



Parking Committee Meeting
November 11, 2025 @ 6:00 PM
This meeting is recorded for public record.

Committee Members:

Sheila Vaccaro, Chair

Lisa Dorsey

Bernie Flynn

Director of Parking Services: Ramsey Reiner

Borough Manager: Sean Metrick

Parking Committee Meeting:

I. Call to Order

II. Announcements

- A. The Borough will be collecting canned goods to benefit the West Chester Food Cupboard at Borough Hall during business hours. Please stop by to contribute. More information can be found on the Borough website.

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. Garage management report (attachment)
- B. Director's report (attachment)

V. Old Business

- A. Motion to approve October 2025 Parking Committee meeting minutes (attachment)

VI. New Business

- A. Motion to approve budget Wayfinding Phase 2 sign types – 2026 Capital project. (attachment)
Issue: Choose between 3 types of signs.

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.

MINUTES

Parking Committee of Borough Council

Date: Tuesday, October 7th, 2025 @ 6:00 PM

Committee Members: Lisa Dorsey
Bernie Flynn

Staff: Ramsey Reiner, Director of Parking Services/Assistant Borough Manager

I. Call to order: Lisa Dorsey at 6:04 PM

II. Announcements: NONE

III. Comments, suggestions, petitions by residents, property owners, and visitors in attendance regarding items not on the agenda. (Please be advised that all public comments have a 5-minute time limit.)

*Joe Quill (Exton) had questions concerning the County Garage. Discussed parking in the borough. Suggested making it user friendly.

*Nicole Simone (WC) Downtown West Chester has the old hours on the website.

IV. Reports

A. Garage management report for September (see attachment)

Chris Hankin with Colonial Parking. Coating project held back revenue for the month while being completed. Year to date revenue is ahead of budget and ahead of prior year. Discussed averages for the Restaurant Festival. Hotel Indego for 6 days exceeded the number of parkers they are allotted. Darryl Cook (WC) asked if we filled the garages at any point during the month.

B. Director's report (see attachment) 2026 Parking Department budget

V. Old business

A. Motion to approve September 2025 Parking Committee meeting minutes (see attachment)

APPROVE 2-0

B. Discuss special event revenue *MOVED TO WORK SESSION

Issue: Consider reinstating previously approved revenue sharing with event holders.

VI. New business

A. Motion to approve contract with Butts Ticket Systems/ParkMobile for on-street parking and lot payment services. (see attachment) APPROVE 2-0

Discussed fees for ParkMobile along with features it has that Flowbird does not.

Lisa Dorsey shared a story of how she helped a person use the app. She stated that she had a nice experience with the app and stated that it was not that difficult.

Lisa Kearns (WC) asked about the fees.

Issue: Provide alternative app for payment and redundancy and future planning on the streets and in the lots of the Borough.

- B. Motion to approve contract with Butts Ticket Systems/ParkMobile for garage reservation and parking services. (see attachment) APPROVE 2-0**
Issue: Provide alternative app for payment and redundancy and future planning for reservations and mobile payment in Borough-owned garages.
- C. Motion to approve lease for West Chester United Methodist Church at High Street Lot**
*Moved to work session/Next month
Issue: Current lease with WCUMC expires on January 31, 2026. No requested changes to current lease from the Borough. Recommendation of 2-year renewal.
- D. Motion to approve trash/recycling contract with Blosenski for trash/recycling services for retail spaces at Bicentennial Garage. (see attachment) APPROVE 2-0**
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.

VII. Other business:

Bernie Flynn (WC) resident requested weekend permits/patrol on Saturday and Sundays.

Brian Travis (WC) discussed more of patrol on the weekend.

Nicole Simone (WC) discussed more of patrol on the weekend.

