



Borough Council Meeting Work Session
October 14, 2025 @ 6:30 PM
This meeting is recorded for public record.

Patrick McCoy, President	Member, 1st Ward	Term Expires: 12/31/25
Nicole Scimone, Vice President	Member, 4th Ward	Term Expires: 12/31/27
Bryan Travis	Member, 2nd Ward	Term Expires: 12/31/27
Brian McGinnis	Member, 3rd Ward	Term Expires: 12/31/25
Sheila Vaccaro	Member, 5th Ward	Term Expires: 12/31/25
Bernie Flynn	Member, 6th Ward	Term Expires: 12/31/27
Lisa Dorsey	Member, 7th Ward	Term Expires: 12/31/25

Mayor: Lillian L. DeBaptiste

Borough Manager: Sean Metrick

Borough Council Meeting:

I. Call to Order

II. Pledge of Allegiance

III. Announcements

A. Public Hearings - 10/15/2025 @ 630 PM:

- i. Public Hearing for comments on Comcast's past performance under its current franchise agreement
- ii. Public Hearing to amend certain regulations in Subsection 3-38.T - Community Campus Committee
- iii. Public Hearing to enact an Ordinance reauthorizing the West Chester Business Improvement District five year final plan

All notices and corresponding documents can be found on our website, under "This Month's Meetings"

IV. 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.

V. Reports/Presentations

A. Discuss West Chester Borough Public Library facility maintenance and repairs

B. Presentation of West Chester Historic Resources Atlas to West Chester Borough Council: *David K. Blackburn, Chester County Historic Preservation*

VI. Old Business

- A. Motion to approve the September 16th and 17th 2025 Borough Council Meeting Minutes
- B. Motion to approve the 2026 Preliminary Budget (attachment)

VII. New Business

A. Administration, Communication & Technology

- 1) Discuss special event procedures for discounted fees (attachment)
Issue: Continue discussion on definition and process of public events
Committee Recommendation for further discussion and review of criteria 2-0
- 2) Motion to approve a Resolution for participation in Pennsylvania Audubon Society Bird Town Program (attachment)
Issue: Review and consider Resolution to commit to ecological initiatives and be recognized as a Bird Town Pennsylvania community
Committee Recommendation: 2-0

B. Parking Committee

- 1) Motion to amend the Parking Policy for special event/s parking in Borough parking garages to include a 50% split of parking fees with the applicant (attachment)
Issue: Consider reinstating previously approved revenue sharing with event holders.
Committee Recommendation: 2-0
- 2) Motion to approve contract with Butts Ticket Systems/ParkMobile for on-street parking and lot payment services. (attachment)
Issue: Provide alternative app for payment and redundancy and future planning on the streets and in the lots of the Borough.
Committee Recommendation: 2-0
- 3) Motion to approve contract with Butts Ticket Systems/ParkMobile for garage reservation and parking services. (attachment)
Issue: Provide alternative app for payment and redundancy and future planning for reservations and mobile payment in Borough-owned garages.
Committee Recommendation: 2-0
- 4) Motion to approve lease for West Chester United Methodist Church at High Street Lot (attachment)
Issue: Extend hours to 9:00 PM Monday through Thursday, and include a two-year renewal with a 90 day termination clause.
Committee Recommendation: 2-0
- 5) Motion to approve trash/recycling contract with Blosenski for trash/recycling services for retail spaces at Bicentennial Garage. (attachment)
Issue: Trash and recycling contract needed for three retail spaces at Bicentennial Garage. This money is to be billed back to the tenants, per the leases.
Committee Recommendation: 2-0

C. Public Works Committee

No Items for discussion or action

D. Finance & Revenue Committee

1) Motion to approve purchasing requests (attachment):

1. All Event Party Rentals for \$12,185.45
2. Butts Tickets for \$40,000.00
3. USALCO for \$15,280.00
4. Cody for \$18,536.57
5. Horgan Tree Experts for \$10,720

Issue: Approve monthly purchase orders over \$10,000

Committee Recommendation: 3-0

E. Public Safety

1) Motion to revise Chapter 80 pertaining to background checks for solicitation permits - 80-3; and prior approval for fixed locations - 80-10 (attachment)

Issue: Discuss background check process and procedures; and approval of items in a fixed location

Committee Recommendation: 3-0

2) Motion to approve the Special Events Application for the Veterans Day Parade (attachment)

Issue: Review and consider Special Events Application

Committee Recommendation: 3-0

F. Smart Growth

1) Motion to approve Resolution for Final Land Development 210-214 W, Washington St, Axel Properties (attachment)

Issue: Approval of new eight townhouse community in the NC-2 Zoning District

Committee Recommendation: 3-0

2) Discuss amending Chapter 112-314 Planned University Campus District-Brian Nagle (attachment)

Issue: Ordinance amendment as it relates to the College Arms student housing redevelopment

Committee Recommendation for further discussion only: 3-0

3) Consider directing the Solicitor to attend Zoning Hearing Board (attachment):

740 S. Matlack St-Zoning relief from required parking curbing in alley

Committee Recommendation 3-0 for no Solicitor attendance

Motion to direct Solicitor to attend the Zoning Hearing

124 E. Chestnut St-Zoning relief from side yard setback

Committee Recommendation 3-0 for Solicitor attendance

Issue: Review ZHB Appeals and determine solicitor attendance

- 4) Motion to approve HARB applications (attachment)
2025-29: 225 E. Market St-Sign
2025-30: 220 W. Gay St-Revised Sign
2025-31: 16 S. Church St-Sign
Issue: Review HARB applications and approve Certificates of Appropriateness
Committee Recommendation to approve all Certificates of Appropriateness: 3-0
- 5) Motion to schedule a Public Hearing on November 19, 2025 to amend Chapter 112 – 309.B Revise dimensional requirements in the TC Zoning District (attachment)
Issue: Reformatting existing dimensional information
Committee Recommendation: 3-0
- 6) Motion to schedule a Public Hearing on November 19, 2025 to amend Zoning Code to add Unified Residential Development Use Zoning; and, amend relative definitions, (attachment)
Issue: Permission for Zoning Amendment to be sent to Chester County Planning Commission to add definitions for “Alley” and “Unified Residential Development”
Committee Recommendation: 3-0

VIII. Other Business

IX. Adjournment

Visit www.west-chester.com for access to all attachments.

Agendas are posted to www.west-chester.com by noon 3 business days prior to the meeting.