borough

7. **Liquid Fuel Reimbursements.** The Township and the Borough shall be entitled to receive from PennDOT all eligible funds that PennDOT pays to the Township and the Borough from the Municipal Liquid Fuel Program Funds (“Liquid Fuel Funds”) for the entire length and width of the Public Roads that each municipality is required to maintain pursuant to this Agreement. The Township and Borough shall be responsible for submitting all necessary reports and documents that PennDOT requires for the Township to be eligible for Liquid Fuel Funds for the Public Roads.

8. **Police Power.** The Municipalities shall both be entitled to enforce their local ordinances and the laws of the Commonwealth of Pennsylvania on those portions of the Public Roads located within their respective jurisdictions.

9. **Duration.** The obligations and responsibilities set forth in this Agreement shall commence when this Agreement is approved by resolutions adopted by the Board of Supervisors of the Township and the Borough Council of the Borough and shall continue indefinitely, without the requirement of annual or other renewals, until and unless terminated by either Municipality in writing. If either Municipality elects to terminate this Agreement, it must provide the other Municipality not less than 90 days prior written notice. Upon termination, the Municipalities shall be responsible for the Maintenance and Improvements to only the portion of the Public

Roads located in their respective municipality. The Municipality who elects to terminate this Agreement shall notify PennDOT in writing of the same.

10. **Adoption.** This Agreement shall become effective as of the date that both Municipalities enact a resolution authorizing the respective Municipality’s governing body to enter into this Agreement.

11. **Notice.** Whenever notice is required to be given to either of the Municipalities, such notice shall be sent to the address listed above unless a different address is specifically designated by the representative Municipality. The notices shall be addressed to the Municipality’s Manager and sent by certified mail, United States mail, prepaid postage, or personal delivery.

12. **Entire Agreement.** This writing constitutes the entire agreement between the Municipalities with respect to the Maintenance and Improvements to the Public Roads. No modifications of the terms of this Agreement shall be effective unless approved in writing by both Municipalities.

IN WITNESS WHEREOF, the Municipalities hereto have caused this Agreement to be duly executed this ___ day of _____, 2025.

ATTEST:

BOARD OF SUPERVISORS
WEST GOSHEN TOWNSHIP

Christopher Bashore, Secretary

By: _____
Shaun Walsh, Chairman

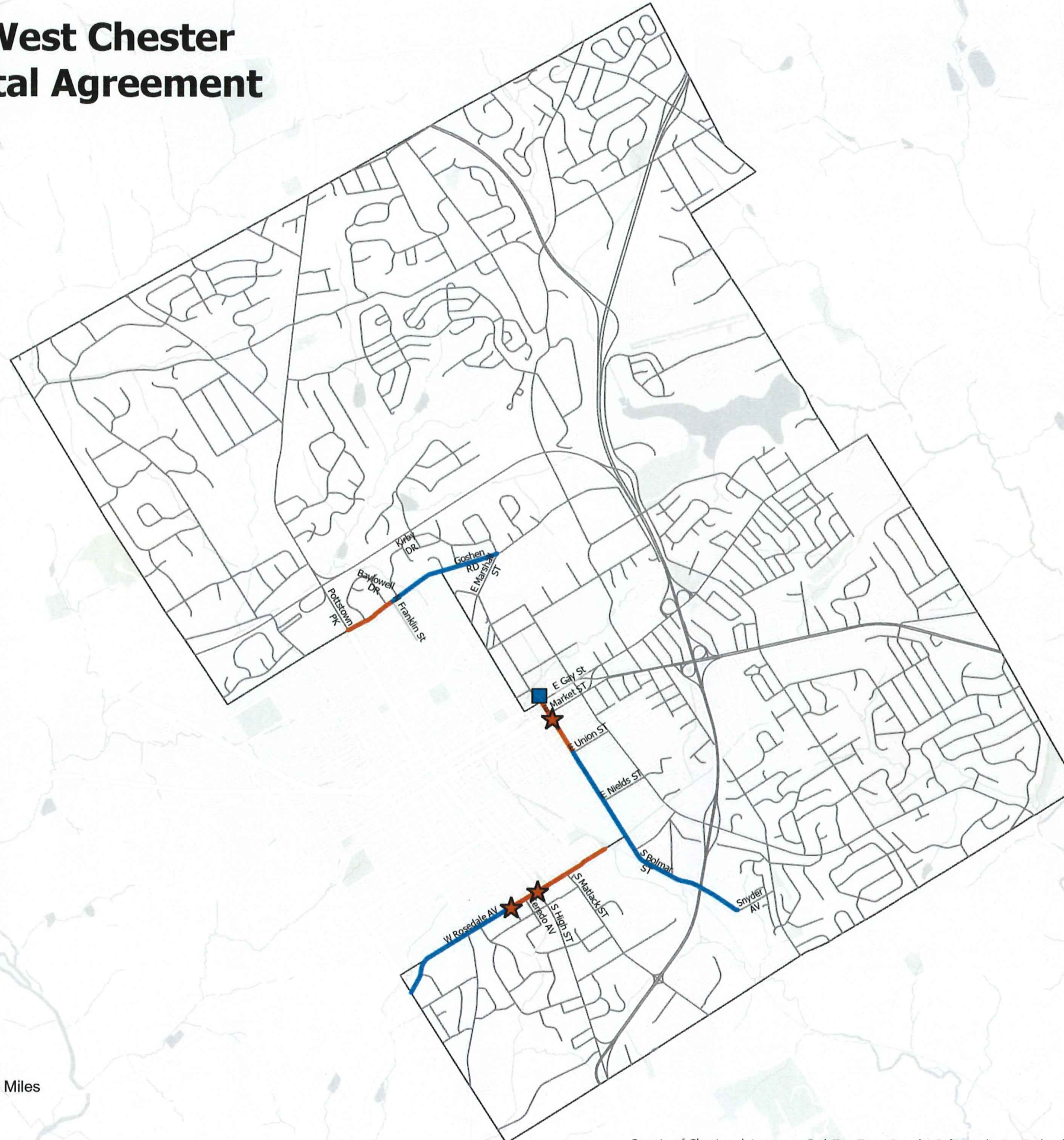
ATTEST:

BOROUGH OF WEST CHESTER

Sean Metrick, Secretary

By: _____
Patrick McCoy, President

West Goshen & West Chester Intergovernmental Agreement



Legend

- Traffic Lights
 - ★ West Chester
 - West Goshen
- Municipal Roads
 - West Chester
 - West Goshen
- Road Centerlines
- West Goshen Border

