



Public Works Committee Meeting  
**November 11, 2025 @ 6:30 PM**  
*This meeting is recorded for public record.*

**Committee Members:**

Bernie Flynn, Chair  
Sheila Vaccaro  
Bryan Travis

**Interim Director of Public Works:** Donald Anderson

**Wastewater Director:** Sean Mitchell

**Director of Parks & Recreation:** Keith Kurowski

**Borough Manager:** Sean Metrick

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**Public Works 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. Engineers' report (attachment)  
B. Public Works (attachment)  
C. Wastewater (attachment)  
D. Parks & Recreation (attachment)

V. Old Business

- A. Approve September and October 2025 meeting minutes (attachment)

VI. New Business

- A. Motion to approve resolution for sewer connection and capacity policy Goose Creek Wastewater Treatment – restricted flow area (attachment)  
Issue: Review and approve Resolution

- B. Discuss Special Events Application procedures (attachment)  
Issue: Staff will present review, approval, and communication processes.

VII. Other Business

VIII. Adjournment

Visit [www.west-chester.com](http://www.west-chester.com) for access to all attachments.

Agendas are posted to [www.west-chester.com](http://www.west-chester.com) by noon 3 business days prior to the meeting.

MONTHLY ENGINEERING REPORT

TO: Sean Metrick, Borough Manager

FROM: Kelly Goff, PE, CFM, Consulting Engineer

RE: West Chester Borough  
Monthly Engineering Report

DATE: November 7, 2025

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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.	RVE is reviewing submittals. The project is expected to be substantially completed in May 2026.
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 reviewing public input and revising the PRP and TMDL accordingly.  RVE is scheduling outfall inspections.
East Gay & High Street Crosswalk	RVE has reviewed the deteriorated crosswalks and intersection pavement.	Several replacement options are proposed that range in price between \$113,016.00 to \$358,886.00. RVE recommends that the Borough review their needs, preferences and budget prior to selecting a replacement option.

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*



*Figure 3 – Gay & High Street Crosswalk*

**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 is discussed during the meetings. The last progress meeting was held on 10/28/2025 at 1:00 PM.

### **1.2 Planning Services**

#### ***1.2.1 High Street Improvements***

RVE worked with Borough staff to acquire the DCED MTF grant. RVE is working with Borough staff to acquire additional funding. An updated construction estimate was submitted to Borough staff on 9/23/2025. Project design is projected to begin in 2026.

#### ***1.2.2 Intersection Improvements***

RVE is working with the Borough in order to make improvements to various intersections throughout the Borough.

##### **1.2.2.1 High & Linden Bus shelter**

The project includes a bus shelter installation near the intersection of High and Linden. The project is being funded by a County grant. RVE submitted the latest revisions to the PennDOT HOP application on 9/3/2025.

##### **1.2.2.2 Gay & High Street Intersection Improvements**

RVE made a site visit to the intersection in order to determine remediations needed. RVE submitted a memo with remediation recommendations and associated costs on 11/7/2025 to Borough Staff.

##### **1.2.2.3 Additional Intersection Improvements**

Intersections that have been considered for improvements are listed below. The Borough's Transportation Advisory committee is compiling public input.

- Saint Agness School Intersections (Hannum and New)
- E Gay Street & Matlack
- N Biddle Street & N High Street
- E Biddle Street & N Penn Street
- N Franklin Street & E Marshall Street
- W Ashbridge Street & Hoopes Park Lane
- W Gay Street & N New Street
- Gay Street & High Street
- Washington & High
- Chestnut and New
- Price Street & Darlington (Improvements Completed 2025)
- S Brandywine Street & Price Street (Improvements Completed 2024)

- Gay & Bradford (Improvements Completed 2025)

### **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
- Gay Street Phase 2
- Goose Creek Interceptor Phase 2
- Cedar Alley Gabions
- Public Works Building

#### **1.3.2 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. RVE is compiling an estimate for Gay Street Phase 2.

#### **1.3.3 Green Light Go**

This application scoping form is due 1/2. Traffic Signal improvements 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 was submitted on 9/22/2025.

### **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 ended on 9/15/2025.

RVE is reviewing public feedback with the Borough staff.

### **2.3 BMP Inspections**

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

### **2.4 Outfall Inspections**

RVE is scheduling outfall inspections.

### **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.

- The Borough council voted on 8/28/2025 to issue a notice of intent to award the Base Bid, Alternate 1, Alternate 5, and Alternate 6.
- A preconstruction meeting was held on 9/30/2025.
- A Notice to Proceed was issued on 10/2/2025.
- Submittals are being reviewed.

#### **3.2 Storm infrastructure Lining project (PCWBT030)**

This project includes the rehabilitation of 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.
- This project is set to be constructed in 2026.

## **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 4<sup>th</sup> submission on 9/26/2023. RVE submitted a draft review 4 letter to the borough staff on 10/6. A 4<sup>th</sup> review letter was sent on 10/9.
- RVE received a 5<sup>th</sup> 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 4<sup>th</sup> 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.

#### **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.

#### **4.8 410 High Street, Application #3 (Coming Soon)**

# Public Works Mission Statement

"Our mission in Public Works is to enhance the quality of life for our community by providing efficient and reliable infrastructure services. We are committed to maintaining and improving our roads, public facilities, and essential services while promoting sustainability and public safety. Through innovative solutions and collaboration, we strive to meet the needs of our residents and foster a thriving, resilient community for current and future generations."

## **Facilities**

### **West Chester Public Library**

- The architectural firm, Architectural Concepts PC, has identified the source of water infiltration at the library. (Attachment)

## **Streets**

- We are waiting for a response from PennDOT regarding the sign upgrades at the intersection of New and Chestnut Street.
- The Gay Street Bollards Project
- Replacing the brick crosswalks at the intersection of Gay and High Street.
- The 2025 paving is complete, and I'm finalizing the forms for PennDOT to secure our liquid fuel reimbursement.
- Leaf collection has begun.
- We are repairing the sidewalk at 401 East Gay Street using Perkepave around a tree.

## **Parks and landscapes**

- All parks are now winterized for the year
- We are assisting Will Williams with this Fall's tree planting.

## **Sanitary/Storm Sewers**

- We performed a storm sewer repair at the intersection of New and W. Miner Street. (Attachment)

- We recently sent CCTV footage to Abel Recon; they are relining some sections of our old brick storm sewer mains next year.

### **Trash and recycling**

- We have identified several residents who are in violation of **Chapter 62** and are currently working with the Building and Housing Department to determine the next steps.

### **Vehicles/fleet**

- Line item 01-43720-80- for vehicle repairs is projected to exceed its budget this year.

### **Cartegraph reports**

- (Public Works Attachments)
- (Fleet Maintenance Attachment)

### **Administration**

- We are managing several contracts that will expire at the end of 2025.

### **Other**

- Lenni Electric is currently installing conduit along South High Street for future installation of Decorative Lights
- Brubacher is installing a new water main on Goshen Road between High and Hillside Drive.

# Water Infiltration Investigation Report

## West Chester Public Library – Water Infiltration – Beneath Entry Plaza

October 13, 2025

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### 1.0 INTRODUCTION

This report documents the results of an investigation into a water leak occurring at the West Chester Public Library, located in West Chester, Pennsylvania. The infiltration has been observed at the ceiling of the lower level, directly beneath the main entrance vestibule. The purpose of this investigation is to identify the probable cause(s) of the leak and recommend corrective measures to prevent continued water infiltration and subsequent damage.

### 2.0 SITE CONDITIONS AND OBSERVATIONS

#### 2.1 Location of Reported Issue

- Water staining and active moisture have been documented in the ceiling finishes of the lower level, directly below the building's main entrance plaza and vestibule.

#### 2.2 Entrance Vestibule

- The main entrance consists of an exterior open vestibule with a ceramic tile finish floor.
- The ceramic tile floor surface is level with no measurable slope. The exterior surface should slope draining away from the building.
- The perimeter joint between the floor and wall tile is missing significant areas of grout or sealant, leaving an open joint condition.
- (This area is uninsulated)

#### 2.3 Door Threshold Condition

- It does not appear that any sill pan flashing was installed at either door threshold, and no sealant installed between the vestibule tile surface and door threshold (sill pan flashing should have turned up vertically at each jamb).



## 2.4 Adjacent Roof Assembly (IRMA)

- The main entry plaza is constructed as an inverted roof membrane assembly (IRMA). An inverted roof membrane assembly (IRMA) is a low-slope roofing system where the waterproofing membrane is installed on the roof deck, followed by a layer of rigid insulation on top of the membrane. This insulation is then covered by a protective surface layer, concrete pavers on leveling pedestals. This design protects the membrane from UV radiation, extreme temperatures, and physical damage, extending its lifespan.
- The IRMA system is closer to the end of its service life.
- Field inspection revealed significant debris and silt accumulation within the rigid insulation layer, which restricts free water flow and inhibits proper drainage.
- Compromised drainage capacity of the IRMA is contributing to localized water accumulation.
- Water is visibly weeping underneath the (3) Metal thru-wall scuppers, (which drain through the west wall of the elevated plaza). This could be a failure of flashing or installation. Failure to address this area will result in further damage to the west wall and may result in water entering the building.

## 3.0 ANALYSIS AND FINDINGS

Architectural Concepts (AC) conducted a series of water intrusion tests by pouring up to 5 gallons of water at test points:

### 1. Test Point 1 – Vestibule

- Water “ponded” on the tile until reaching two entry points along wall where it was seen entering the building envelope by running into the open joint between the floor tile and wall tile (north and east sides). The water was immediately visible, draining at the ceiling leak points 1 and 2.

### 2. Test Point 2 – IRMA (northeast corner)

- Did not result in any immediately visible leaks. Water did not drain from the insulation layer and was pooled for at least 30 minutes after the test and was still present when the pavers were replaced.

### 3. Test Point 3 – IRMA (midpoint wall)

- Did not result in any immediate visible leaks at Leak Point 3. The cause of this leak is inconclusive, but possible causes include: water traveling from the vestibule leak to this location, water infiltration at perimeter flashing, water infiltration from damaged mortar joints, or condensation accumulation from non-continuous insulation.

### 4. Test Point 4 – IRMA (at plaza stair corner)

- Did not result in any immediate visible leaks at Leak Point 4. The cause of this leak is inconclusive, but possible causes include: water traveling from the vestibule leak to this location, water infiltration at perimeter flashing, water



infiltration from damaged mortar joints, damaged flashing at the stair, or condensation drips from non-continuous insulation.

#### 5. Test Point 5 – IRMA (at scupper)

- Resulted in water exiting the scupper as intended. Increased seep water was visible underneath the scupper at Leak Point 5 which indicates that water is traveling under the thru-wall metal scupper, most likely failed flashing or installation of scupper.

## 4.0 RECOMMENDATIONS

**Immediate Action:** The most active and significant leaks can be addressed by implementing the Immediate Actions listed below. **This approach has the lowest initial costs, least operation disruption to the library, and will address most, if not all, of the water intrusion.** This approach may, or may not address the additional leak points 3 and 4, but will narrow down the possible cause of those leaks.

#### 1. Install sealant at Vestibule

- Rake-out all grout between the tile base and the floor tile. Remove all debris and accumulated silt from within the joint.
- Clean all surfaces as required by the sealant manufacturers to achieve proper adhesion.
- Apply a high quality 100% silicone sealant to the open joint and tool smooth. Install a continuous bead, three sides (west, north and, east) of the perimeter. Use **Laticrete Latasil Silicone sealant or equal**, color match to grout. Include the following locations:
  1. Between floor tile and tile cove base
  2. Between floor tile and door thresholds (two locations).

#### 2. Re-flash the three thru-wall Scuppers.

- Install a compatible self-adhered membrane flashing.

#### 3. Repair Interior Damage

- After exterior conditions are corrected, remove and replace damaged interior ceiling finishes and insulation at the lower level.
- Inspect for microbial growth and remediate as necessary.

#### 4. Budget: \$ 2,500 to 7,500

**Future Action:** Replacing the Vestibule floor and the IRMA Roof as described below will correct the leaks, improve the drainage of the roof, restart a warranty period of roof, use the most current design standards, and improve the thermal performance of the building. **This approach has the highest costs, most operation disruption to the library, and will address most, if not all, of the water intrusion. We do NOT recommend this approach at this time. In future when the main IRMA Roof has reached its end of life, it would be appropriate to then implement the approach below.**



1. **Slope Vestibule Floor**
  - Remove existing tile finish and adjust substrate slope to provide a minimum ¼" per foot slope away from the building.
  - Reinstall tile flooring with appropriate waterproof membrane underlayment.
2. **Install Sill Pan Flashing at door thresholds**
  - Provide pan flashing and waterproofing at each door threshold in accordance with industry standards (AAMA 711, ASTM E2112).
  - Seal all tile-to-threshold joints with high-performance exterior-grade sealant.
3. **Address IRMA Roof Assembly**
  - Remove debris and silt from the ballast to improve drainage.
  - Conduct a comprehensive evaluation of the IRMA system, given its age and declining performance.
  - Replacement of the IRMA roof assembly should be considered. Improvements have been made to IRMA's which will significantly improve drainage performance and reduce the risk of future infiltration.
4. **Budget: \$150,000 to \$200,000**

## 5.0 CONCLUSION

The water infiltration at the West Chester Public Library is primarily attributed to failed tile grout joints in the vestibule. We recommend proceeding with the "Immediate Action" noted above to address the primary cause.

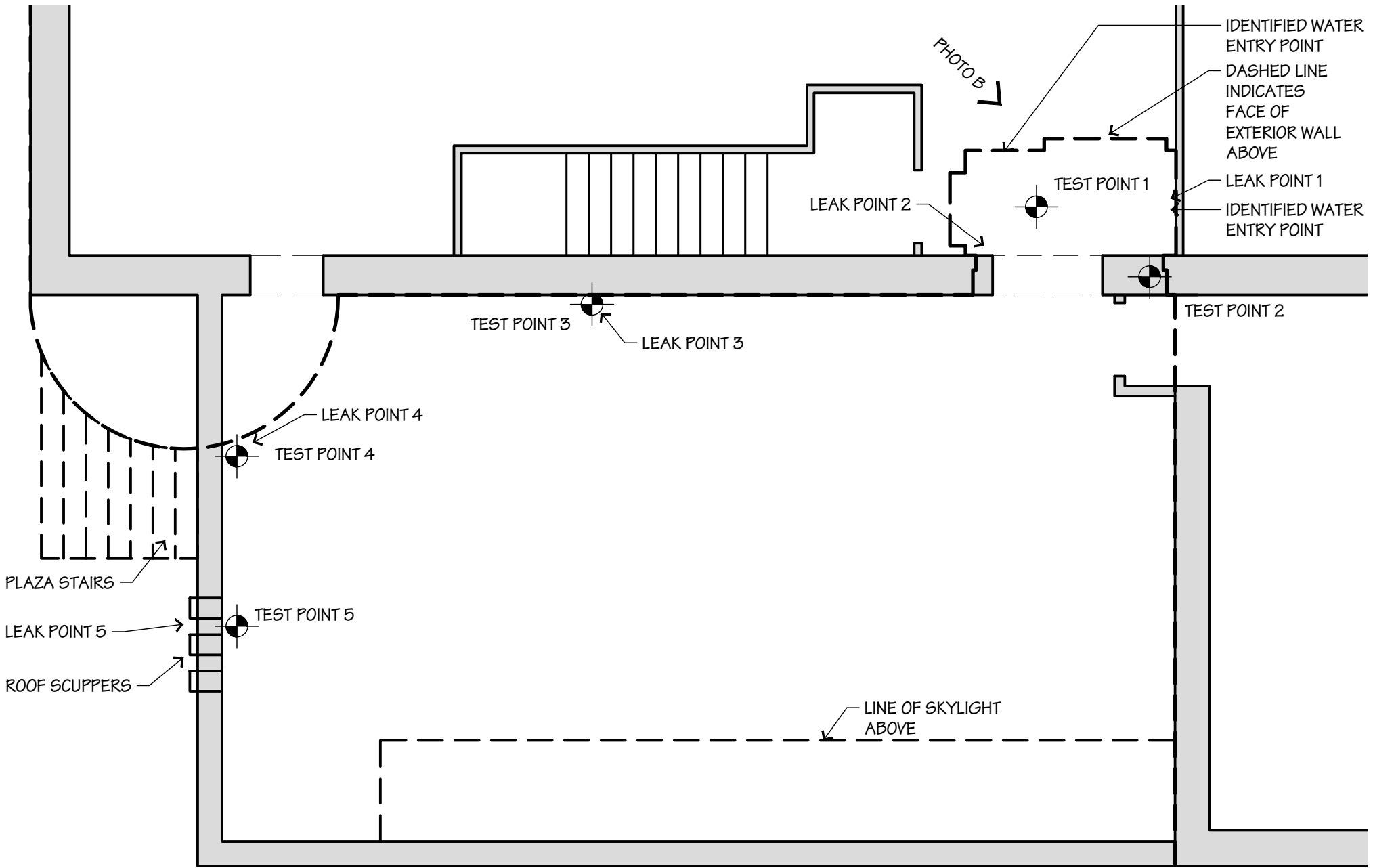
Additional contributing factors include improper vestibule floor slope, lack of flashings at the vestibule, and reduced drainage performance of the IRMA due to an aging roof assembly. We recommend the "Future Actions" once the IRMA has reached the end of its performance life.

In addition, during our investigation we noticed deferred maintenance on the exterior of the building such as clogged gutters, peeling exterior paint, cracked and missing sealant joints, organic debris on the roof, damaged mortar joints, site grading issues, etc. A building this age requires proactive maintenance efforts. The library should develop and implement a building maintenance plan to address issues while they are minor before they affect the building's integrity.