VIII. Adjournment: Lisa Dorsey at 7:14 PM

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ENVIRONMENTS & EXPERIENCES

Existing Gateways



13'-6"

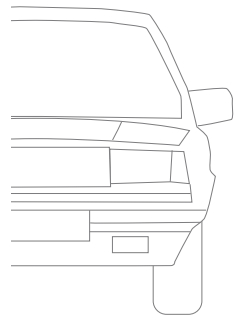
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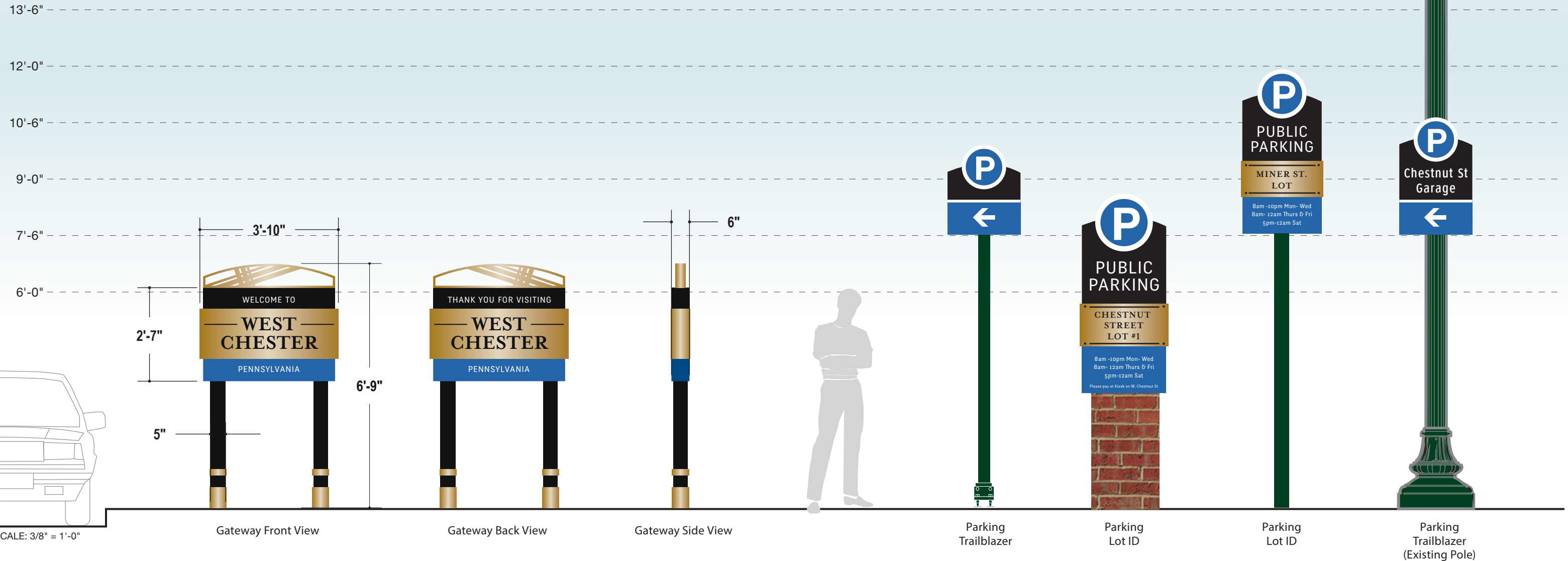
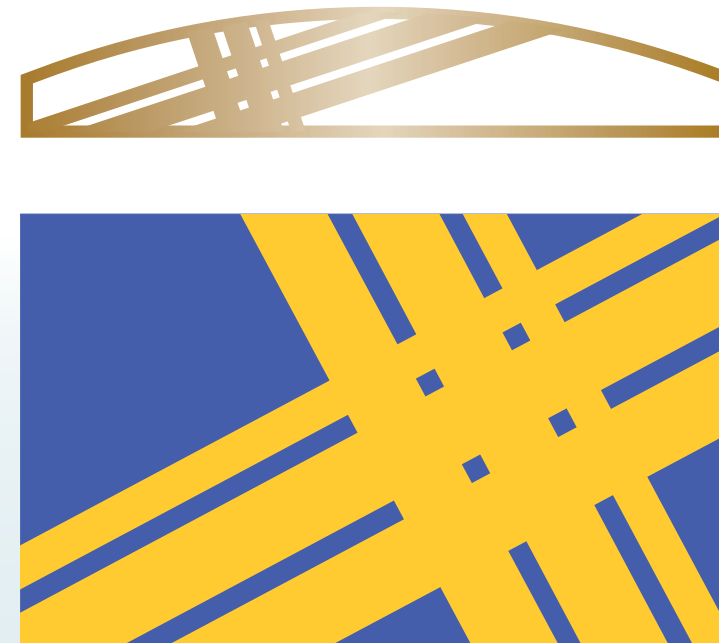
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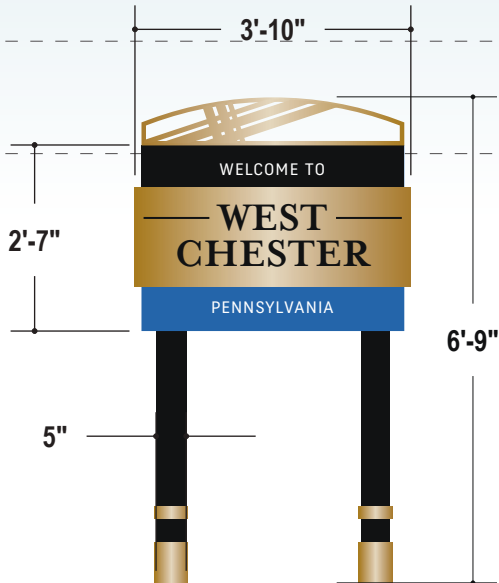
9'-0"