### Prepared by:

Architectural Concepts PC  
626 West Lincoln Highway  
Exton, PA 19341  
James L Cherry, III, AIA, NCARB, Vice President

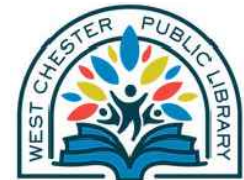


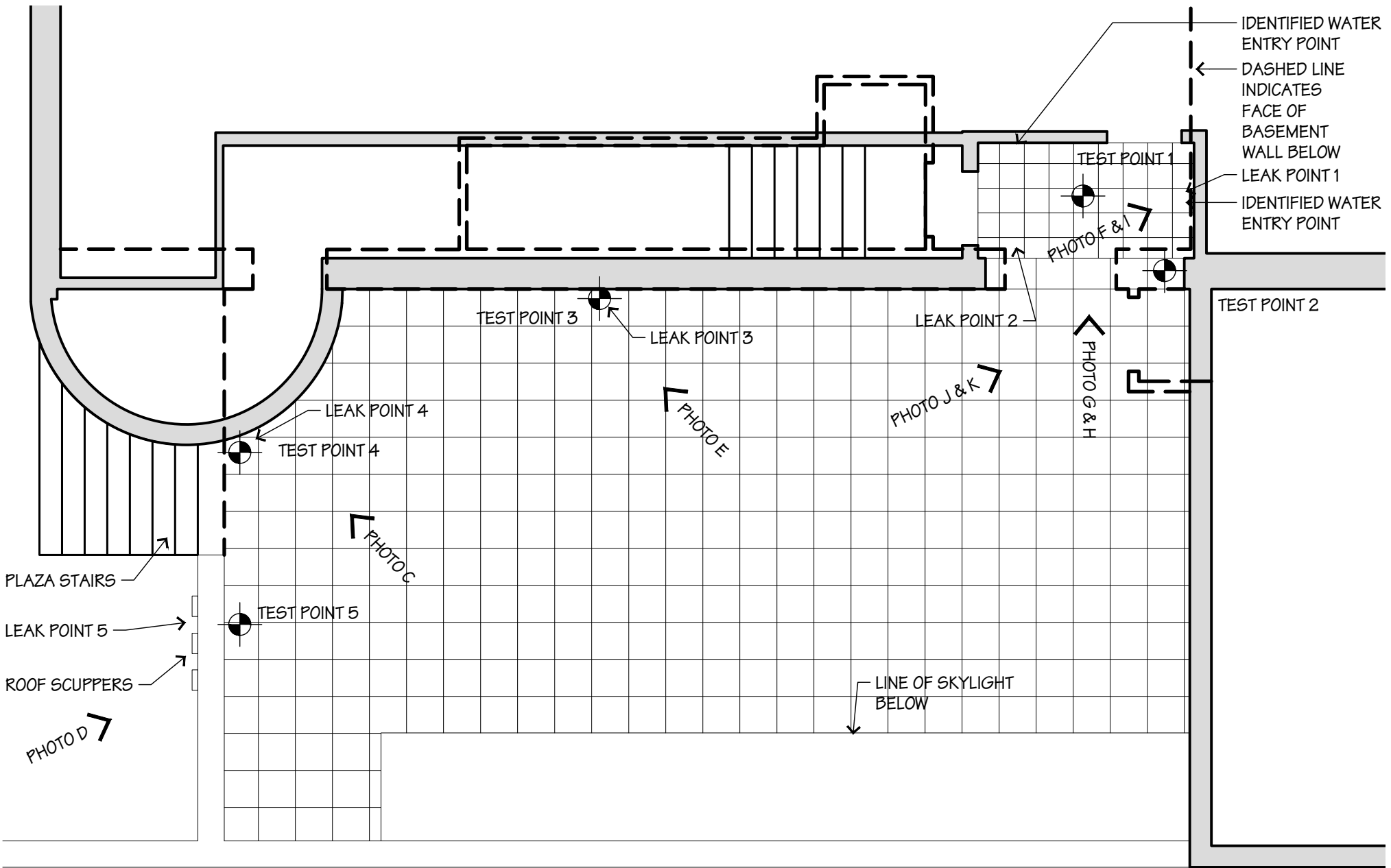


# PARTIAL BASEMENT PLAN (PLAZA DECK ABOVE)

WEST CHESTER PUBLIC LIBRARY

10.13.25





# PARTIAL FIRST FLOOR PLAN (LIBRARY SHELVES BELOW)

WEST CHESTER PUBLIC LIBRARY

10.13.25

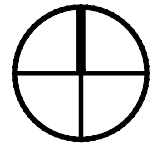




PHOTO B: BASEMENT LIBRARY

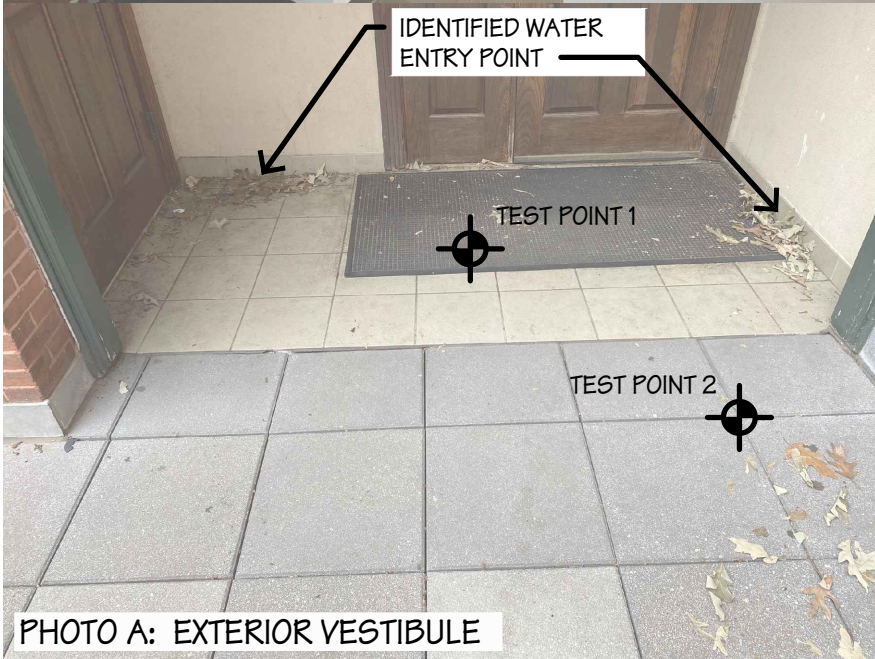


PHOTO A: EXTERIOR VESTIBULE

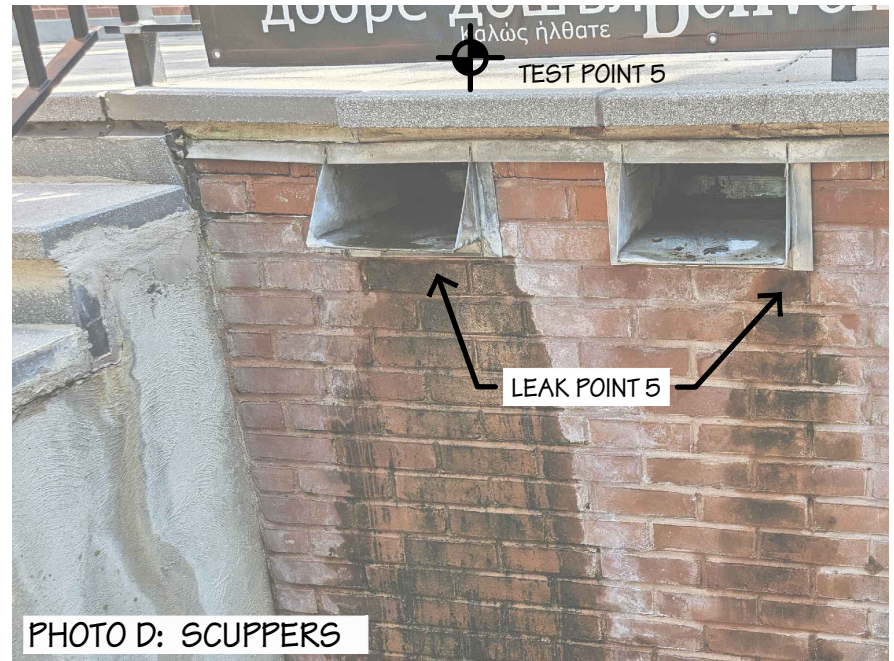
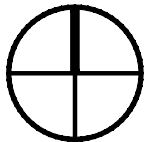


PHOTO D: SCUPPERS



PHOTO C: PLAZA LOOKING AT STAIRS



PHOTOS:

WEST CHESTER PUBLIC LIBRARY

10.13.25

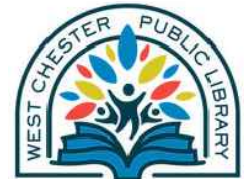




PHOTO E: PLAZA DECK LOOKING AT SOUTH WALL

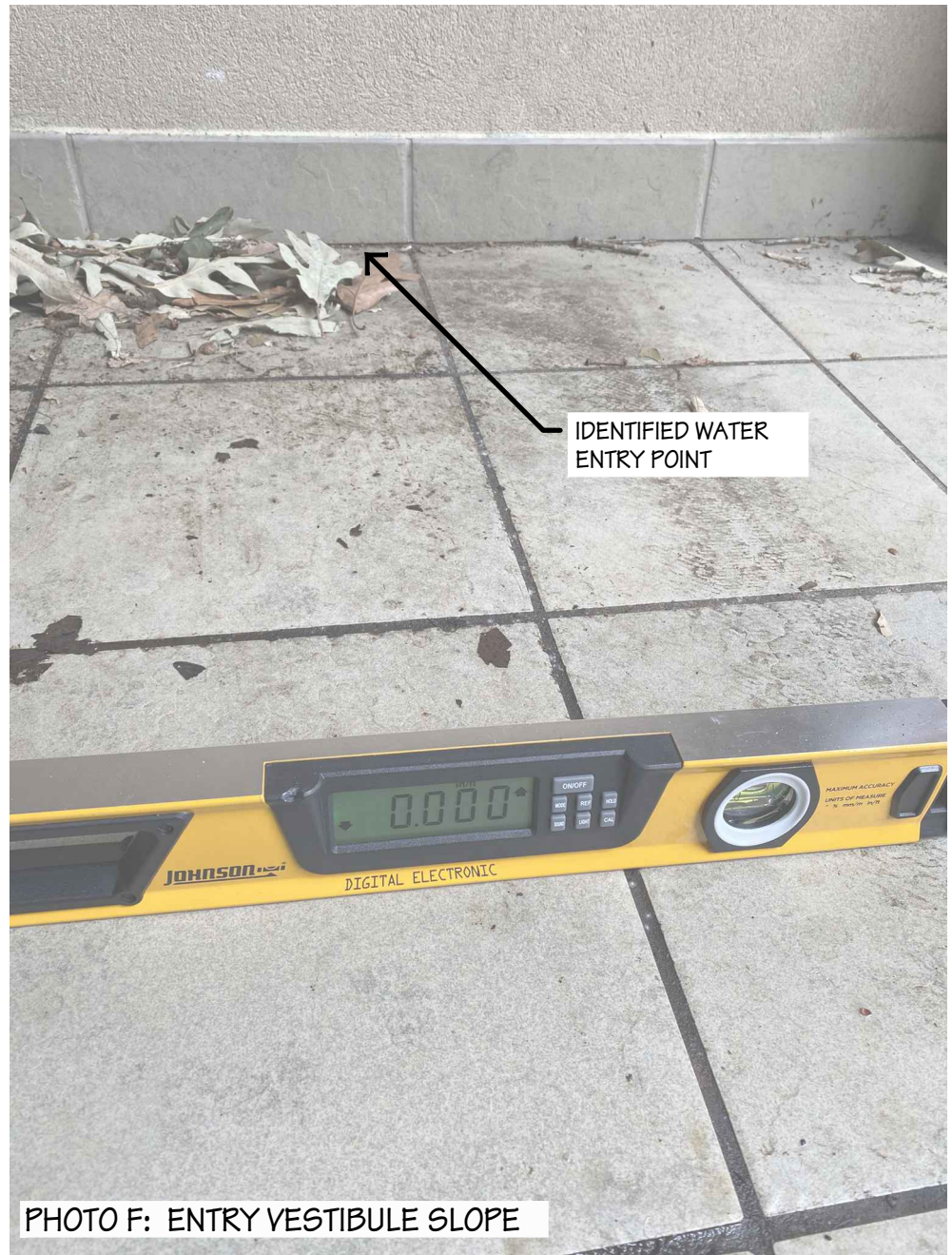
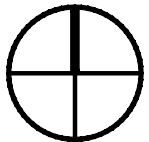


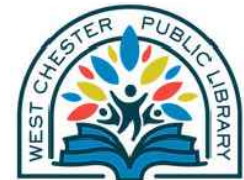
PHOTO F: ENTRY VESTIBULE SLOPE

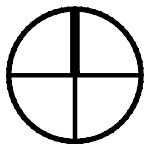
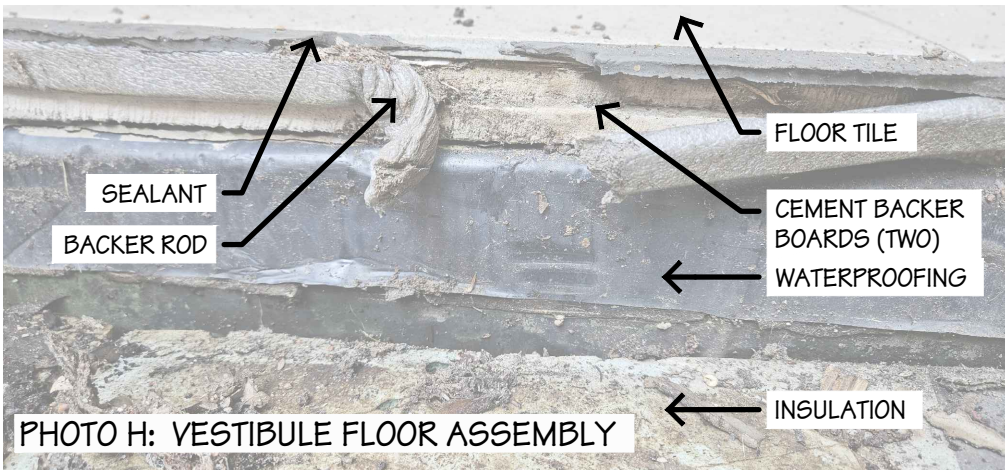


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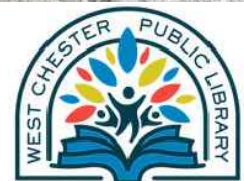


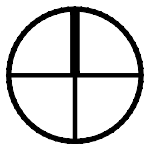


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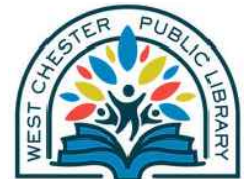




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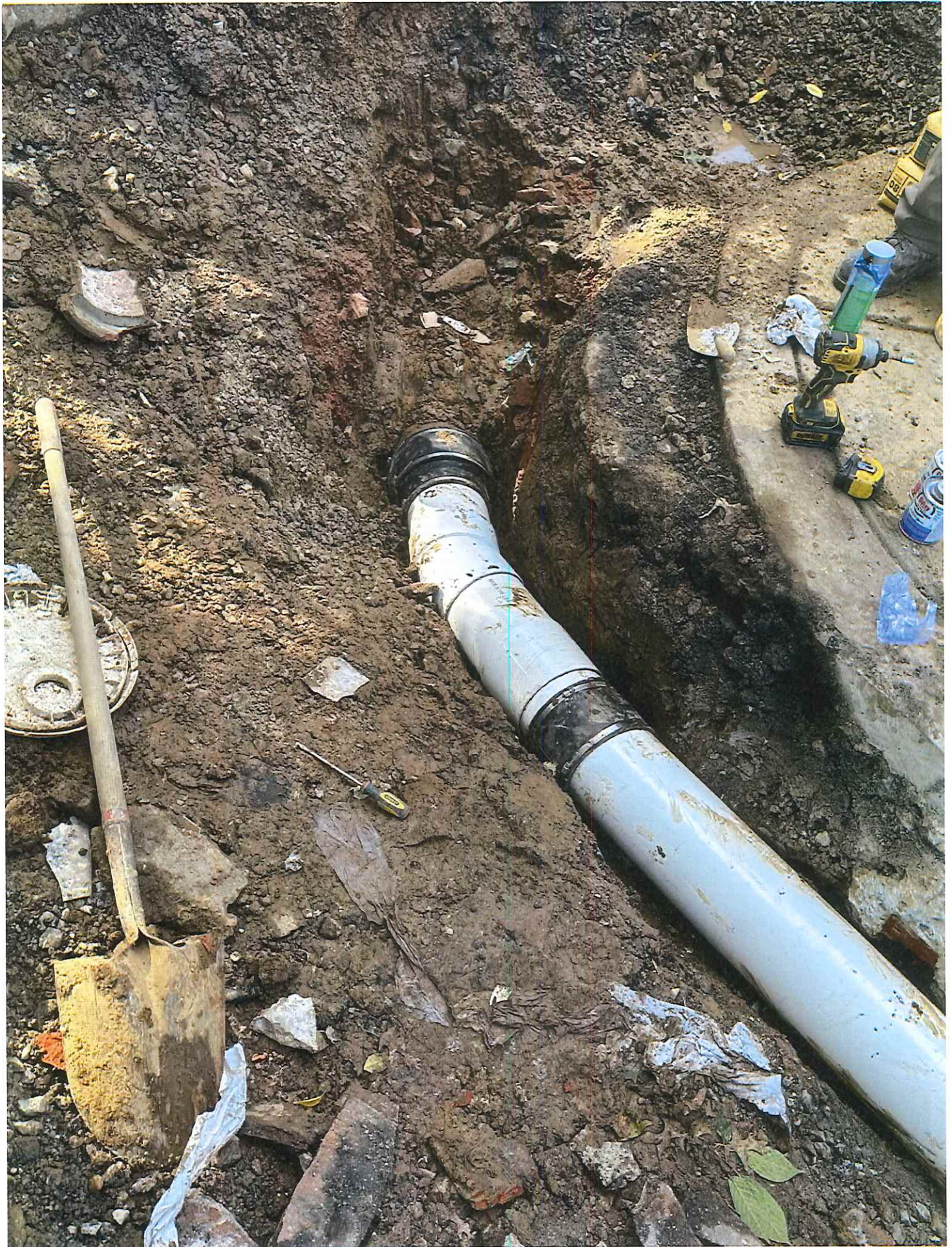
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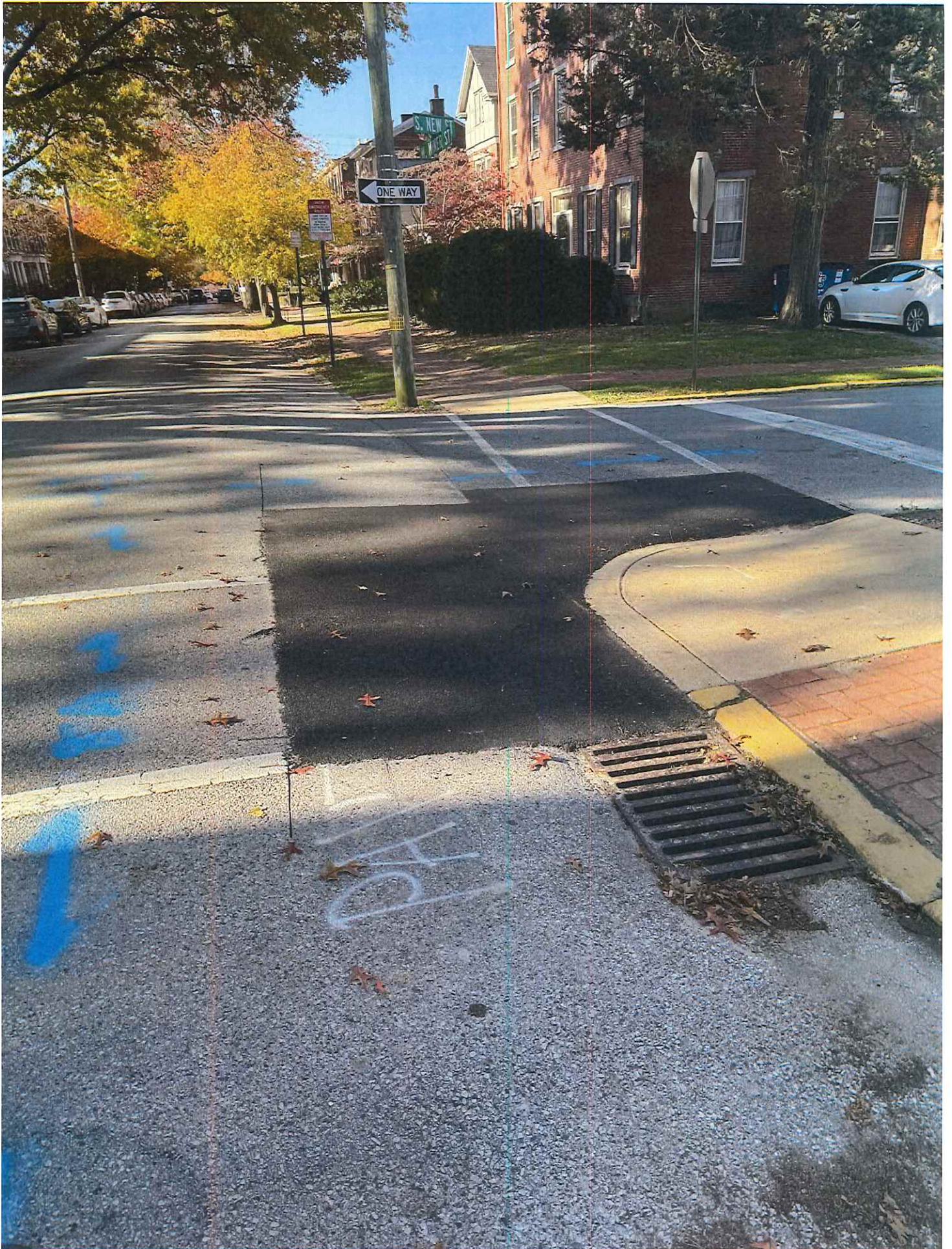
10.13.25











Task ID	Activity	Start Date	Stop Date	Notes
25089	Preventive Maintenance	10/24/2025	10/24/2025	employees finished the necessary maintenance needed to make sure all leaf collection equipment is ready for the start of collection season.
24817	Install	10/15/2025	10/15/2025	employees worked with WCPD to change lock sets in selected doors to closet nonlocking door openers.
24813	Base Repair	10/9/2025	10/9/2025	
25044	Sweeping	10/22/2025	10/22/2025	
24766	Debris removal	10/10/2025	10/10/2025	
25140	Garbage Collection	10/24/2025	10/24/2025	Crews on Fridays pick up any scheduled bulk items that residents pay to have picked up
25142	Recycling Collection	10/27/2025	10/27/2025	
25025	Recycling Collection	10/20/2025	10/20/2025	
24812	Debris removal	10/14/2025	10/14/2025	
25197	Sweeping	10/27/2025	10/27/2025	
25052	Recycling Collection	10/23/2025	10/23/2025	
25030	Garbage Collection	10/21/2025	10/21/2025	
25033	Preventive Maintenance	10/21/2025	10/21/2025	
25031	Recycling Collection	10/21/2025	10/21/2025	
25058	Other	10/23/2025	10/23/2025	two crews working on church street from chestnut to barnard street removing any trip hazards caused by meter pole stubs.
25047	Preventive Maintenance	10/22/2025	10/22/2025	
25039	Other	10/21/2025	10/21/2025	
25050	Paint	10/22/2025	10/22/2025	employee answering utility one call for mark outs for construction digging
25034	Sweeping	10/21/2025	10/21/2025	
25198	Yard Waste Collection	10/27/2025	10/27/2025	
25040	Garbage Collection	10/22/2025	10/22/2025	
25029	Preventive Maintenance	10/20/2025	10/20/2025	
25046	Maintain	10/22/2025	10/22/2025	
25087	Empty Trash	10/24/2025	10/24/2025	
25051	Garbage Collection	10/23/2025	10/23/2025	
25041	Recycling Collection	10/22/2025	10/22/2025	

Task ID	Activity	Start Date	Stop Date	Notes
25195	Empty Trash	10/27/2025	10/27/2025	
25038	Other	10/21/2025	10/21/2025	
25224	Other	10/27/2025	10/27/2025	leaf collection season has started, and we have two crews of three operating within the designated quadrants collecting leaves that the residents have placed at curbside.
25024	Garbage Collection	10/20/2025	10/20/2025	
25054	Preventive Maintenance	10/23/2025	10/23/2025	
25199	Other	10/27/2025	10/27/2025	employee answering emails requesting the painted mark outs of the borough's underground utilities
25022	Preventive Maintenance	10/20/2025	10/20/2025	CCTV inspection of the borough sewer main to check the stability of the structure due to a road surface fault in the alley. Completion of the inspection showed no defaults to the borough structure.
25053	Empty Trash	10/23/2025	10/23/2025	
25042	Empty Trash	10/22/2025	10/22/2025	
25023	Police Maintenance	10/20/2025	10/20/2025	Men's shower pan in locker-room at the WCPD is leaking water when in use, repair of the pan was completed
25141	Garbage Collection	10/27/2025	10/27/2025	
25036	Other	10/21/2025	10/21/2025	
25045	Other	10/22/2025	10/22/2025	
25035	Yard Waste Collection	10/21/2025	10/21/2025	
25027	Yard Waste Collection	10/20/2025	10/20/2025	
24619	Maintain	10/1/2025	10/1/2025	
25055	Sweeping	10/23/2025	10/23/2025	
24761	Other	10/8/2025	10/8/2025	
24760	Recycling Collection	10/8/2025	10/8/2025	
25196	Preventive Maintenance	10/27/2025	10/27/2025	
26432	Flushing	10/28/2025	10/28/2025	
24692	Garbage Collection	10/3/2025	10/3/2025	

Task ID	Activity	Start Date	Stop Date	Notes
25091	Preventive Maintenance	10/24/2025	10/24/2025	crew is starting the process of winterizing all borough parks for the season
25043	Preventive Maintenance	10/22/2025	10/22/2025	
25032	Empty Trash	10/21/2025	10/21/2025	
25057	Other	10/23/2025	10/23/2025	
24759	Garbage Collection	10/8/2025	10/8/2025	
25037	Paint Curb	10/21/2025	10/21/2025	
25028	Sweeping	10/20/2025	10/20/2025	
25048	Other	10/22/2025	10/22/2025	
25026	Empty Trash	10/20/2025	10/20/2025	
25090	Sweeping	10/24/2025	10/24/2025	
25056	Yard Waste Collection	10/23/2025	10/23/2025	
25049	Maintain	10/22/2025	10/22/2025	
24767	Garbage Collection	10/13/2025	10/13/2025	
24763	Other	10/8/2025	10/8/2025	LITTER COLLECTION

## Tasks During a Time Period

Task ID	Activity	Asset ID	Actual Stop Date	Status	Total Cost	Notes
<b>Empty Trash</b>						
25195	Empty Trash		10/27/2025	Completed	618.48	
25032	Empty Trash		10/21/2025	Completed	773.10	
25053	Empty Trash		10/23/2025	Completed	618.48	
25042	Empty Trash		10/22/2025	Completed	618.48	
25087	Empty Trash		10/24/2025	Completed	618.48	
25026	Empty Trash		10/20/2025	Completed	556.00	
					<i>Count:</i>	
					6	
<b>Flushing</b>						
26432	Flushing	SM-0520	10/28/2025	Completed	279.67	
					<i>Count:</i>	
					1	
<b>Garbage Collection</b>						
25051	Garbage Collection		10/23/2025	Completed	1,635.84	
25030	Garbage Collection		10/21/2025	Completed	1,468.72	
25040	Garbage Collection		10/22/2025	Completed	1,468.72	
25140	Garbage Collection		10/24/2025	Completed	294.08	Crews on Fridays pick up any scheduled bulk items that residents pay to have picked up
24692	Garbage Collection		10/3/2025	Completed	57.42	
25024	Garbage Collection		10/20/2025	Completed	1,468.72	
24759	Garbage Collection		10/8/2025	Completed	765.60	
25141	Garbage Collection		10/27/2025	Completed	1,468.72	
					<i>Count:</i>	
					8	
<b>Other</b>						
24763	Other		10/8/2025	Completed	459.36	LITTER COLLECTION

Task ID	Activity	Asset ID	Actual Stop Date	Status	Total Cost	Notes
27564	Other		11/4/2025	Completed	172.74	employees removed signs from old posts and installed new posts centered on parking spaces and remounted the permit parking signs.
25199	Other		10/27/2025	Completed	578.80	employee answering emails requesting the painted mark outs of the borough's underground utilities
25058	Other		10/23/2025	Completed	1,837.20	two crews working on church street from chestnut to barnard street removing any trip hazards caused by meter pole stubs.
25039	Other		10/21/2025	Completed	3,069.52	
25045	Other		10/22/2025	Completed	487.00	
25036	Other		10/21/2025	Completed	487.00	
25038	Other		10/21/2025	Completed	605.80	
25224	Other		10/27/2025	Completed	3,314.80	leaf collection season has started, and we have two crews of three operating within the designated quadrants collecting leaves that the residents have placed at curbside.
25048	Other		10/22/2025	Completed	1,110.30	
24761	Other		10/8/2025	Completed	850.20	
					<i>Count:</i>	11
<b>Paint</b>						
25050	Paint		10/22/2025	Completed	578.80	employee answering utility one call for mark outs for construction digging
					<i>Count:</i>	1
<b>Paint Curb</b>						
25037	Paint Curb		10/21/2025	Completed	346.20	
					<i>Count:</i>	1

Task ID	Activity	Asset ID	Actual Stop Date	Status	Total Cost	Notes
<b>Patch</b>						
24765	Patch	RD-4888	10/9/2025	Completed	3,551.40	
					<i>Count:</i>	1
<b>Preventive Maintenance</b>						
25047	Preventive Maintenance		10/22/2025	Completed	1,291.80	
24816	Preventive Maintenance		10/14/2025	Completed	578.80	
25091	Preventive Maintenance		10/24/2025	Completed	868.30	crew is starting the process of winterizing all borough parks for the season
25022	Preventive Maintenance		10/20/2025	Completed	600.12	CCTV inspection of the borough sewer main to check the stability of the structure due to a road surface fault in the alley. Completion of the inspection showed no defaults to the borough structure.
					<i>Count:</i>	4
<b>Recycling Collection</b>						
25025	Recycling Collection		10/20/2025	Completed	1,361.22	
25031	Recycling Collection		10/21/2025	Completed	1,361.22	
27559	Recycling Collection		11/5/2025	Completed	3,120.66	
25052	Recycling Collection		10/23/2025	Completed	1,361.22	
24760	Recycling Collection		10/8/2025	Completed	1,436.64	
25142	Recycling Collection		10/27/2025	Completed	1,332.82	
25041	Recycling Collection		10/22/2025	Completed	1,361.22	
27530	Recycling Collection		11/5/2025	Completed	3,120.66	
					<i>Count:</i>	8
<b>Sweeping</b>						
25034	Sweeping		10/21/2025	Completed	1,187.12	
25044	Sweeping		10/22/2025	Completed	1,187.12	

Task ID	Activity	Asset ID	Actual Stop Date	Status	Total Cost	Notes
25055	Sweeping		10/23/2025	Completed	1,187.12	
25197	Sweeping		10/27/2025	Completed	1,187.12	
25090	Sweeping		10/24/2025	Completed	1,187.12	
25028	Sweeping		10/20/2025	Completed	1,187.12	
					<i>Count:</i>	
						6
<b>Yard Waste Collection</b>						
25198	Yard Waste Collection		10/27/2025	Completed	1,627.84	
25056	Yard Waste Collection		10/23/2025	Completed	1,979.22	
25035	Yard Waste Collection		10/21/2025	Completed	1,563.36	
25027	Yard Waste Collection		10/20/2025	Completed	1,983.82	
27531	Yard Waste Collection		11/5/2025	Completed	3,041.52	
27560	Yard Waste Collection		11/5/2025	Completed	3,058.80	
					<i>Count:</i>	
						6
					<i>Count:</i>	
						53

# Task Detail

Task ID	Activity	Asset
27564	Other	Non-Asset

Basic Information		Costs	
Department	Public Works	Labor	\$115.30
Start Date	11/4/2025	Equipment	\$57.44
Stop Date	11/4/2025	Material	\$0.00
		Other	\$0.00
		<b>Total</b>	<b>\$172.74</b>

## Labor

ID	Full Name	Hours	Cost
10969	Nathaniel Maldonado	2.00	\$57.40
230	Sheraton Davis	2.00	\$57.90

## Equipment

ID	Description	Usage	Cost
44-15	Sign Truck	2.00 hr	\$57.44

# Public Works Last Month Requests

Request ID	Entry Date	Close Date	Issue	Status	Address Number	Street	Description
1356	10/2/2025	10/7/2025	Sign	Closed	200	S MATLACK ST	NEED TO ADD A NO PARKING THIS SIDE SIGN ON THE TELEPHONE POLE @ MODERN LIVING FROM JILL JONES
1357	10/2/2025	10/3/2025	Yard Waste Missed	Closed	313	N HIGH ST	missed yard waste
1358	10/2/2025		Other	Open	1	N CHURCH ST	Pedestrian crosswalk button is not functioning correctly.
1359	10/2/2025	10/3/2025	Missed Trash	Closed	300	E BARNARD ST	Trash Missed at 300,302,304 E. BERNARD STREET
1360	10/2/2025		Sign	Open	700	S PENN ST	RESIDENTIAL SIGN NEEDS TO BE PUT UP / PER MONICA
1362	10/3/2025	10/9/2025	Missed Trash	Closed	115	W BARNARD ST	Trash was not collected on their trash collection day.
1363	10/3/2025	10/2/2025	Traffic Signal	Closed	2	N CHURCH ST	Pedestrian crosswalk signal on the N/E corner of North Church St. is not working properly.
1365	10/7/2025		Parking Meters	Open	100	W CHESTNUT ST	Please remove all meters in Lot 7 except for the handicap meter.

Request ID	Entry Date	Close Date	Issue	Status	Address Number	Street	Description
1366	10/8/2025	10/9/2025	Building Maintenance	Closed	415	N CHURCH ST	Staff bathroom sink is clogged and draining slowly
1367	10/8/2025	10/10/2025	Parking Meters	Open			NEED METER HOUSING @ HCP
1368	10/8/2025	10/9/2025	Missed Trash/Recycle	Closed	123	E UNION ST	recycling missed
1370	10/9/2025		Street Light Out	Open	408	N DARLINGTON ST	Street Light out - pole number 507
1371	10/9/2025		Street Light Out	Open	400	DEAN ST	Resident states the street lights are out in the 400 block of Dean Street and definitely the one in front of 422 Dean.
1372	10/9/2025	10/14/2025	Sign	Closed	50	N DARLINGTON ST	PLEASE SEE ATTACHED WORD DOCUMENT FOR THE PLACEMENT OF THE SIGNS. THE SIGNS ARE AT THE PARKING OFFICE. ASK MONICA OR RAMSEY.
1373	10/9/2025	10/14/2025	Sign	Closed	50	N DARLINGTON ST	Please put 2 Flowbird Zone 2 signs on the 50 Block of North Darlington from the Alley to Market Street. Please make sure they are double sided.
1374	10/9/2025	10/14/2025	Sign	Closed	50	MAGNOLIA ST	Please see attached word document. Missing No Parking Between Signs is missing after the alley.

Request ID	Entry Date	Close Date	Issue	Status	Address Number	Street	Description
1375	10/10/2025	10/16/2025	Sign Down	Closed			Kids at Play sign is missing a bolt and hanging
1376	10/10/2025	10/14/2025	Sign Down	Closed	23	S HIGH ST	No Parking Anytime sign disappeared. Lt. Ditz is requesting this be reposted immediately. Thank you
1377	10/10/2025	10/14/2025	Parking Meters	Open	50	S CHURCH ST	Please see attached document and remove meter circled in red 89-607
1378	10/10/2025		Tree Branches	Open	401	SHARPLESS ST	two large limbs approximately 8 feet long dropped out of sycamore tree.
1379	10/10/2025		Tree	Open	11	N MATLACK ST	new tree ripped out of ground - not sure if it can be replanted.
1380	10/13/2025	10/15/2025	Sign Down	Closed		LINDEN ST	Stop sign missing at S Walnut and Linden Streets
1381	10/13/2025	10/14/2025	Sign Down	Closed		E GAY ST	road closed sign knocked over due to wind
1382	10/13/2025	10/15/2025	Sign Down	Closed	100	S MATLACK ST	SLOW SIGN KIDS PLAYING SIGN IS DAMAGED AND ON THE GROUND. PICTURE ATTACHED
1383	10/14/2025	10/14/2025	Rain Garden Maintenance	Closed	381	E BIDDLE ST	remove all debris from rain gardens, pull caps and clean all filters

Request ID	Entry Date	Close Date	Issue	Status	Address Number	Street	Description
1384	10/14/2025	10/15/2025	Curb	Closed		W GAY ST	Three customers have blow out a tire because they hit the curb and there is a spike or something sharp. This is in the loading zone space.
1385	10/14/2025	10/14/2025	Building Maintenance	Closed	401	E GAY ST	Change the water bottle filter at 401 E Gay Street
1386	10/14/2025	10/15/2025	Sign	Closed	50	N CHURCH ST	50 North Church Street East Side handicap meter and sign need to together. Can we also have the curb marked. Thank you
1387	10/15/2025	10/15/2025	Street Light Out	Closed	100	W GAY ST	Corporal Francart reported that the street lights on the 100 block of W Gay were not on in the evening last night 10/14/25
1388	10/15/2025	10/15/2025	Missed Trash/Recycle	Closed	101	W GAY ST	recycling missed
1389	10/15/2025	10/16/2025	Missed Trash/Recycle	Closed	145	E MINER ST	recycling compliant and missed
1390	10/15/2025	10/15/2025	Missed Trash/Recycle	Closed	15		recycling at 10 -15 Poplar Street missed
1391	10/15/2025	10/15/2025	Building Maintenance	Closed	401	E GAY ST	move chair in Council Chambers. They only want four rows of chairs. See Dana with any questions.