7'-6"

6'-0"







Gateway Front View



Gateway Back View





WELCOME TO
**WEST
CHESTER**
PENNSYLVANIA

WELCOME TO

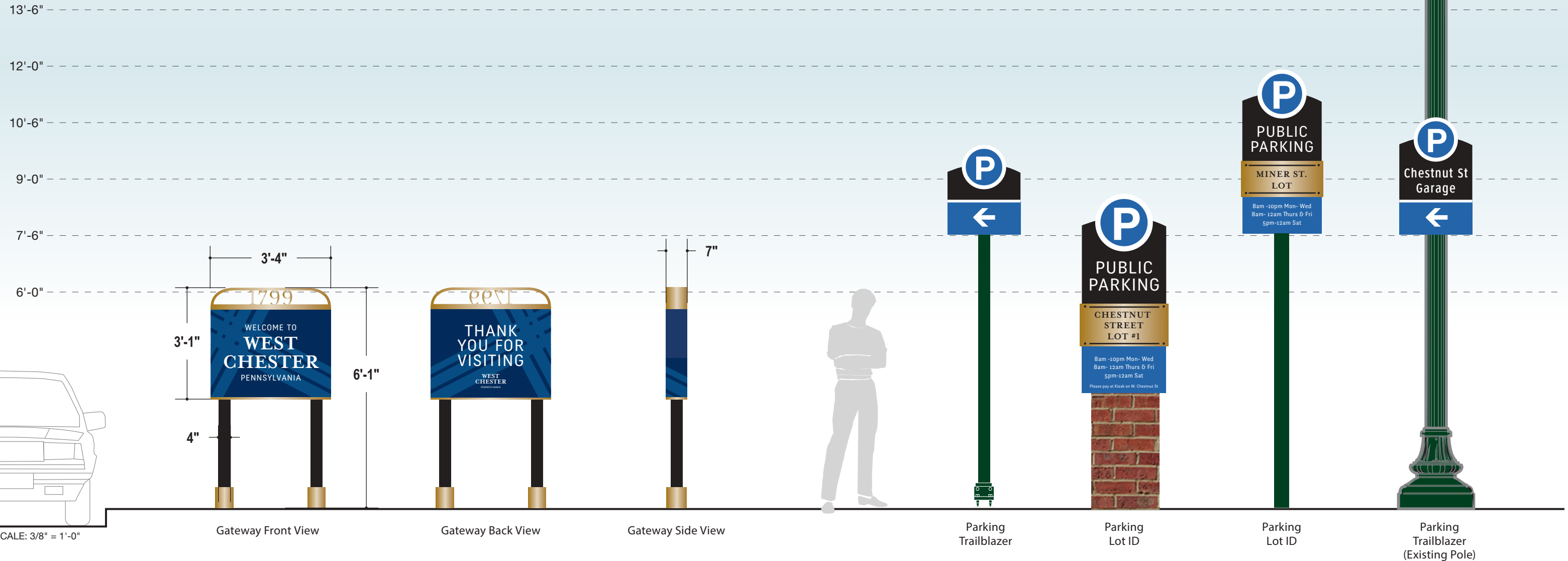
**WEST
CHESTER**

PENNSYLVANIA

NO
TURN
ON
RED

STOP
HERE

CHURCH OF THE HOLY TRINITY
1000 N. MARKET ST.
WEST CHESTER, PA 19380
PH: 610.336.1234



SCALE: 3/8" = 1'-0"

Gateway Front View

Gateway Back View

Gateway Side View

Parking Trailblazer

Parking Lot ID

Parking Lot ID

Parking Trailblazer (Existing Pole)