Request ID	Entry Date	Close Date	Issue	Status	Address Number	Street	Description
1392	10/16/2025		Light Signal Issues	Open			CROSSING LIGHT SWAYING NEED TO BE TIGHTEND
1393	10/16/2025	10/21/2025	Missed Trash	Closed	207	E MARSHALL ST	Trash missed at 205 and 207 E Marshall Street
1394	10/16/2025	10/16/2025	Parking Meters	Open	25	S CHURCH ST	installation of new parking kiosk
1397	10/17/2025		Building Maintenance	Open	401	E GAY ST	Shampoo carpets in Council Chambers after the election.
1399	10/21/2025	10/21/2025	Sign	Closed	50	W CHESTNUT ST	ONE WAY SIGN FELL
1401	10/21/2025	10/21/2025	Sign Down	Closed	50	W CHESTNUT ST	One Way sign on Chestnut Street across from Lot 10 is down and needs to be put back up
1403	10/21/2025		Building Maintenance	Open	24	S HIGH ST	Overhead light out from power outage
1404	10/21/2025		Street Light Out	Open	324	W GAY ST	Light out in Spaz Parking Lot. The light out is directly across from the Master Baker's Mural. When they put up the no parking sign they covered up the pole number.
1405	10/23/2025		Street Light Out	Open	715	HILLSIDE DR	Street light out in front of 715 N Hillside Drive.
1406	10/23/2025	10/24/2025	Yard Waste Missed	Closed	117	S FRANKLIN ST	Yard waste bag and limbs not collected in Locust Alley
1408	10/23/2025		Tree Branches	Open	165	E CHESTNUT ST	tree branch dangling needs to be cut from tree

Request ID	Entry Date	Close Date	Issue	Status	Address Number	Street	Description
1410	10/23/2025	10/24/2025	Missed Trash	Closed	100	MAGNOLIA ST	multiple residents trash missed
1411	10/24/2025		Building Maintenance	Open	24	S HIGH ST	Eclat claims there is a water leak. Please investigate.
1412	10/24/2025		Yard Waste Missed	Open	327	S DARLINGTON ST	Bag of yard waste missed - it is in front of the house on the property.
1413	10/24/2025		Parking Meters	Open	50	N WALNUT ST	PLEASE REMOVE ALL METERS ON THE 50 BLOCK OF NORTH WALNUT STREET. ONLY METERS THAT SHOULD BE ON THE STREETS ARE THOSE THAT ARE HANDICAP.
1414	10/27/2025		Missed Trash	Open	303	PRICE ST	Trash missed
1415	10/27/2025		Street Light Out	Open	300	N CHURCH ST	Street Light out at SW corner of N Church and W Washington Streets.
1416	10/27/2025		Sign Removal	Open	211	N NEW ST	PLEASE REMOVE LOADING ZONE SIGN IN FRONT OF 211 NORTH NEW STREET
1417	10/28/2025		Missed Trash	Open	329	W BIDDLE ST	trash missed - compliant and out in time.
1418	10/28/2025		Wires Down	Open	50	PRICE ST	PECO guide Wire needs to be repaired.
1419	10/28/2025	10/28/2025	Tree	Closed	200	W GAY ST	Remove dead tree

Request ID	Entry Date	Close Date	Issue	Status	Address Number	Street	Description
1421	10/29/2025	10/31/2025	Missed Trash	Closed	34	E WASHINGTON ST	Trash missed and said the neighbor around the corner on N Walnut missed too.
1422	10/29/2025		Building Maintenance	Open	401	E GAY ST	Install a matt under Corday's chair/workstation. He already has the mat.
1423	10/30/2025	10/31/2025	Building Maintenance	Closed	401	W GAY ST	Men's locker room bathroom at the police station has water in it and they want someone to please check it out.
1424	10/30/2025	10/31/2025	Traffic Signal	Closed		S HIGH ST	Claims traffic signal not cycling - sat there for 12 minutes
1425	10/30/2025	10/31/2025	Tree Branches	Closed		N NEW ST	tree branch on sidewalk at N New and W Lafayette

# Fleet Tasks

Activity	Equipment ID	Total Cost	Stop Date	Notes
Oil Change	01-12	0.00	10/12/2025	
Replace	01-16	95.78	10/9/2025	
Inspect	01-22	199.95	10/8/2025	
State Emissions Inspection	01-26	49.95	10/20/2025	
State Safety Inspection	01-D1	49.95	10/23/2025	
Preventive Maintenance	44-01	150.00	10/22/2025	
State Safety Inspection	44-01	49.95	10/13/2025	
Preventive Maintenance	44-11	0.00	10/21/2025	
Replace	44-12	157.76	10/16/2025	
Preventive Maintenance	44-12X	578.80	10/16/2025	
State Safety Inspection	44-13	20.00	10/21/2025	
State Safety Inspection	44-23	49.95	10/23/2025	
Replace	44-26	12.74	10/17/2025	
Replace	44-27	171.73	10/7/2025	
Replace	44-29A	3,522.86	10/23/2025	
Replace	44-35	35.90	10/3/2025	
State Safety Inspection	44-41	254.22	10/13/2025	
Preventive Maintenance	44-41	164.87	10/9/2025	
Replace	44-41	1,314.40	10/22/2025	
Maintain	44-41	508.64	10/10/2025	
Replace	44-41	672.71	10/22/2025	
Replace	44-50	265.66	10/17/2025	
Replace	44-52	521.75	10/17/2025	
Replace	44-52	2,385.24	10/17/2025	
Maintain	44-72	0.00	10/1/2025	
Replace	44-72	153.03	10/7/2025	
Replace	44-72	10.38	10/16/2025	
Replace	44-83	93.95	10/17/2025	
Replace	44-83	93.99	10/22/2025	

# Vehicle Maintenance

10/1/2025 - 11/5/2025

## Police

ID	Completed	Task ID	Activity	Odometer	Total Cost	Notes
01-16	10/9/2025	24739	Replace		\$95.78	
01-26	10/20/2025	24947	State Emissions Inspection		\$49.95	
01-D1	10/23/2025	24946	State Safety Inspection		\$49.95	
<b>Total</b>					<b>\$195.68</b>	

## Public Works

ID	Completed	Task ID	Activity	Odometer	Total Cost	Notes
44-01	10/13/2025	24843	State Safety Inspection		\$49.95	
44-01	10/22/2025	24933	Preventive Maintenance		\$150.00	
44-12	10/16/2025	24815	Replace		\$157.76	
44-12X	10/16/2025	24794	Preventive Maintenance		\$578.80	
44-13	10/21/2025	24952	State Safety Inspection		\$20.00	
44-23	10/23/2025	24958	State Safety Inspection		\$49.95	

# Vehicle Maintenance

10/1/2025 - 11/5/2025

44-26	10/17/2025	24845	Replace	\$12.74
44-27	10/7/2025	24732	Replace	\$171.73
44-29A	10/23/2025	24945	Replace	\$3,522.86
44-35	10/3/2025	24680	Replace	\$35.90
44-41	10/9/2025	24740	Preventive Maintenance	\$164.87
44-41	10/10/2025	24846	Maintain	\$508.64
44-41	10/13/2025	24844	State Safety Inspection	\$254.22
44-41	10/22/2025	24925	Replace	\$1,314.40
44-41	10/22/2025	24931	Replace	\$672.71
44-50	10/17/2025	24839	Replace	\$265.66
44-52	10/17/2025	24840	Replace	\$521.75
44-52	10/17/2025	24841	Replace	\$2,385.24
44-72	10/7/2025	24733	Replace	\$153.03
44-72	10/16/2025	24814	Replace	\$10.38
44-83	10/17/2025	24842	Replace	\$93.95
44-83	10/22/2025	24928	Replace	\$93.99

# Vehicle Maintenance

10/1/2025 - 11/5/2025

<b>Total</b>	<b>\$11,188.53</b>
<b>Grand Total</b>	<b>\$11,384.21</b>

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

**Ed Jamieson**  
Superintendent



**Sean Mitchell**  
Wastewater Director

## **WASTEWATER DEPARTMENT**

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

**Michael Findley**  
Superintendent

### November 2025 Wastewater Department Report

#### **Goose Creek**

Crews found the microscreen in the headworks building not working. A new level transducer, control panel, and conduits were installed, microscreen back on-line.

All clarifiers (8), mixers (10), blowers (5), pumps (20), check valves (12) and compressors (5) had the fall oil change, lubrication, and inspections performed.

Two tours of the plant were given on two separate evenings to classes at West Chester University. Approximately 12 students attended the first and 20 students attended the second.

Crews cleaned and flushed out the McGovern off loading pipe. They also cleared the area from the discharge site to the manhole and around the manholes leading to the plant.

The plant had its annual walk-through inspection performed by the PADEP. No issues were found.

Avg. Monthly Flow: 0.895 MGD

#### **Taylor Run**

Crews tore down the soda ash pumps and check valves, cleaned and inspected all the parts before reinstalling them. Supply pipes in the system were disassembled and replaced with new ones.

Numerous tree branches around the perimeter of the plant were trimmed back for safety and ease of grass cutting.

Taylor Run had an Operator/Trainee position open up in the middle of the month. Since then, we have offered the position to an applicant, we are waiting word back on preemployment screening results.

Avg. Monthly Flow: 0.701 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.

On 10/16/25 two employees were checking the fuel levels on the pumping station generators, when they pulled up to the College Ave. station they found the starting to overflow. They quickly investigated the station and turned the pumps on hand to stop the overflow. The PADEP was notified, and the driveway and small grassy area were cleaned up by employees. Upon further inspection, after the cleanup the cause was found to be a very large amount of dental floss looking material was wrapped around the floats causing them to not turn on/off pumps and activate the alarm system.

### **Capital Projects**

The Maple Alley project, the connection management plant and resolution for the project are on this month's Public Works Agenda for approval. Pennoni and I are working with utility companies and a few residents on a few last minor issues trying to finalize the design portion of the project. The tentative schedule is as follows:

Construction bid – February

Bids Due – March

Award – April

Notice to proceed – May

Construction (assume 30 days lead time for materials) – June-August

The Goose Creek electrical substation upgrade bids are out on Pennbid to be opened on November 21, 2025. The low voltage switch gear is supposed to ship this month, the transformer on December 12, and the medium voltage switch on February 6, 2026. A preconstruction meeting with 4 potential bidders was held at the plant on November 4<sup>th</sup>. BCM/Atlas Engineers will have a recommendation for award at the December meetings.

Christine McCarthy the PADEP representative for the Davis Oil property contacted us with an update on the remediation project. The grassy area along East Barnard Street was cleared today, and our contractors will begin installation of the transformer vault on the 535 East Union Street property tomorrow. The attached photo is facing East Barnard Street. The vault on the Davis property (614 East Barnard) has been installed. They will provide us with another update after the electrical hookups have been completed.

# Wastewater Tasks

Department	Asset	Activity	Date Completed	Notes	Total Cost
<b>Waste Water (Goose Creek)</b>					
Waste Water (Goose Creek)	WWTP Facility GC-PS-2	Install	10/2/2025	fabricated new support brackets for new P-2A\B pumps to support the pvc pipe from flexing, mounted under pipe down to the floor	0.00
Waste Water (Goose Creek)	WWTP Screen GC-SCREEN-1	Replace	10/3/2025	tore out old flow sensor, metal conduit and control panel for roto-matt. was no longer receiving signal to turn on/off just constantly running. installed 8 new concrete anchors in the ceiling with new stainless threaded rod and L channel. ran 30' of new 3\4 schedule 80 pipe across ceiling and down to new transducer. mounted new transducer on new unistrut and 5\8 threaded rod into floor. ran new signal wire from sensor out to existing control box. installed new pump control box on door of existing box. then programed all measurements and parameters in new pump control box	0.00
Waste Water (Goose Creek)	WWTP Blower K-2B	Replace	10/6/2025	replaced 12" expansion joint on blower discharge side, used a spare one we had	0.00
Waste Water (Goose Creek)	Wastewater Treatment Plant WW - College Avenue Pump Station	Other	10/7/2025	checked floats for debris, very clean!	0.00
Waste Water (Goose Creek)	Wastewater Treatment Plant WW - Worthington Street Pump Station	Other	10/7/2025	checked floats for debris, made sure both pumps were working..	0.00
Waste Water (Goose Creek)	Wastewater Treatment Plant GC	Other	10/7/2025	cleared brush from lower outfall (behind chlorine building) for access	0.00
Waste Water (Goose Creek)	WWTP Facility GC - Structures - Maintenance Shop	Repair	10/8/2025	worked on rear man door, removing rust and sealing up holes with expandable foam and silicone	0.00
Waste Water (Goose Creek)	WWTP Structure GC - Structures T-12	Clean	10/8/2025	pulled debris out of the center column and pressure washed out with the pump truck	0.00
Waste Water (Goose Creek)	WWTP Facility GC-PS-1	Clean	10/10/2025	scraped grease buildup off of walls, ladders, pipes	0.00
Waste Water (Goose Creek)	WWTP Screen GC-SCREEN-1	Install	10/13/2025	made\installed a wooden cover plate to go over the new flow sensor, painted Hi-vis yellow	0.00
Waste Water (Goose Creek)	WWTP Compressor GC - B4 - Air Compressor 2	Oil Change	10/14/2025	fall oil change oil filter B-474 no air filter (looked new) mobile 427 oil	0.00

Department	Asset	Activity	Date Completed	Notes	Total Cost
Waste Water (Goose Creek)	WWTP Pump GC-POLYPUMP	Oil Change	10/14/2025	fall oil change 46w oil and greased, tightened packing 1/4 turn each side	0.00
Waste Water (Goose Creek)	WWTP Structure WW - Miner Street Pump Station - Wet Well	Clean	10/14/2025	pumped down and hosed out with pump truck, hosed sensor rods	0.00
Waste Water (Goose Creek)	WWTP Screen GC-STRAINER-B4	Oil Change	10/14/2025	fall oil change	0.00
Waste Water (Goose Creek)	WWTP Structure WW - Worthington Street Pump Station - Wet Well	Clean	10/14/2025	pumped down and hosed out with pump truck. pulled 1 1/2 a 5 gal. bucket of floating debris off top with net, cleaned off floats	0.00
Waste Water (Goose Creek)	WWTP Structure WW - College Avenue Pump Station - Wet Well	Clean	10/14/2025	pumped down and hose out with pump truck, cleaned off floats	0.00
Waste Water (Goose Creek)	WWTP Compressor GC - B4 - Air Compressor 1	Oil Change	10/14/2025	fall oil change mobile 427 oil	0.00
Waste Water (Goose Creek)	WWTP Facility GC-B-4	Install	10/14/2025	moved new outlet in MCC room 2ft to the left	0.00
Waste Water (Goose Creek)	WWTP Structure WW - New Street Pump Station - Wet Well	Clean	10/14/2025	pumped down and hose out with pump truck, cleaned off floats, large collection of debris at bottom. was able to breakup with hose and suck out with pumps	0.00
Waste Water (Goose Creek)	WWTP Facility GC - Structures - Maintenance Shop	Install	10/15/2025	new mini split systems installed for heat	0.00
Waste Water (Goose Creek)	WWTP Blower GC-RB-A roots blower A	Oil Change	10/15/2025	fall oil change, air filter and grease 150w oil PA1680 filter (baldwin)	0.00
Waste Water (Goose Creek)	WWTP Conveyor GC-SACONVEYOR	Oil Change	10/15/2025	fall oil change 150w oil, front seal may be leaking a little keeping an eye on it	0.00
Waste Water (Goose Creek)	WWTP Blower GC-RB-2 Roots blower B	Oil Change	10/15/2025	fall oil change, air filter and grease 150w oil PA1680 filter (baldwin)	0.00
Waste Water (Goose Creek)	WWTP Mixer GC T6 B Mixer	Oil Change	10/15/2025	fall oil change, 150 oil and greased	0.00
Waste Water (Goose Creek)	WWTP Screen GC-SCREEN-2	Oil Change	10/15/2025	fall oil change , 150w oil	0.00

Department	Asset	Activity	Date Completed	Notes	Total Cost
Waste Water (Goose Creek)	WWTP Mixer GC-MIXER-T13	Oil Change	10/15/2025	fall oil change, 150 oil and greased	0.00
Waste Water (Goose Creek)	WWTP Screen GC-SCREEN-1	Oil Change	10/15/2025	fall oil change , 150w oil	0.00
Waste Water (Goose Creek)	WWTP Compressor GC - Shop - Compressor	Oil Change	10/15/2025	fall oil change, mobile 427 oil, air filter was clean and not changed	0.00
Waste Water (Goose Creek)	WWTP Mixer GC-MIXER-SB3	Oil Change	10/15/2025	fall oil change, 150 oil and greased	0.00
Waste Water (Goose Creek)	WWTP Structure GC-S-1	Preventive Maintenance	10/15/2025	fall oil change on gear reducer 150w	0.00
Waste Water (Goose Creek)	WWTP Mixer GC T6 A Mixer	Oil Change	10/15/2025	fall oil change, 150 oil and greased	0.00
Waste Water (Goose Creek)	WWTP Pump Scum pit pump P-A	Oil Change	10/15/2025	fall oil change	0.00
Waste Water (Goose Creek)	WWTP Mixer GC - Contact Tank - Mixer 2	Oil Change	10/15/2025	fall oil change, 150 oil and greased	0.00
Waste Water (Goose Creek)	WWTP Pump P-3B	Oil Change	10/15/2025	fall oil change, 150 oil	0.00
Waste Water (Goose Creek)	WWTP Mixer GC - Contact Tank - Mixer 1	Oil Change	10/15/2025	fall oil change, 150 oil and greased	0.00
Waste Water (Goose Creek)	WWTP Pump P-3A	Oil Change	10/15/2025	fall oil change, 150 oil	0.00
Waste Water (Goose Creek)	WWTP Pump Scum pit pump P-B	Oil Change	10/15/2025	fall oil change , low on oil	0.00
Waste Water (Goose Creek)	WWTP Structure WW - College Avenue Pump Station - Wet Well	Electrical Troubleshooting	10/16/2025	station called out 4am for low flow, wet well was not low when we arrived. pumped down to look at floats and they were clean. let fill back and pump down in auto and it worked fine, not sure cause	0.00
Waste Water (Goose Creek)	WWTP Mixer GC-MIXER-T3	Oil Change	10/16/2025	220 oil, first oil change since installing, oil was dirty\reddish	0.00

Department	Asset	Activity	Date Completed	Notes	Total Cost
Waste Water (Goose Creek)	WWTP Electrical Generator WW - College Avenue Pump Station - Generator	Preventive Maintenance	10/16/2025	topped off generator with fuel	0.00
Waste Water (Goose Creek)	WWTP Structure WW - College Avenue Pump Station - Wet Well	Troubleshoot	10/16/2025	2pm guys went out to fill generator with fuel. when they arrived station was overflowing out hatch and never called out, we pumped down wet well and found low level float tangled together with kick on and kick off floats with some type of string. not allowing on/off floats to rise and work properly, cleaned off floats and mess in driveway. let cycle thru a few fill up and pump down cycles, manually tested the floats to run pumps and trigger callout box. everything worked as it should after cleaning floats	0.00
Waste Water (Goose Creek)	WWTP Pump P-10A Borger PL 300	Oil Change	10/16/2025	fall oil change, first one since install, 220w for reducer 68w for quench oil and 220w for pump. quench oil was dirty	0.00
Waste Water (Goose Creek)	WWTP Pump P-10B Borger PL 300	Oil Change	10/16/2025	fall oil change, first one since install, 220w for reducer 68w for quench oil and 220w for pump. reducer oil was dirty	0.00
Waste Water (Goose Creek)	WWTP Valve CV3	Cleaning	10/17/2025	removed valve lid and cleaned off flapper, not much rag buildup	0.00
Waste Water (Goose Creek)	WWTP Valve CV1	Clean	10/17/2025	removed valve lid and cleaned off flapper, not much rag buildup	0.00
Waste Water (Goose Creek)	WWTP Valve CV2	Cleaning	10/17/2025	removed valve lid and cleaned off flapper, not much rag buildup	0.00
Waste Water (Goose Creek)	WWTP Electrical Generator WW - Miner Street Pump Station - Generator	Preventive Maintenance	10/17/2025	topped off generator with fuel	0.00
Waste Water (Goose Creek)	Facility Equipment GC-SO2-1Ton	Condition Assessment	10/19/2025	SO2 alarm was going off Sunday morning at ~6:30 AM upon arrival at plant. Ventilated room and reset alarm before inspecting. Inspected for possible leak location, lower connection was OK and felt secure. Upper connection was possibly the source but unsure. Turned off 1-ton tank and switched to 150lb. cylinder (86.8lbs. at time of change over) for now until further inspection can be done by maintenance on Monday. no change in daily use Lbs.	0.00
Waste Water (Goose Creek)	WWTP Structure GC - B3 - Scum Pit	Troubleshoot	10/20/2025	found pumps turning on/off and switching between a\b every 4-5 sec. and muffin monster fault light was on. pumped down pit, cleaned off sensors and reset muffin monster working fine now	0.00

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Waste Water (Goose Creek)	Facility Equipment GC-SO2-1Ton	Condition Assessment	10/20/2025	from sulfur alarm Sunday morning, tightened top compression nut . alarm didn't go off again	0.00
Waste Water (Goose Creek)	Drive GC-CLARIDRIVE-7B	Oil Change	10/21/2025	changed oil in upper and lower drive (150w) changed oil in reducer (220w) spray lubed chain and greased shaft.	0.00
Waste Water (Goose Creek)	Drive GC-CLARIDRIVE-2B	Oil Change	10/21/2025	changed oil in upper and lower drive (150w) changed oil in reducer (220w) spray lubed chain and greased shaft. 1\2 gal. water came out of lower	0.00
Waste Water (Goose Creek)	Drive GC-CLARIDRIVE-7C	Oil Change	10/21/2025	changed oil in upper and lower drive (150w) changed oil in reducer (150w) spray lubed chain and greased shaft.	0.00
Waste Water (Goose Creek)	Drive GC-CLARIDRIVE-7A	Oil Change	10/21/2025	changed oil in upper and lower drive (150w) changed oil in reducer (150w) spray lubed chain and greased shaft.	0.00
Waste Water (Goose Creek)	Drive GC-CLARIDRIVE-2A	Oil Change	10/22/2025	changed oil in upper and lower drive (150w) changed oil in reducer (220w) spray lubed chain and greased shaft. Replaced 1\8" quarter turn valve for reducer drain pipe	0.00
Waste Water (Goose Creek)	Drive GC-CLARIDRIVE-4A	Oil Change	10/22/2025	changed oil in upper and lower drive (150w) changed oil in reducer (220w) spray lubed chain and greased shaft.	0.00
Waste Water (Goose Creek)	Drive GC-CLARIDRIVE-4B	Oil Change	10/22/2025	changed oil in upper and lower drive (150w) changed oil in reducer (220w) spray lubed chain and greased shaft.	0.00
Waste Water (Goose Creek)	Drive GC-CLARIDRIVE-12	Oil Change	10/22/2025	changed oil in upper and lower drive (150w) changed oil in reducer (150w) spray lubed chain and greased shaft. had to use hose to flush out lower drain	0.00
Waste Water (Goose Creek)	WWTP Pump Sub.P-1	Replace	10/23/2025	replaced flapper, flapper arm in check valve and new packing	0.00
Waste Water (Goose Creek)	WWTP Pump P-2B	Preventive Maintenance	10/23/2025	adjusted coupling guard, was rubbing	0.00
Waste Water (Goose Creek)	WWTP Pump Sub.P-2	Preventive Maintenance	10/23/2025	tightened packing full turn each nut	0.00
Waste Water (Goose Creek)	Wastewater Treatment Plant OS-1	Clean	10/23/2025	vent pipe was found off with grease around the area in the dirt. crew re-attached vent pipe and cleaned up area 3-4' around pipe.	0.00
Waste Water (Goose Creek)	WWTP Facility GC - Structures - Maintenance Shop	Mechanical Troubleshooting	10/24/2025	pulled craftsman shop-vac apart to see if it was fixable, motor/bearings burned up. replacement motor ended up being more than a new shop-vac.	0.00

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Waste Water (Goose Creek)	Wastewater Treatment Plant OS-1	Other	10/24/2025	flushed out truck unloading pipe with pump truck. pipe may possibly have a low spot\belly in it. man hole needs attention bricks are loose	0.00
Waste Water (Goose Creek)	WWTP Structure GC - B3 - Scum Pit	Troubleshoot	10/24/2025	pumps still acting up with sprays on, removed all zip-ties holding sensor wires to support bracket and checked wire coating for rub thru areas. nothing really showing, sprayed areas with rubberized coating and electrical taped of those areas then resecured with zip-ties.	0.00
Waste Water (Goose Creek)	Wastewater Treatment Plant OS-1	Other	10/28/2025	removed trees in the area of cleanout\vent cap	0.00
Waste Water (Goose Creek)	WWTP Pump P-3B	Clean	10/28/2025	cleaned out check valve, not bad	0.00
Waste Water (Goose Creek)	WWTP Valve GC-CV8-B3	Clean	10/28/2025	cleaned out check valve, not bad	0.00
Waste Water (Goose Creek)	WWTP Valve CV1-B4	Clean	10/28/2025	cleaned out check valve, not bad	0.00
Waste Water (Goose Creek)	WWTP Pump P-3A	Clean	10/28/2025	cleaned out check valve, not bad	0.00
Waste Water (Goose Creek)	WWTP Valve CV3-B4	Clean	10/28/2025	cleaned out check valve, not bad	0.00
Waste Water (Goose Creek)	WWTP Valve CV4-B4	Clean	10/28/2025	cleaned out check valve, not bad	0.00
Waste Water (Goose Creek)	WWTP Valve CV6-B4	Clean	10/28/2025	cleaned out check valve, not bad	0.00
Waste Water (Goose Creek)	WWTP Pump P-2B	Clean	10/28/2025	cleaned out check valve, not bad	0.00
Waste Water (Goose Creek)	WWTP Valve CV5-B4	Cleaning	10/28/2025	cleaned out check valve, not bad	0.00
Waste Water (Goose Creek)	WWTP Valve CV2-B4	Clean	10/28/2025	cleaned out check valve, not bad	0.00

Department	Asset	Activity	Date Completed	Notes	Total Cost
Waste Water (Goose Creek)	WWTP Valve CV7	Clean	10/28/2025	cleaned out check valve, not bad	0.00
Waste Water (Goose Creek)	WWTP Pump P-2A	Clean	10/28/2025	cleaned out check valve, not bad	0.00
Waste Water (Goose Creek)	WWTP Pump GC-SBPUMP-PS3-1	Mechanical Troubleshooting	10/29/2025	while cleaning check valve realized pump wasn't working properly. pulled pump and found a sweatshirt jammed inside. cleaned check valve not much inside and lubed piston for valve arm	0.00
Waste Water (Goose Creek)	WWTP Pump GC-SBPUMP-PS3-2	Clean	10/29/2025	cleaned check valve out, fair amount of rags\debris lubed piston for check valve arm	0.00
Waste Water (Goose Creek)	WWTP Pump Utility water pump P-2	Mechanical Troubleshooting	10/30/2025	believe bearing on coupler side is going bad. shut down motor and will remove to investigate, after getting apart it looks more like a bad spider and miss alignment of motor and pump, re-leveled motor and installed new spider #TB-woods #9	0.00
Waste Water (Goose Creek)	Wastewater Treatment Plant OS-1	Replace	10/31/2025	replaced 6" vent elbow with a cap and screws	0.00
Waste Water (Goose Creek)	WWTP Structure WW - Worthington Street Pump Station - Wet Well	Pump Down	10/31/2025	pumped down and checked floats	0.00
Waste Water (Goose Creek)	WWTP Structure WW - Miner Street Pump Station - Valve Chamber	Pump Down	10/31/2025	pumped ground water out of valve chamber, highest in a while up to bottom of pipes.	0.00
Waste Water (Goose Creek)	WWTP Structure WW - Miner Street Pump Station - Wet Well	Pump Down	10/31/2025	pumped down and checked sensors, looked good	0.00
Waste Water (Goose Creek)	WWTP Facility GC-PS-2	Repair	10/31/2025	repaired washdown hose, cut off bad ends and installed new ones	0.00
Waste Water (Goose Creek)	WWTP Structure WW - College Avenue Pump Station - Wet Well	Pump Down	10/31/2025	pumped down and checked floats, looked good	0.00

### Waste Water (Taylor Run)

Waste Water (Taylor Run)	WWTP RBC RBC-C1	Preventive Maintenance	10/1/2025	Primary weekly maintenance: C1 RBC. C1 weighed with hydraulic pump. Recorded in maintenance book.	0.00
Waste Water (Taylor Run)	WWTP RBC RBC-C4	Preventive Maintenance	10/1/2025	Primary weekly maintenance: C4 RBC. C4 weighed with hydraulic pump. Recorded in maintenance book.	0.00

Department	Asset	Activity	Date Completed	Notes	Total Cost
Waste Water (Taylor Run)	WWTP Structure TR-LA	Preventive Maintenance	10/1/2025	Primary weekly maintenance: Aluminum sulfite storage tank. Storage tank inspected for leaks. Rainwater pumped out with portable trash pump.	0.00
Waste Water (Taylor Run)	WWTP RBC RBC-B4	Preventive Maintenance	10/1/2025	Primary weekly maintenance: B4 RBC. B4 weighed with hydraulic pump. Recorded in maintenance book.	0.00
Waste Water (Taylor Run)	WWTP Electrical Generator GEN-2	Preventive Maintenance	10/1/2025	Primary weekly maintenance: Plant generator. Oil level checked. coolant in sight glass checked. Belt inspected for tension. Hose connections checked. gauges and lights inspected for proper operation.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation DS1 sampler	Preventive Maintenance	10/1/2025	Primary weekly maintenance: DS1 sampler. Pump tubing Inspected. Cleaned sensor, sample line and torpedo. Lights, heater fan and refrigerator checked for proper operation.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation soda ash silo shower	Preventive Maintenance	10/1/2025	Final weekly maintenance: Shower and eyewash system. Soda ash silo and soda ash room system checked for leaks. valves opened and checked for water pressure and water supply.	0.00
Waste Water (Taylor Run)	WWTP Structure TR-T-6B	Preventive Maintenance	10/1/2025	Final weekly maintenance: T6B clarifier. Reducer oil level checked. Oil in lower housing checked. Chain inspected for slack. Scraper arm Inspected for wear. Cents cleaned out.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation Alum silo eye wash/ shower	Preventive Maintenance	10/1/2025	Primary weekly maintenance: Eyewash and shower. System tested for water pressure and supply. Inspected for missing parts.	0.00
Waste Water (Taylor Run)	WWTP Structure TR-T-6A	Preventive Maintenance	10/1/2025	Final weekly maintenance: T6A clarifier. Oil level checked in reducers. Lower housing oil level checked. Chain inspected for slack. Scraper arm inspected for wear. Vents cleaned off.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation final back up	Preventive Maintenance	10/1/2025	Weekly maintenance: Final back up. Pump tubing Inspected for tears. Sensor, sample line, and torpedo cleaned. Lights, heater, fan and refrigerator.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation Primary Scum Mixer	Preventive Maintenance	10/1/2025	Primary weekly maintenance: Primary scum mixer. Super Bio Clean 510 put into pit and mixed for two minutes.	0.00
Waste Water (Taylor Run)	WWTP Structure 4	Preventive Maintenance	10/1/2025	Final weekly maintenance: Soda ash sensor. Soda ash sensor removed and scrubbed cleaned.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation 557	Preventive Maintenance	10/1/2025	Primary weekly maintenance: Raw sampler. Pump tubing inspected for cracks. Sensor, sample line and torpedo cleaned. Lights, heater, fan and refrigerator checked for proper operation.	0.00
Waste Water (Taylor Run)	WWTP Structure T-7B	Preventive Maintenance	10/1/2025	Contact tank B dropped today. Sprayed clean.	0.00
Waste Water (Taylor Run)	WWTP Blower K-2	Preventive Maintenance	10/1/2025	Primary weekly maintenance: K2 blower. Oil level checked. Belt inspected for tension. Lubricated pressure relief valves. Air filters were cleaned. Upper and lower swing arm fittings greased. Oil level in hoist checked. Hoist cable inspected for wear.	0.00

Department	Asset	Activity	Date Completed	Notes	Total Cost
Waste Water (Taylor Run)	WWTP Instrumentation Ds3 sampler	Preventive Maintenance	10/1/2025	Final weekly maintenance: DS3. Pump tubing inspected for tears. Sensor, sample line and torpedo cleaned. Lights, heater, fan and refrigerator checked for proper operation.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation DS2 sampler	Preventive Maintenance	10/1/2025	Primary weekly maintenance: DS2 sampler. Pump tubing inspected for cracks. Sensor, sample line and torpedo cleaned. Lights, fan, heater and refrigerator Inspected for proper operation.	0.00
Waste Water (Taylor Run)	WWTP Conveyor TR-SC	Preventive Maintenance	10/1/2025	Primary weekly maintenance: Bucket elevator & incline screw conveyor. All reducers had oil level checked. All fittings greased. The chain was inspected for slack. Drive train inspected for slack. Belt checked for wear and tension. Overflow hosed and cleaned.	0.00
Waste Water (Taylor Run)	WWTP Blower K-1	Preventive Maintenance	10/1/2025	Primary weekly maintenance: K1 blower. Oil level checked. Belt inspected for tension. Pressure relief valve lubricated. Air filter cleaned. Upper and lower swing arm greased. Oil level in hoist checked and Hoist cable checked for wear.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation Final Comp	Preventive Maintenance	10/1/2025	Final weekly maintenance: Final sampler. Pump tubing inspected. Sensor, sample line and torpedo cleaned. Lights, heater, fan and refrigerator.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation Pak room eye wash and shower system	Preventive Maintenance	10/1/2025	Primary weekly maintenance: Eye wash and shower. System tested for water pressure and water supply. Checked for missing parts.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation I-5	Preventive Maintenance	10/1/2025	Final weekly maintenance: Chlorine analyzer & pre/post sample pump. Grease cup removed and taken to the shop. Old grease removed and replaced with polyrex blue grease. Reinstalled. Sample box checked for leaks and any problems. Tubing cleaned. Drain line cleaned. Strainer cleaned and reinstalled.	0.00
Waste Water (Taylor Run)	WWTP Facility TR-B-1	Clean	10/1/2025	The rhododendrons a Cherry blossom tree were both trimmed and weeds were removed.	0.00
Waste Water (Taylor Run)	WWTP RBC RBC-A1	Preventive Maintenance	10/2/2025	Primary weekly maintenance: A1 RBC. A1 weighed with hydraulic pump. Recorded in maintenance book.	0.00
Waste Water (Taylor Run)	WWTP RBC RBC-A4	Preventive Maintenance	10/2/2025	Primary weekly maintenance: A4 RBC. A4 weighed with hydraulic pump. Recorded in maintenance book.	0.00
Waste Water (Taylor Run)	WWTP RBC RBC-B1	Preventive Maintenance	10/2/2025	Primary weekly maintenance: B1 RBC. B1 weighed with hydraulic pump. Recorded in maintenance book.	0.00
Waste Water (Taylor Run)	WWTP Structure 4	Preventive Maintenance	10/2/2025	Final monthly maintenance: Pressure Regulators & Inline water screens. Soda Ash room. Screens taken out, sprayed clean and reinstalled.	0.00
Waste Water (Taylor Run)	WWTP Facility TR-B-6	Preventive Maintenance	10/2/2025	Final monthly maintenance: Pressure Regulators & Inline water screens. Chlorine building. Screen taken out sprayed cleaned and reinstalled.	0.00
Waste Water (Taylor Run)	Wastewater Treatment Plant TR	Mowing	10/6/2025	Lawn mowed.	0.00