Gateway Front View



Gateway Back View

1799

WELCOME TO
**WEST
CHESTER**
PENNSYLVANIA

1799

**THANK
YOU FOR
VISITING**

WEST
CHESTER
PENNSYLVANIA



799

WELCOME TO
**WEST
CHESTER**
PENNSYLVANIA

NO
TURN
ON
RED

CHURCH OF THE HOLY TRINITY
100 WEST CHESTER AVENUE
WEST CHESTER, PA 19380



D O W N T O W N
WEST CHESTER



13'-6"

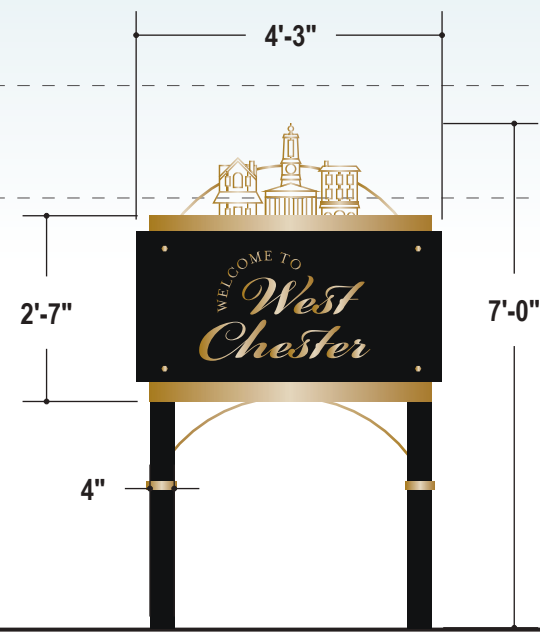
12'-0"

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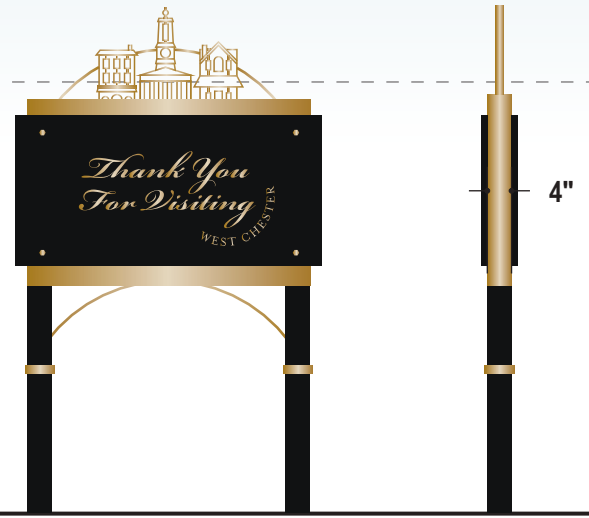
9'-0"