Department	Asset	Activity	Date Completed	Notes	Total Cost
Waste Water (Taylor Run)	WWTP Facility TR-B-5	Clean	10/7/2025	B5 Swept, mopped and trash taken out.	0.00
Waste Water (Taylor Run)	WWTP Facility TR-B-1	Clean	10/7/2025	B1 swept, mopped and trash taken out.	0.00
Waste Water (Taylor Run)	WWTP Sluice Gate SIG-DS2A	Preventive Maintenance	10/7/2025	Primary monthly maintenance: Sluice gate DS2A. Sprayed stem with dry moly. Exercise up and down.	0.00
Waste Water (Taylor Run)	WWTP Electrical Generator GEN-2	Preventive Maintenance	10/7/2025	Primary monthly maintenance: Plant generator. Oil level checked. Belt checked for tensions. All hoses and connections checked. Lights and gauges checked for proper operation. Hours recorded in book.	0.00
Waste Water (Taylor Run)	WWTP Sluice Gate DS1-SLG	Preventive Maintenance	10/7/2025	Primary monthly maintenance: Stem sprayed with dry moly. Exercised up and down.	0.00
Waste Water (Taylor Run)	WWTP Sluice Gate SLG-DS2B	Preventive Maintenance	10/7/2025	Primary monthly maintenance: DS2B. Stem sprayed with dry moly. Exercise up and down.	0.00
Waste Water (Taylor Run)	WWTP Facility TR-PS2	Preventive Maintenance	10/7/2025	Final Monthly Maintenance: Dezurich valves. All valves in PS2 sprayed with WD40 before and after fully being exercised then put back into regular position.	0.00
Waste Water (Taylor Run)	WWTP Screen F-2	Preventive Maintenance	10/7/2025	Primary weekly maintenance: Screen F-2. Selector switch put to hand. Screen drive switch in the forward position. Check for rotation and that the screens move freely. Hold reverse switch on hand and check for free screening movement in the opposite direction. Board placed under the ultrasonic level controller to simulate high flow. Wye strainers cleaned.	0.00
Waste Water (Taylor Run)	WWTP Screen 1	Preventive Maintenance	10/7/2025	Primary monthly maintenance: F-1. Selector switch placed in hand. Placed screen drive switch in the forward position. Checked rotation. Checked that screening are free. Board placed under ultrasonic level controller to simulate high flow. Wye strainers cleaned.	0.00
Waste Water (Taylor Run)	WWTP Facility TR-B-2	Preventive Maintenance	10/7/2025	Final Monthly Maintenance: Dezurich Valves. All valves in B-2 sprayed with WD40 and exercised fully then put back to original position.	0.00
Waste Water (Taylor Run)	WWTP Sluice Gate SLG-AIR T	Preventive Maintenance	10/7/2025	Primary monthly maintenance: T1B4. Stem sprayed with dry moly and exercised up and down.	0.00
Waste Water (Taylor Run)	WWTP Sluice Gate SLG-AIR T3	Preventive Maintenance	10/7/2025	Primary monthly maintenance: Sluice gate T3. Stem sprayed with dry moly. Exercised up and down.	0.00
Waste Water (Taylor Run)	WWTP Structure 4	Preventive Maintenance	10/7/2025	Final monthly maintenance: Soda Ash Dust Collectors. Filter bags inspected for damage. Bag connections inspected for proper attachment. Blowers checked for dust accumulation and cleaned off. Dust bin removed, cleaned out and reinstalled.	0.00
Waste Water (Taylor Run)	WWTP Sluice Gate SLG-AIR T2	Preventive Maintenance	10/7/2025	Primary monthly maintenance: Sluice gate T2. Stem sprayed with dry moly. Exercised up and down.	0.00

Department	Asset	Activity	Date Completed	Notes	Total Cost
Waste Water (Taylor Run)	WWTP Structure TR-DS2	Preventive Maintenance	10/7/2025	Primary monthly maintenance: Sluice gate DS2C. Spray stem with dry moly. Exercise gate up and down.	0.00
Waste Water (Taylor Run)	WWTP RBC RBC-C1	Preventive Maintenance	10/8/2025	Primary weekly maintenance: RBC C1. RBC weighed with hydraulic pump. Weight recorded into primary book	0.00
Waste Water (Taylor Run)	WWTP RBC RBC-C4	Preventive Maintenance	10/8/2025	Primary weekly maintenance: RBC C4. RBC weighed with hydraulic pump. Weight recorded into primary book	0.00
Waste Water (Taylor Run)	WWTP RBC RBC-A4	Preventive Maintenance	10/8/2025	Primary weekly maintenance: RBC A4. RBC weighed with hydraulic pump. Weight recorded into primary book.	0.00
Waste Water (Taylor Run)	WWTP Structure TR-LA	Preventive Maintenance	10/8/2025	Primary weekly maintenance: Aluminum sulfite storage tank. Silo inspected for leaks. Moat pumped out.	0.00
Waste Water (Taylor Run)	WWTP Electrical Generator GEN-2	Preventive Maintenance	10/8/2025	Primary weekly Maintenance: Plant generator. Oil level checked. Coolant in sight glass for radiator check for proper level. Tensions on belt checked. Hose connections checked. Gauges and lights checked for proper operation. Hours recorded in control room book.	0.00
Waste Water (Taylor Run)	WWTP RBC RBC-A1	Preventive Maintenance	10/8/2025	Primary weekly maintenance: RBC A1. RBC weighed with hydraulic pump. Weight recorded into primary book.	0.00
Waste Water (Taylor Run)	WWTP RBC RBC-B4	Preventive Maintenance	10/8/2025	Primary weekly maintenance: RBC B4. RBC weighed with hydraulic pump. Weight recorded into primary book	0.00
Waste Water (Taylor Run)	WWTP RBC RBC-B1	Preventive Maintenance	10/8/2025	Primary weekly maintenance: RBC B1. RBC weighed with hydraulic pump. Weight recorded into primary book.	0.00
Waste Water (Taylor Run)	WWTP Facility TR-B-1	Install	10/8/2025	We had Endress + Hauser Echograph TR SG 35 installed in our main MCC. This allows us to monitor our influent flow, effluent flow and monitor our chlorine residual.	0.00
Waste Water (Taylor Run)	WWTP Structure TR-T-6B	Preventive Maintenance	10/8/2025	Final Monthly Maintenance: T6B. Greased upper drive bearing with one shot of number 2 grease. Lower worm drive greased with two shots of number 2 grease. Condensation and oil drained from micro switch housing.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation Ds3 sampler	Preventive Maintenance	10/8/2025	Final weekly maintenance: DS3 sampler. Pump tubing inspected for cracks. Sensor, sample line and torpedo cleaned. Proper operation of lights, heater, fan and refrigerator checked.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation Pak room eye wash and shower system	Preventive Maintenance	10/8/2025	Primary weekly maintenance: Pac room shower/eyewash. Station tested for water pressure and supply. Checked over for missing parts.	0.00
Waste Water (Taylor Run)	WWTP Structure TR-DS1	Preventive Maintenance	10/8/2025	Primary weekly maintenance: DS1 sampler. Pump tubing inspected for wear and tears. Torpedo, sample line and sensor cleaned. Proper operation of lights, heater, fan and refrigerator inspected.	0.00
Waste Water (Taylor Run)	WWTP Structure TR-T-6B	Preventive Maintenance	10/8/2025	Final weekly maintenance: T6B clarifier. Oil level in reducer checked. Lower housing oil checked. Scrapper arm inspected for wear. Chain checked for slack. Vents cleaned.	0.00

Department	Asset	Activity	Date Completed	Notes	Total Cost
Waste Water (Taylor Run)	WWTP Instrumentation Alum silo eye wash/ shower	Preventive Maintenance	10/8/2025	Primary weekly maintenance: Alum storage silo. Shower and eyewash station checked for water pressure and supply. Checked over for missing parts.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation final back up	Preventive Maintenance	10/8/2025	Final weekly maintenance: Final back up sampler. Pump tubing inspected. Sensor, torpedo and sample line cleaned. Lights, heater, fan and refrigerator checked for proper operation.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation DS2 sampler	Preventive Maintenance	10/8/2025	Primary weekly maintenance: DS2. Pump tubing Inspected for tears or wear. Sensor, sample line and torpedo cleaned. Proper operation for lights, heater, fan and refrigerator inspected.	0.00
Waste Water (Taylor Run)	WWTP Blower K-2	Preventive Maintenance	10/8/2025	Primary weekly maintenance: K2 blower. Oil level checked. Belt inspected for tension. Lubricated pressure relief valve. Air filter cleaned. Fittings greased. Upper and Lower swing arms greased. Oil in hoist checked. Hoist cable inspected for wear, lubricated.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation Final Comp	Preventive Maintenance	10/8/2025	Final weekly maintenance: Final sampler. Pump tubing inspected for cracks. Sensor, sample line and torpedo cleaned. Proper operation inspected for lights, heater, fan and refrigerator.	0.00
Waste Water (Taylor Run)	WWTP Structure TR-T-6A	Preventive Maintenance	10/8/2025	Final Monthly Maintenance: T6A. Upper drive greased with a shot of number 2 grease. Lower worm drive greased with two shots of number 2 grease. Condensation and oil drained from micro switch housing.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation I-5	Preventive Maintenance	10/8/2025	Final weekly maintenance: Chlorine Analyzer & Pre/Post Sample Box. Grease cup taken from Pre/Post sample box and old grease removed. New Polyrex blue grease put in and cup reinstalled. Entire boxed looked over for leaks or other problems. Tubing cleaned out. Drain lines cleaned as well as the strainer.	0.00
Waste Water (Taylor Run)	WWTP Valve V-10	Preventive Maintenance	10/8/2025	Primary monthly maintenance: Dezurich valves. All valves in PS1 sprayed with WD40 before and after being exercised open and closed.	0.00
Waste Water (Taylor Run)	WWTP Structure TR-T-6A	Preventive Maintenance	10/8/2025	Final weekly maintenance: T6A clarifier. Oil in reducer checked. Oil level in lower housing checked. Chain inspected for slack. The scraper arm was inspected for wear. Vents cleaned off.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation Primary Scum Mixer	Preventive Maintenance	10/8/2025	Primary weekly maintenance: Scum mixer. Super Bio Clean 510 dumped into scum pit. Mixer turned on for two minutes and pump out.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation soda ash silo shower	Preventive Maintenance	10/8/2025	Final weekly maintenance: Soda ash silo eyewash and shower system. Checked for leaks. Valves opened and water supply and pressure inspected.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation 557	Preventive Maintenance	10/8/2025	Primary weekly maintenance: Raw sampler. Pump tubing inspected for tears or cracks. Sensor, sample line and torpedo cleaned. Lights, heater, fan and refrigerator cleaned.	0.00

Department	Asset	Activity	Date Completed	Notes	Total Cost
Waste Water (Taylor Run)	WWTP Instrumentation soda ash eye wash shower	Preventive Maintenance	10/8/2025	Final weekly maintenance: Soda ash room shower system. Eyewash and shower checked for leaks. Valves opened and tested for water supply and pressure.	0.00
Waste Water (Taylor Run)	WWTP Facility TR-B-1	Preventive Maintenance	10/8/2025	Primary monthly maintenance: Portable gas meter. Meter calibrated and put back on to charger.	0.00
Waste Water (Taylor Run)	WWTP Blower K-1	Preventive Maintenance	10/8/2025	Primary weekly maintenance: K1 blower. Oil checked in Blower. Belt checked for tension. Pressure relief lubricated. Air filters cleaned. Fittings greased. Upper and lower swing arm greased. Oil level in Hoist inspected. Hoist cable checked for wear.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation 558	Preventive Maintenance	10/8/2025	Primary weekly maintenance: Bucket elevator and Incline screw conveyor. All oil checked in all reducers. Greased all fittings. Chain checked for slack. Drive chain checked for slack. Belt inspected for tension and wear.	0.00
Waste Water (Taylor Run)	WWTP Facility TR-PS-1	Clean	10/9/2025	Our primary Sludge Judge became too dirty to easily see the sludge level. Sludge Judge was taken to the shop broken down, clean and put back together.	0.00
Waste Water (Taylor Run)	WWTP Facility TR-B-1	Install	10/9/2025	Both of our soda ash compressors relief valves failed. Both were removed and we replaced them with new ball valves.	0.00
Waste Water (Taylor Run)	Wastewater Treatment Plant TR	Other	10/9/2025	Tree limbs along our driveway were becoming overgrown. We went up on the forklift and safely removed the limbs.	0.00
Waste Water (Taylor Run)	WWTP Facility TR-B-5	Clean	10/11/2025	B5 was swept, mopped and trash taken out.	0.00
Waste Water (Taylor Run)	WWTP Facility TR-B-1	Clean	10/11/2025	B1 was swept, mopped and trash taken out.	0.00
Waste Water (Taylor Run)	WWTP RBC RBC-B1	Preventive Maintenance	10/15/2025	Primary weekly maintenance: Hydraulic pump hooked up to B1 and weighed. Recorded in maintenance book.	0.00
Waste Water (Taylor Run)	WWTP RBC RBC-A4	Preventive Maintenance	10/15/2025	Primary weekly maintenance: Hydraulic pump hooked up to A4 and weighed. Recorded in maintenance book.	0.00
Waste Water (Taylor Run)	WWTP RBC RBC-C4	Preventive Maintenance	10/15/2025	Primary weekly maintenance: Hydraulic pump hooked up to C4 and weighed. Recorded in maintenance book.	0.00
Waste Water (Taylor Run)	WWTP RBC RBC-C1	Preventive Maintenance	10/15/2025	Primary weekly maintenance: Hydraulic pump hooked up to C1 and weighed. Recorded in maintenance book.	0.00
Waste Water (Taylor Run)	WWTP RBC RBC-B4	Preventive Maintenance	10/15/2025	Primary weekly maintenance: Hydraulic pump hooked up to B4 and weighed. Recorded in maintenance book.	0.00
Waste Water (Taylor Run)	WWTP RBC RBC-A1	Preventive Maintenance	10/15/2025	Primary weekly maintenance: Hydraulic pump hooked up to A1 and weighed. Recorded in maintenance book.	0.00
Waste Water (Taylor Run)	WWTP Structure TR-LA	Preventive Maintenance	10/15/2025	Primary weekly maintenance: Aluminum Sulfite Storage Tank. Moat pumped out as needed.	0.00

Waste Water (Taylor Run)	WWTP Instrumentation DS2 sampler	Preventive Maintenance	10/15/2025	Primary weekly maintenance: DS2. Inspected pump tubing, cleaned sensor, sample line and torpedo. Proper operation of lights, heater, fan and refrigerator checked.	0.00
<b>Department</b>	<b>Asset</b>	<b>Activity</b>	<b>Date Completed</b>	<b>Notes</b>	<b>Total Cost</b>
Waste Water (Taylor Run)	WWTP Instrumentation Pak room eye wash and shower system	Preventive Maintenance	10/15/2025	Primary weekly maintenance: Pak room system. Eye wash and shower system tested for water pressure and water supply. Checked over for missing pieces.	0.00
Waste Water (Taylor Run)	WWTP Blower K-2	Preventive Maintenance	10/15/2025	Primary weekly maintenance: K2 Blower. Oil level checked. Belt inspected for wear and tears. Lubricated pressure relief valve. Air filter cleaned.	0.00
Waste Water (Taylor Run)	WWTP Blower K-1	Preventive Maintenance	10/15/2025	Primary weekly maintenance: K1 blower. Oil level checked. Belt checked for tension and tears. Lubricated pressure relief valves. Air filter cleaned. Fittings greased. Upper and lower swing arm fittings greased. Oil level in hoist checked. Hoist cable checked for wear.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation 557	Preventive Maintenance	10/15/2025	Primary weekly maintenance: Raw sampler. Pump tubing inspected for punctures or rips. Sensor, sample line and torpedo cleaned. Proper operation for lights, heater, fan and refrigerator checked.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation Primary Scum Mixer	Preventive Maintenance	10/15/2025	Primary weekly maintenance: Scum mixer. Super Bio Clean 510 poured into scum pit and mixed for several minutes. Drained out with pumps 3 and 4.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation 558	Preventive Maintenance	10/15/2025	Primary weekly maintenance: Bucket elevator & incline screw conveyor. Oil level in reducers checked for proper level. All fittings greased. Chain inspected for slack. Drive chain checked for slack. Belt inspected for tension and wear.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation Alum silo eye wash/ shower	Preventive Maintenance	10/15/2025	Primary weekly maintenance: B-5 Eyewash & shower stations. System tested for water pressure and water supply. Checked over for missing parts.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation DS1 sampler	Preventive Maintenance	10/15/2025	Primary weekly maintenance: DS1. Pump tubing inspected for tears or cracks. Torpedo, sensor and sample line cleaned. Proper operation on lights, heater, fan and refrigerator checked.	0.00
Waste Water (Taylor Run)	WWTP Pump P-8	Replace	10/16/2025	The belts on our one final scum pit pumps snapped off. They were replaced and tested for proper operation.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation I-5	Clean	10/17/2025	Tubing on our chlorine analyzer became clogged and no chlorine indicator was feeding to the analyzer. The tubing was removed and cleaned. Analyzer put back into operation.	0.00

Waste Water (Taylor Run)	WWTP Facility TR-VC-1	Clean	10/17/2025	Branches from a pine tree in front of the valve chamber were cut back/ removed for easier mowing and weed trimming.	0.00
Waste Water (Taylor Run)	WWTP Sluice Gate DS3-SLG	Preventive Maintenance	10/17/2025	Final Monthly Maintenance: Ds3 Sluice Gate 1. Stem sprayed with dry molly and exercised up and down.	0.00
<b>Department</b>	<b>Asset</b>	<b>Activity</b>	<b>Date Completed</b>	<b>Notes</b>	<b>Total Cost</b>
Waste Water (Taylor Run)	WWTP Instrumentation I-5	Preventive Maintenance	10/17/2025	Final weekly maintenance: Chlorine Analyzer and post sample pump. Grease cups removed and old grease removed. Fresh polyrex blue grease. Reinstalled. Sample box looked over for leaks and developing problems. Analyzer tubing cleaned and inspected for tears. Strainer removed and cleaned then reinstalled.	0.00
Waste Water (Taylor Run)	WWTP Sluice Gate DS3-SLGB	Preventive Maintenance	10/17/2025	Final Monthly Maintenance: DS3 Sluice gate 2. Stem sprayed with dry molly exercised up and down.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation Pak room eye wash and shower system	Preventive Maintenance	10/17/2025	Final weekly maintenance: Soda Ash Room. System checked for leaks, water pressure and supply.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation Final Comp	Preventive Maintenance	10/17/2025	Final weekly maintenance: Final sampler. Pump tubing inspected for tears, rips. Sensor, sample line and torpedo cleaned. Lights, heater, fan and refrigerator inspected for proper operation.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation final back up	Preventive Maintenance	10/17/2025	Final weekly maintenance: Final back up sampler. Pump tubing inspected for tears, rips. Sensor, sample line and torpedo cleaned. Lights, heater, fan and refrigerator inspected for proper operation.	0.00
Waste Water (Taylor Run)	WWTP Structure TR-T-6B	Preventive Maintenance	10/17/2025	Final weekly maintenance: T6B clarifier. Oil in reducer checked. Oil level checked in lower housing. Chain inspected on chain. scraper arm checked for wear. Vents cleaned.	0.00
Waste Water (Taylor Run)	WWTP Sluice Gate SI-G 2	Preventive Maintenance	10/17/2025	Final Monthly Maintenance: Sluice Gate G2. Stem sprayed with dry molly and exercised up and down.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation soda ash silo shower	Preventive Maintenance	10/17/2025	Final weekly maintenance: Soda ash silo. System checked for leaks, water pressure and supply.	0.00
Waste Water (Taylor Run)	WWTP Sluice Gate SI-G1	Preventive Maintenance	10/17/2025	Final Monthly Maintenance: Sluice Gate G1. Stem sprayed with dry molly and exercised up and down.	0.00
Waste Water (Taylor Run)	WWTP Sluice Gate SI-G3	Preventive Maintenance	10/17/2025	Final Monthly Maintenance: Sluice gate G3. Stem sprayed with dry molly and exercised up and down.	0.00
Waste Water (Taylor Run)	WWTP Structure TR-T-6A	Preventive Maintenance	10/17/2025	Final weekly maintenance: T6A clarifier. Oil in reducer checked. Oil level checked in lower housing. Chain inspected on chain. scraper arm checked for wear. Vents cleaned.	0.00
Waste Water (Taylor Run)	WWTP Pump P-12	Condition Assessment	10/17/2025	Trash pump 12 was taken offline for visual inspection. Put back online for now.	0.00

Waste Water (Taylor Run)	WWTP Instrumentation Ds3 sampler	Preventive Maintenance	10/17/2025	Final weekly maintenance: DS3 sampler. Pump tubing inspected for tears, rips. Sensor, sample line and torpedo cleaned. Lights, heater, fan and refrigerator inspected for proper operation.	0.00
Waste Water (Taylor Run)	WWTP Facility TR-B-1	Clean	10/18/2025	Building was swept, mopped and trash taken out.	0.00
<b>Department</b>	<b>Asset</b>	<b>Activity</b>	<b>Date Completed</b>	<b>Notes</b>	<b>Total Cost</b>
Waste Water (Taylor Run)	WWTP Facility TR-B-5	Clean	10/18/2025	B5 was swept, mopped and trash taken out.	0.00
Waste Water (Taylor Run)	Wastewater Treatment Plant TR	Mowing	10/20/2025	The lawn was mowed.	0.00
Waste Water (Taylor Run)	WWTP Electrical Generator GEN-2	Preventive Maintenance	10/21/2025	Primary weekly maintenance: Plant generator. Oil level checked. Coolant in radiator checked for proper level. Belts inspected for tensions. Hose connections checked. Gauges and lights checked for proper operation.	0.00
Waste Water (Taylor Run)	WWTP RBC RBC-B4	Preventive Maintenance	10/22/2025	Primary weekly maintenance: RBC B4. Block bearing nuts loosened 1/2 inch off bearing. Hydraulic pump hooked up and pumped until gauge stops. weight recorded in maintenance book.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation DS1 sampler	Preventive Maintenance	10/22/2025	Primary weekly maintenance: DS1. Pump tubing inspected for punctures or tears. Sensor, Sample line and torpedo cleaned. checked for proper operation of lights, heater, fan and refrigerator.	0.00
Waste Water (Taylor Run)	WWTP Electrical Generator GEN-2	Preventive Maintenance	10/22/2025	Primary weekly maintenance: Plant generator. Checked oil level. Checked coolant level in radiator. Belt checked for tension. Hose connections checked. Gages and lights inspected for proper operation.	0.00
Waste Water (Taylor Run)	WWTP RBC RBC-B1	Preventive Maintenance	10/22/2025	Primary weekly maintenance: RBC B1. Block bearing nuts loosened 1/2 inch off bearing. Hydraulic pump hooked up and pumped until gauge stops. weight recorded in maintenance book.	0.00
Waste Water (Taylor Run)	WWTP RBC RBC-C1	Preventive Maintenance	10/22/2025	Primary weekly maintenance: RBC C1. Block bearing nuts loosened 1/2 inch off bearing. Hydraulic pump hooked up and pumped until gauge stops. weight recorded in maintenance book.	0.00
Waste Water (Taylor Run)	WWTP RBC RBC-C4	Preventive Maintenance	10/22/2025	Primary weekly maintenance: RBC C4. Block bearing nuts loosened 1/2 inch off bearing. Hydraulic pump hooked up and pumped until gauge stops. weight recorded in maintenance book.	0.00
Waste Water (Taylor Run)	WWTP Structure TR-T-6A	Preventive Maintenance	10/22/2025	Final weekly maintenance: T6A. Oil level checked in reducer. Lower housing level checked. Chain inspected for slack. Scraper arm checked for wear. Vents cleaned.	0.00

Waste Water (Taylor Run)	WWTP RBC RBC-A1	Preventive Maintenance	10/22/2025	Primary weekly maintenance: RBC A1. Block bearing nuts loosened 1/2 inch off bearing. Hydraulic pump hooked up and pumped until gauge stops. weight recorded in maintenance book.	0.00
Waste Water (Taylor Run)	WWTP RBC RBC-A4	Preventive Maintenance	10/22/2025	Primary weekly maintenance: RBC A4. Block bearing nuts loosened 1/2 inch off bearing. Hydraulic pump hooked up and pumped until gauge stops. weight recorded in maintenance book.	0.00
<b>Department</b>	<b>Asset</b>	<b>Activity</b>	<b>Date Completed</b>	<b>Notes</b>	<b>Total Cost</b>
Waste Water (Taylor Run)	WWTP Structure TR-LA	Preventive Maintenance	10/22/2025	Primary weekly maintenance: Aluminum Sulfite Storage Tank. Storage tank inspected for leaks. Moat pumped out as needed.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation 557	Preventive Maintenance	10/22/2025	Primary weekly maintenance: Raw Sampler. Pump tubing inspected for tears/punctures. Sensor, sample line and torpedo cleaned. Proper operation ensured for lights, heater, fan and refrigerator.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation Alum silo eye wash/ shower	Preventive Maintenance	10/22/2025	Primary weekly maintenance: Soda Ash Silo. Eyewash/ shower system checked for missing parts. Checked for proper water pressure and supply.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation DS2 sampler	Preventive Maintenance	10/22/2025	Primary weekly maintenance: DS2. Inspected pump tubing for punctures/ rips. Sensor, Sample line, and torpedo cleaned. Lights, heater, fan and refrigerator checked for proper operation.	0.00
Waste Water (Taylor Run)	WWTP Blower K-2	Preventive Maintenance	10/22/2025	Primary weekly maintenance: K2 Blower. Oil level checked. Belt inspected for tension. Pressure relief valve lubricated. Cleaned air filters. Fittings greased.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation Pak room eye wash and shower system	Preventive Maintenance	10/22/2025	Primary weekly maintenance: Pak room shower system. System tested for water supply and pressure. Looked over for missing or damaged parts.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation Primary Scum Mixer	Preventive Maintenance	10/22/2025	Primary weekly maintenance: Primary scum pit. Super Bio Clean 510 poured into scum pit and mixed for several minutes. Pumped out with Pumps 3 and 4. After someone went into the pit to remove built up rags from the impeller and rags/ debris removed from ladder rungs leading down to the pit.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation soda ash silo shower	Preventive Maintenance	10/22/2025	Final weekly maintenance: Soda ash Silo Eye wash system. System inspected for leaks, water supply and pressure.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation I-5	Preventive Maintenance	10/22/2025	Final weekly maintenance: Chlorine Analyzer & pre/post sample pump. Grease cup removed and old grease removed. replace with fresh polyrex blue grease. Box inspected for leaks. Tubing on analyzer cleaned. Drain lines cleaned. Wye strainers cleaned.	0.00

Waste Water (Taylor Run)	WWTP Blower K-1	Preventive Maintenance	10/22/2025	Primary weekly maintenance: K1 blower. Oil level checked. Belt checked for tension. Pressure relief valves lubricated. Air filters cleaned. Fittings greased. Upper and lower swing arm fittings greased. Hoist Oil level checked. Cable for hoist checked for wear.	0.00
Waste Water (Taylor Run)	WWTP Structure TR-T-6B	Preventive Maintenance	10/22/2025	Final weekly maintenance: T6B. Oil in reducer checked. Oil level in lower housing checked. Chain checked for slack. Scraper arm inspected for wear. Vents cleaned.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation soda ash eye wash shower	Preventive Maintenance	10/22/2025	Final weekly maintenance: Soda ash room system. System inspected for leaks. Water supply and pressure checked.	0.00
Waste Water (Taylor Run)	WWTP Structure TR-T-3B	Scrubbing	10/23/2025	Tank had an abundance of algae and grease building up on it. Tank was scrubbed clean.	0.00
<b>Department</b>	<b>Asset</b>	<b>Activity</b>	<b>Date Completed</b>	<b>Notes</b>	<b>Total Cost</b>
Waste Water (Taylor Run)	WWTP Structure 4	Replace	10/23/2025	Our Soda ash lines and utility water lines were re-piped. P-102 was removed and replaced with P103 was rebuilt for this project. Solution tank was drained and cleaned. Acid was pumped through lines to DS2 and RBCs. lights changed to LED.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation Ds3 sampler	Preventive Maintenance	10/23/2025	Final weekly maintenance: DS3. Inspected pump tubing for punctures. Cleaned Sensor, Sample line and torpedo. Lights, heater, fan and refrigerator inspected for proper operation.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation Final Comp	Preventive Maintenance	10/23/2025	Final weekly maintenance: Final Sampler. Pump tubing inspected for rips or punctures. Sensor, Sample line, and torpedo cleaned. Lights, heater, fan and refrigerator inspected for proper operation.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation final back up	Preventive Maintenance	10/23/2025	Final weekly maintenance: Final Backup. Pump tubing inspected for punctures and rips. Sensor, sample line and torpedo cleaned. Proper operation inspected for lights, heater, fan and refrigerator.	0.00
Waste Water (Taylor Run)	WWTP RBC RBC-C1	Replace	10/24/2025	Oil pads replaced on several RBCs. Old was and oil collected in containers poured out into our oil drum in the shop.	0.00
Waste Water (Taylor Run)	WWTP Structure T-7B	Clean	10/24/2025	T-7B dropped and sprayed clean. Bisulfite tank also pumped out and sprayed clean.	0.00
Waste Water (Taylor Run)	Wastewater Treatment Plant TR	Other	10/24/2025	Weeds and tall grass were trimmed throughout the property.	0.00
Waste Water (Taylor Run)	WWTP Structure TR-T-3A	Scrub	10/24/2025	T-3A scrubbed clean.	0.00
Waste Water (Taylor Run)	Wastewater Treatment Plant TR	Mowing	10/24/2025	The lawn was mowed.	0.00
Waste Water (Taylor Run)	WWTP Facility TR-B-5	Clean	10/25/2025	B5 was swept, Mopped and trash taken out.	0.00

Waste Water (Taylor Run)	WWTP Facility TR-B-1	Clean	10/25/2025	B1 was swept, Mopped and trash taken out.	0.00
Waste Water (Taylor Run)	WWTP Structure 4	Preventive Maintenance	10/28/2025	Final Weekly Maintenance: Soda Ash Room shower and Eyewash station. System checked for leaks. Valves opened to test for water supply and pressure.	0.00
Waste Water (Taylor Run)	WWTP Structure TR-T-6A	Preventive Maintenance	10/28/2025	Final Weekly Maintenance: T6A. Oil level in reducer checked. Lower Housing oil level checked. Chain inspected for slack. Scrapper arm checked for wear. Vent cleaned out.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation I-5	Preventive Maintenance	10/28/2025	Final Weekly Maintenance: Chlorine Analyzer & Pre/ Post Sample Pumps. Grease cup removed and old grease removed and replaced with polyrex blue grease and reinstalled. Entire Sample box for pre/post sample pump inspected for leaks and other problems. Tubing removed, cleaned and reinstalled. Drain lines cleaned as well as the strainer.	0.00
Department	Asset	Activity	Date Completed	Notes	Total Cost
Waste Water (Taylor Run)	WWTP Structure TR-T-6B	Preventive Maintenance	10/28/2025	Final weekly Maintenance: T6B. Oil level in reducer checked. Lower housing oil level checked. Chain inspected for slack. Inspected scraper arm for wear. Vent cleaned.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation soda ash silo shower	Preventive Maintenance	10/28/2025	Final Weekly Maintenance: Eyewash and shower station Soda ash silo. System inspected for leaks. Valves opened and checked for water supply and pressure.	0.00
Waste Water (Taylor Run)	WWTP RBC RBC-C4	Preventive Maintenance	10/29/2025	Primary Weekly Maintenance: C4 RBC. RBC weighted with hydraulic pump and recorded into maintenance book.	0.00
Waste Water (Taylor Run)	WWTP RBC RBC-B1	Preventive Maintenance	10/29/2025	Primary Weekly Maintenance: B1 RBC. RBC weighted with hydraulic pump and recorded into maintenance book.	0.00
Waste Water (Taylor Run)	WWTP RBC RBC-B4	Preventive Maintenance	10/29/2025	Primary Weekly Maintenance: B4 RBC. RBC weighted with hydraulic pump and recorded into maintenance book.	0.00
Waste Water (Taylor Run)	WWTP RBC RBC-C1	Preventive Maintenance	10/29/2025	Primary Weekly Maintenance: C1 RBC. RBC weighted with hydraulic pump and recorded into maintenance book.	0.00
Waste Water (Taylor Run)	WWTP RBC RBC-A1	Preventive Maintenance	10/29/2025	Primary Weekly Maintenance: A1 RBC. RBC weighted with hydraulic pump and recorded into maintenance book.	0.00
Waste Water (Taylor Run)	WWTP Electrical Generator GEN-2	Preventive Maintenance	10/29/2025	Primary Weekly Maintenance: Plant Generator. Oil level checked. Coolant level checked in radiator sight glass. Belts checked for tension. Hose connections checked. Gauges and lights checked for proper operation.	0.00
Waste Water (Taylor Run)	WWTP RBC RBC-A4	Preventive Maintenance	10/29/2025	Primary Weekly Maintenance: A4 RBC. RBC weighted with hydraulic pump and recorded into maintenance book.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation Alum silo eye wash/ shower	Preventive Maintenance	10/29/2025	Primary Weekly Maintenance: Alum storage tank Eyewash/ Shower station. System tested for water pressure and water supply. Checked for missing or broken pieces.	0.00

Waste Water (Taylor Run)	WWTP Instrumentation DS2 sampler	Preventive Maintenance	10/29/2025	Primary weekly maintenance: DS2. Pump tubing inspected for punctures. Cleaned Sensor, Sample line and torpedo. Lights, Heater, Fan and refrigerator checked for proper operation.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation Primary Scum Mixer	Preventive Maintenance	10/29/2025	Primary Weekly Maintenance: Primary Scum Mixer. Super Bio Clean 510 placed into scum pit and mixed for two minutes, then drained.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation final back up	Preventive Maintenance	10/29/2025	Final Weekly Maintenance: Final Back Up. Pump tubing was inspected for punctures and excessive wear. Sensor, Sample line and torpedo cleaned. Lights, heater, fan and refrigerator inspected for proper operation.	0.00
Waste Water (Taylor Run)	WWTP Blower K-1	Preventive Maintenance	10/29/2025	Primary Weekly Maintenance: K1 Blower. Oil level checked. Belt inspected for proper tension. Pressure relief valve lubricated. Air filters cleaned. Fittings greased. Greased upper and lower swing arm fittings. Oil level on Hoist checked. Hoist cable checked for wear.	0.00
<b>Department</b>	<b>Asset</b>	<b>Activity</b>	<b>Date Completed</b>	<b>Notes</b>	<b>Total Cost</b>
Waste Water (Taylor Run)	WWTP Instrumentation 558	Preventive Maintenance	10/29/2025	Primary Weekly Maintenance: Bucket Elevator & Incline Screw Conveyor. Oil Checked in all reducers. All fittings greased. Slack on chain checked. Belt checked for tension and wear.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation DS1 sampler	Preventive Maintenance	10/29/2025	Primary weekly maintenance: DS1 sampler. Pump tubing inspected for punctures. Cleaned sensor, sample line and torpedo. Proper operation of Lights, Heater, fan and refrigerator checked.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation Ds3 sampler	Preventive Maintenance	10/29/2025	Final Weekly Maintenance: DS3 Sampler. Pump tubing inspected for excessive wear and punctures. Sensor, Sample line and torpedo cleaned. Lights, heater, fan and refrigerator	0.00

## **Park Notes and Projects October 2025**

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

### **Hoopes Park**

Hoopes Park Playground renovation project

- Project is in the preliminary concept phase using information gathered from the group that met in Aug.
  - o Our playground designer met with the Parks and Rec department to start laying out concept designs
  - o We'll take this information and go back to the group with ideas for further discussion

### **Marshall Square Park** – Project on the horizon with the FOMSP

- Project is complete
  - o Thank you to the Friends of Marshall Square Park for spearheading this initiative

### **Mosteller Park** – No projects at current time

### **Fugget Park** – No projects at current time

### **Horace Pippin Park** – Waiting on the equipment and supplies to be delivered

- 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 time

### **Greenfield Park** – No projects at current time

### **Veteran’s Memorial Park** - No projects at current time

### **Barclay Park** - No projects at current time

**Bayard Rustin Park** – The basketball courts have been relined to for both basketball and pickleball, thank you to Public Works for their support.

- We have seen the newly lined courts being used more than usual for both pickleball and basketball

**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
  - o The Parks and Recreation Director was invited to speak with the Friends of West Chester Parks and Recreation about regarding a donation towards this project’s shortfall.
    - A memo was sent from the FOWCPR to members of council, the Borough Mgr., outlining questions and concerns. Attached.