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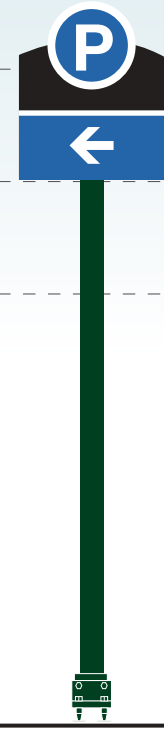
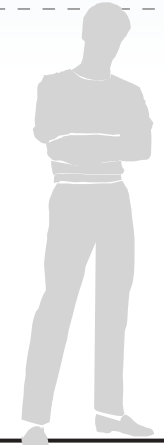


Gateway Front View



Gateway Back View

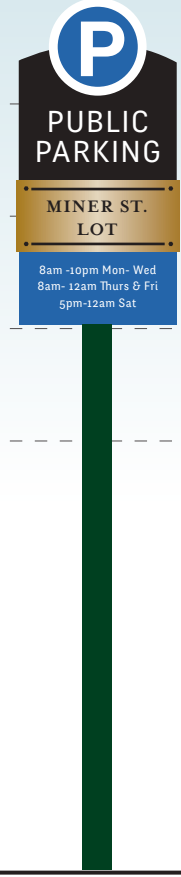
Gateway Side View



Parking Trailblazer



Parking Lot ID

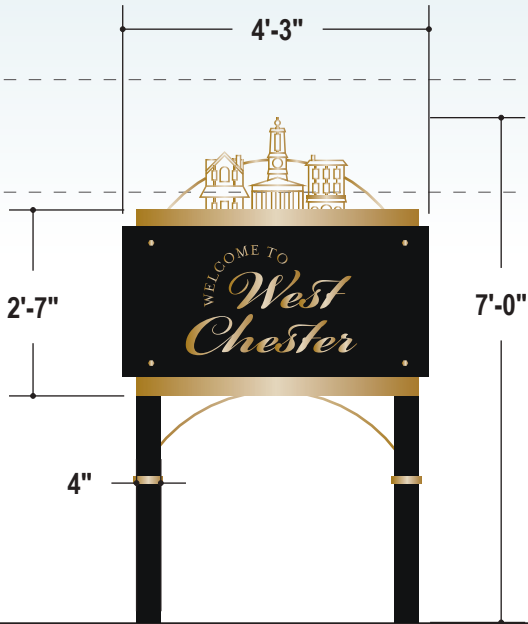


Parking Lot ID



Parking Trailblazer (Existing Pole)

SCALE: 3/8" = 1'-0"



Gateway Front View



Gateway Back View



WELCOME TO
*West
Chester*



*Thank You
For Visiting*
WEST CHESTER



WELCOME TO
*West
Chester*



QUESTIONS ANSWERS



Estimate

#2547

Issue Date: 10/6/2025

Bill To
DONALD T. EDWARDS, PUBLIC WORKS DIRECTOR
BOROUGH OF WEST CHESTER, PA
401 GAY STREET
WEST CHESTER PA 19380
United States

Project
4306 NEW GATEWAY SIGNS

Sales Rep

House Account

Terms

Net 30 - 50% Deposit

Estimate Expiration

1/4/2026

Item	Rate	Quantity	Amount
BWC-GAT-NOI-4681 BWC - GATEWAY "OPTION 1" D/F, NON-ILLUMINATED GATEWAY SIGN 6'9" x 3'10", SEE DRAWINGS. Painted signs with vinyl lettering	\$5,900.00	6	\$35,400.00
BWC-GAT-NOI-7340 BWC - GATEWAY "OPTION 2" D/F, NON-ILLUMINATED GATEWAY SIGN 6'1" x 3'4", SEE DRAWINGS.	\$5,900.00	6	\$35,400.00
BWC-GAT-NOI-8451 BWC - GATEWAY "OPTION 3" D/F, NON-ILLUMINATED GATEWAY SIGN 7'0" x 4'3", SEE DRAWINGS.	\$6,300.00	6	\$37,800.00
Installation Installation (Non-Union)	\$18,000.00	1	\$18,000.00

Approval

Customer/Owner

Date

PAYMENT INFORMATION - ACH Transaction

Bank Of America Business Checking
SWIFT Code: BOFAUS3N
Wire: 026009593
Routing Number: 021200339
Account Number: 381066696902

AGREEMENT TERMS

Invoices and Cancellation of Orders

Forge Signworks, LLC hereby referred to as FSW prepares your order according to your specifications. Your order is only cancelable prior to commencement of your order with FSW's written consent. After commencement of your order (the point at which materials are assembled and work has begun), your order is non-cancelable. The Customer is solely responsible for proof-reading, FSW does not assume any responsibility for the correctness of copy. Therefore, you must review and sign a proof prior to our commencement of your order. By signing your proof, you approve and are solely responsible for its content and authorizes FSW to initiate work. FSW's total liability is expressly limited to the services indicated on the invoice and FSW will not be liable for any subsequent or consequential damages, or otherwise. All dates promised on this invoice are estimations.

Terms of Payment

Upon ordering, FSW will not begin permitting/fabrication on this project until the required signed estimate, a full 50% deposit and signed shop drawings are received. All pricing is subject to a field survey. Should a field survey indicate that additional work is required beyond the scope originally provided, pricing is subject to change. Your balance will be due upon delivery and/or installation. Invoices are considered delinquent thirty (30) days from the date that your order is completed. After the thirtieth day, a late charge of 1.5% per month will be assessed. You shall be liable for all costs related to collection of delinquent invoices, including court costs and attorney's fees. FSW shall retain title to all goods made for the Customer until the full purchase price has been paid in full and received by FSW. Customer's acceptance, either personal or through his/her agent(s) and/or employee(s) of the work ordered shall be deemed as full acceptance. This means that by accepting delivery of the work, the customer affirms that the work substantially conforms to all expectations. If the customer does not take possession of completed work within thirty (30) days from notification of completion, then the work will be considered lost or forgotten, and FSW will not be responsible for further loss. Customer will be billed and responsible for payment for work that has been completed. This contract may not be changed, altered, modified or canceled unless the same is set forth in writing and is signed by both parties. Any alteration or deviation from the above specification, involving extra costs, will be completed only upon written change orders and will become an extra charge over and above the initial estimate/job. Customer acknowledges that this contract is for the fabrication of specialty manufactured goods not suitable for resale to others and as such, may not be returned for credit or offset against any outstanding bill(s). Failure to make payments as agreed following the installation of goods sold, and such failure should continue for a period of 15 days or more after the date such payment becomes due, FSW or its agent, shall have the right but not the obligation to enter upon the premises of the Customer and remove/take the goods without process of law and without affecting any other right that the Customer/Company may have. This contract shall be governed by the laws of the state of New Jersey and supersedes any/all other contracts or proposals for products and services specified.

Installation/Site Conditions

Customer/Owner to provide full on-site access to necessary sign(s) areas. Customer/Owner to provide adequate rear access / and or service doors to all wall mounted signage. Customer/Owner to provide adequate blocking for the installation of all sign(s). Customer/Owner to provide adequate access to all electrical panels, timers, and primary electrical feeds. Customer/Owner to provide a dedicated neutral to each sign(s) and adequate power as required and or requested by FSW. Customer/Owner to provide power to within 6' of sign(s). FSW to supply all secondary electrical hookups. All sign(s) to be installed during normal business hours unless specified otherwise in work description. All work to be performed with non-union labor unless specified otherwise.

Warranty Language

Entire sign(s) is warranted for two years against any/all defects in workmanship and performance (excluding lamps and neon). LCD's, LED's, sound systems and any other sub-assembled components will be subject to the manufacturer's warranty of those products, which is outside FSW's standard warranty provision listed above. Entire installation will follow the National Electrical Code, Article 600 B.O.C.A. Code and in compliance with Underwriters Laboratories. All sign (s) have U.L. labels.

Approval Term

The aforementioned prices, specifications, and conditions are satisfactory and are hereby accepted. FSW is authorized to proceed with the work as outlined in this contract. Payment will be made as outlined above.