## Park Usages/Rentals

### August Park Rentals

Start Date ?	End Date	By Date Type	Submit
10/01/2025	10/31/2025	Date of Reservation	
Reservation Overview Report from 10/01/2025 to 10/31/2025			
Facility	Reservations	Hours	
Barclay Park	1	2:00	
<a href="#">Everhart Park</a>	6	15:00	
<a href="#">Green Field Park</a>	8	134:00	
<a href="#">Hoopes Park</a>	5	26:00	
Kathy McBratnie Park	1	2:00	
Marshall Square Park	1	1:30	
	<b>Totals</b>	<b>22</b>	<b>180:30</b>

## Events

- Borough of West Chester Annual Halloween Parade
  - o New day of the week this year as the event was moved from Wednesday night to a Sunday afternoon.
  - o Attendance in general was lighter that in previous years, as can be expected with any change to a traditional event.
    - With more advanced notice we believe the attendance, both in the parade and from spectators, will grow back to normal levels
    - Internally, staff is working on updating the SEA process that will better suite the needs of the applicants and notifications to Committees and Council.



**Camps, classes, and bus trips**

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

October Myrec.com report

**Program Sales Report for 10/01/2025 - 10/31/2025**

Program Name	Res Count	Non-Res Count	Total Count	Res Total	Non-Res Total	Totals
Breakfast With Santa 2025	5	18	23	\$90.00	\$360.00	\$450.00
Halloween Parade 2025	1	18	19	\$5.00	\$85.00	\$90.00
New York Bus Trips!	12	60	72	\$2,268.00	\$7,986.00	\$10,254.00
Pickleball - Universal Rackets & Tyler Stroyek	1	10	11	\$210.00	\$1,134.00	\$1,344.00
Totals	19	106	125	\$2,573.00	\$9,565.00	\$12,138.00

\*NOTE: The Parks and Recreation Dept., along with the IT Department, are looking into other Recreation Software applications that may be better suited for our programing and events participants.

**PROS Plan Steering Committee**

*The Borough's solicitor has been integral during this approval/adoption process.*

**Procedural Requirements for Adoption of Comprehensive Plan**

- Section 302 - Planning Commission must hold one public meeting before forwarding the Comp Plan to the governing body (“public meeting” is defined in MPC and only requires a Sunshine notice- one ad placed at least 24 hours in advance of mtg)
- County PC must get a copy **45** days prior to hearing.
- Contiguous municipalities and School District must receive a copy **45** days prior to Borough Council hearing
- Borough Council must hold one public hearing pursuant to public notice
- Adoption is by Resolution approved by a majority of Borough Council
- Section 306 – within **30** days after adoption, Plan must be to Chester County Planning Commission



10/29/25

Dear Keith Kurowski (Director Parks and Rec) and Sean Metrick (Borough Manager),

Keith, it was great having you join our October meeting—thanks so much for taking the time!

As you know, we're longtime supporters of all the borough's parks and not tied to any single one. That's why your discussion about the Master Plan and the borough's investment in the consulting group really resonated with us. The plan's focus and your grant to improve John O'Green (JOG) Park feels well aligned with our mission, and we're genuinely excited about the possibilities it presents.

We'd love to learn more about the report itself. From what little we've seen, it sounds like the consultants provided solid data and thoughtful guidance—especially regarding spending metrics, accessibility, and park maintenance. We're eager to review their findings and see how we might best contribute.

Like so many residents, we're thrilled by the prospect of upgrades to this wonderful community space. Our hope is to support the effort financially, but we do have a few requests to ensure our contributions are put to the best use:

- 1 Could we please review the report so we can be sure our funding is aligned with key priorities identified by the experts?
- 2 We'd also appreciate confirmation that the council endorses the Master Plan's recommendations.
- 3 Lastly, we need to see that the council is allotting adequate funds for borough-wide park maintenance.

We share your vision of keeping these parks vibrant for the long term. Too often, new facilities are built but not maintained—whether it's playground upkeep, power washing, or regular landscaping—and we'd love to see a clear maintenance plan in place to prevent that.

Our goal is to help make JOG and all our borough's parks true jewels of the community for generations to come.

Thanks again for your leadership and for keeping us in the loop. Looking forward to hearing from you soon.

Warmly,

Alicia Surowiec

President, Friends of West Chester Park and Recreation

Cc: Craig Steiner, MD, Ray Moran, Liane Moccia-Baade, Lola Burkenstock,

Lisa Dorsey, Ward 7 ([ldorsey@west-chester.com](mailto:ldorsey@west-chester.com)), Lisa Kearns  
([lisakearnsWC@icloud.com](mailto:lisakearnsWC@icloud.com))

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## Public Works Committee

**Date:** **October 7, 2025 @ 6:30 PM**

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

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1. Call to Order - meeting was called to order at 7:18 PM
2. Announcements
  - none
3. Comments, suggestions, petitions by residents in attendance regarding items not on the agenda.
  - none
4. Departmental Reports
  - a) Traffic & Engineering Reports
    - Kelly Goff, RVE, stated they held a pre-construction meeting for the Gay Street closure where they discussed the administrative requirements of the contractor. Under the MS4 program they closed the public comment period and are working with staff to review and adjust accordingly. The Price and Darlington Streets study is finished, and Public Works installed the improvements. Mr. Flynn asked if the contractors gave them an ETA for material delivery and Ms. Goff said they are currently working on the submittals. Mr. Flynn asked if they knew which product they would be using and Ms. Goff responded with the sliding bollards that were presented at the public meeting. Mr. Flynn asked if they were still hoping to start this project in early January 2026. Ms. Goff explained that material receipt is the critical path, but as of this time we hope to have the project completed by May 2026. Mr. Flynn asked if the vendor had

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a United States presence if they had issues with the mechanisms  
and Ms. Goff said they have US representatives.

- John Renzo, Pennoni Engineering, stated they hold monthly status meetings with the Borough staff. The Taylor Run Stream Restoration Project is a capital project that is about to get underway in the next couple of weeks. This project is at the corner of Everhart and Hannum behind the new orthodontist office. This is an MS4 project, and the Borough will get PRP credits for sediment reduction in the stream. We have a DEP permit to complete the work, and we also have approval from the Chester County Conservation District. Mr. Flynn asked for confirmation that we are using an out-of-state contractor and Mr. Renzo confirmed we are using Green Team Industries out of Maryland. There is a pre-construction meeting scheduled at the end of this week. Will Williams is attending to represent the borough. We have stabilized construction access, and we have easements from all three of the affected property owners. Mr. Flynn asked where they would be staging their materials. Mr. Renzo stated that it would be discussed at the meeting, but there will not be a lot of material coming into the site. Most of it is going to be material mucked out and hauled away. The largest delivery of material would be the imbricated riprap stone that will be used along the embankment for structural stabilization. Mr. Flynn asked with all of the digging and muck how are we going to keep the roads clean. Mr. Renzo said keeping the streets clean of the sediment is paramount. They will keep their equipment in a stabilized area and if needed they will have a brush truck on site. Mr. Renzo said they would be proactive. Lisa Kearns, W. Biddle Street asked when the residents would be notified. Mr. Williams said the nearby businesses like Luke Oil, Beer Mill, etc. and the neighbors on W Biddle that will be impacted were already sent letters.

## b) Public Works

- Mr. Don Anderson, Interim Director, gave a quick bio of his tenure at the borough. He stated he is ready for the challenge of interim director. Mr. Anderson showed the task report from Cartegraph showing tasks that were implemented and completed. He explained that PW has been working with Nick Fink on Cartegraph and he has been helpful. I will show you this reporting monthly. Mr. Flynn asked if Mr. Anderson was going to show on a flow chart each month, quarter or scheduled maintenance? Mr. Anderson, we plan on showing scheduled maintenance. Mr. Travis stated it was nice to see data from Cartegraph. Mr. Anderson stated the 2025 Paving Project has been completed and he is working with PennDOT to complete the Liquid Fuels paperwork.
- Mr. Flynn stated that quality of life is an important issue in the borough. Approximately 1 ½ years ago we started working on

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revising Chapter 62 relating to trash and dumpsters. The previous Public Works Director spearheaded the revision of Chapter 62 with the assistance of Building and Housing. We have not seen much enforcement or changes in the alleys. Mr. Travis added who is doing the enforcement? Mr. Flynn stated that PW finds the issue and gives it to Building and Housing to enforce. Mr. Travis said we assured the public we would enforce these changes. Mr. Flynn said we need PW to look at the number of totes on properties and evaluate if they need a dumpster. Mr. Anderson stated he would work on this issue. Mr. Travis asked Ms. Reiner if notification went out. \*\*no audio on response\*\* Mr. Flynn stated he will reach out to the apartment owner association to discuss the issue.

- Lisa Kearns, W. Biddle Street asked what we can do at the W. Chestnut and N New Street crosswalk. Mr. Anderson said it is a state road, so he will need to get back to her. A young man named Webster spoke about some concerns on Worthington Street and also Bolmar Street where cars are traveling the wrong way on a one-way street. There is signage clearly stating one-way and do not enter but they aren't deterring motorists. Mr. Flynn stated they need to be ticketed, but he doesn't have a solution on how to stop the motorists from driving the wrong way. Mr. Flynn asked Mr. Anderson if the signs were the correct height. Mr. Anderson said they were the correct height, but he would go and make sure the signs were still there and didn't need refreshing.

#### c) Wastewater

- Sean Mitchell, Wastewater Director, stated that Goose Creek replaced sensor control panels and cording conduit throughout the headworks part of the plant. They found the first stage clarifier shut down because the motor shorted-out. They replaced the motor, conduit, inspected everything and put it back in service. Goose Creek average flow was 928,000 gallons per day. Taylor Run installed a new influent meter conduit for the headworks part of the plant which will aid in flow driven instrumentations throughout the plant. A digester sludge pump was torn apart, rebuilt and inspected before it was put back on-line. The crew installed the knocked over street light from last year's storm. They replaced the corroded wires for three other light poles around the plant. The chlorine analyzer and sample pumps were torn apart, cleaned and inspected. The average flow was 729,000 gallons per day.
- The pump stations had their monthly cleaning and inspections. With regards to the capital projects, both primary sludge pumps have been installed; they are up and running and came in under budget. We are still waiting to hear from the DEP on the sewer planning module. We will be meeting with 250 E. Market Street owners in the next couple of weeks to discuss the DEP and project. The Soft Dig Utility locating contractor finished up ahead of schedule. We ran into two communication banks and Verizon is going to work with us on this project. One of the communication banks is on E. Union and the other is on E. Nields. The bank on E. Page 78 of 98

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Nields is shallow, and it shouldn't be an issue, but it runs the 911 center. Phase One will be out to bid in the beginning of the year, and Phase two will be pushed to 2027 for budgetary purposes. Mr. Flynn asked if they traced the lines and Mr. Mitchell said they had a vacuum truck with air and found the conduits and other utilities. They can now put these on the design, and the construction companies will know exactly where the utilities are located, which we believe will save money. Everyone believes that construction needs to occur in the summer when the university is out of session. Mr. Flynn asked what is the delay with the DEP and if we can work on some of the other aspects of the project since we won't be changing the direction of the pipe. Mr. Mitchell stated he doesn't know why they haven't been responsive.

- The Goose Creek electrical substation is still on track. We received the transformer today and the mid-voltage switch is expected to be delivered in the middle of December. The medium voltage switch is slated for a February 2026 delivery. The bids for installation will go out in the next couple of weeks. We are hoping the current substation holds out until we get the materials in house. Mr. Flynn asked for an update on the Davis Oil property. They are waiting for equipment to be delivered. They are electric pumps so there should be minimal to no noise from the pumps. Everything should be contained in their sheds on the property. As soon as they get all of the permits from PECO, they will get it up and running. Mr. Travis asked if the developer at 250 E Market reached out for updates and Mr. Mitchell said we are in the process of scheduling meetings to move this along.

#### d) Parks and Recreation

- Keith Kurowski, Parks & Recreation Director, said he wanted to thank the Friends of Marshall Square Park for the work on the Civil War Monument Project. It is almost complete, and they have done a great job. The Pros Plan is done, and we have to do several steps to get the plan approved by the VPP, which is the county grant we received to support this project. Our solicitor is waiting to speak with the Chester County Planning Commission. The Pros Plan needs to go through County level adoption before it comes to Council for approval on the borough level. The restaurant festival was a massive event this year. The vendors sent emails thanking us and saying it was a great event. We spent approximately \$33,000 in expenses which include: advertising, port-o-potties, etc. The revenue includes sponsorship vendor fees, etc. was about \$52,000. The man power cost of the event was just under \$14,000, so we are \$5,000 in the black. For the John O'Green splash pad project we didn't get the one grant, but we are looking into alternative funding sources. We are applying for a PECO green region grant which could be \$10,000. We are looking to schedule a meeting with the Friends of West Chester Parks. Mr. Travis said he looks forward to hearing about the on-going improvements. He also stated that he was not aware of the Friends of WC Parks and asked if we could do a fund-raiser for the water park. Mr. Kurowski they are rebuilding

This meeting is being audio recorded for the public record. that friends group. Mr. Flynn asked if the Parks will need three or four employees dedicated to the Parks; Public Works will take the brunt of this labor, so how are we doing the funding. Ms. Reiner stated that there are two conversations going on right now: 1) use Cartegraph to manage or 2) determine if a 3<sup>rd</sup> party is needed. Mr. Flynn stated we need to bring parks back to where they should be, but how are we going to account for these funds. Ms. Lioni, Finance Director, stated that a majority of these expenses will be from the Public Works Department budget. We will not be doing “due to and due from” because both departments are within the general fund. Mr. Flynn stated he wanted to see a line item, so we are planning for this work.

5. Old Business

a) Discuss amendment to Chapter 102 Trees (attachment)

- Will Williams stated this is tabled to 2026. Mr. Travis asked if residents ask about saving heritage trees who do we direct them to, and Mr. Williams said to send him their information and he will respond.

6. Other Business

- none

Adjourn – 8:18 PM

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## Public Works Committee

**Date:** **September 9, 2025 @ 6:30 PM**

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

\*\*\*\*\*

1. Call to Order - meeting was called to order at 7:40 PM
2. Announcements
  - none
3. Comments, suggestions, petitions by residents in attendance regarding items not on the agenda.
  - Tara O'Neill, W. Miner Street, stated she wanted to thank Public Works for painting the lines on Bradford Avenue. She stated she walks her son to Hillsdale School, and they have almost been hit by motorists a few times on Bradford Avenue. So, she is looking for a solution to make it safer. Ms. Vaccaro stated that when she was younger, they weren't permitted to walk to school there. Ms. O'Neill said since the school district offers a bus for students, they don't need to provide a crossing guard and stated she would like a flashing light there. Mr. Flynn stated that while the lines are painted and there are signs and motorists are not stopping, but I don't think we will get any support from the school district because they don't want students walking. Ms. Vaccaro said there are no walking paths and no buy in from the school district. Mr. Travis said this should be discussed at the Public Safety Committee Meeting. Mr. Flynn said it has been on their agenda since January.

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#### 4. Departmental Reports

##### a) Traffic & Engineering Reports

- No Report.

##### b) Public Works

- Mr. Edwards, Public Works Director, stated the focus of his presentation tonight would be the 2026 budget. He stated the level of service that Public Works provides. We appear to be operating at a satisfactory level, so we are only proposing minor changes to how we operate. The budget is two parts: operations and capital. The operation portion is broken down into salaries and other expenses. Salaries make up 2/3 of the operational budget. The staffing will remain the same with 25 union personnel and five management personnel for a total of 30 employees. We had 31 employees a few years ago, but Don Anderson and I absorbed the Fleet Manager's role. The cost increases for salaries are the normal pay increases. For the non-salary part of the operating budget, we are proposing adjustments but nothing worth mentioning.
- The capital budget is an entirely different story. There are numerous high cost items for 2026 including the following: the first phase of the Gay Street closure which a lot will be covered by grants; the design of a new Public Works facility; the repair of the Gay Street brick crosswalk and intersection where the bricks are failing; purchase of a new dump truck; the design of the S. High Street streetscaping project, the library roof replacement; the Goose Creek Flood Study and the assessment of the infrastructure at Borough Hall. For example, we know the air conditioning units are near the end of their useful lives. We also need to have discussions to see who is responsible for the library repairs and capital costs. We do have a capital project to replace a sewer camera that allows us to inspect underground storm and sanitary lines. Obviously, funding is a major concern. Finally, the Liquid Fuels Tax funds what we are proposing is something similar to last year including \$300,000 for road paving. Mr. Flynn said to please keep in mind staffing as we integrate the park evaluations, the parks will need employees to keep the parks clean as well as performing the infrastructure work. We might need to increase staff and increase the budget, especially after this expenditure for the park study. Mr. Edwards stated he was aware that Mr. Metrick wants to add staff for that purpose and what I am proposing is subject to change.
- Mr. Travis asked what would be the overall year over year increase in your capital expenses based on the items you mentioned earlier? Mr. Edwards said it is not easy to answer because for example, the Public Works building will most likely be a bond. Mr. Flynn stated that sooner or later Mr. Metrick needs to have a meeting with the library along with the solicitor because I don't

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think the Borough is responsible for the maintenance. We need to make sure because that \$150,000 for library maintenance can be utilized somewhere else. Mr. Flynn asked if we had an engineer's report and Mr. Metrick explained no, we are revamping that report. However, he did want to discuss capital projects. He stated that there are 31 capital projects. While a majority of the projects are equipment but there are 10 large projects that we need to be reporting in more detail. We will be creating a one-sheeter which will show the project, what is budgeted, who is the project manager, the bid results, tracking of change orders, tracking of vendors and payments. Mr. Travis said he liked the idea and asked if council would receive it each month. Mr. Metrick explained they would receive the sheet monthly. Mr. Flynn asked that Mr. Metrick give a copy to two people in the audience that will most likely be on council next year, Lisa and Jerry. The capital projects are very important since that is where most of the money is spent.

#### c) Wastewater

- Michael Findley, Superintendent of Taylor Run Wastewater plant, stated that Goose Creek is an aerobic plant that discharges into Goose Creek with a hydraulic design capacity of 1.86 mgd. They are currently waiting for its updated NPDES permit from the PADEP. The Taylor Run plant is an anaerobic plant that discharges into Taylor Run which is a tributary of the east branch of the Brandywine Creek with a hydraulic design capacity of 1.8mgd. Taylor Run is in its second year of a 5-year permit. The sewage collection system consists of a gravity collection system with four pumping stations. The New Street, College Avenue and Worthington Street stations discharge to Goose Creek and the Miner Street station discharges to Taylor Run. The department operates on an 8-hour work day, 7 days a week, 365 days a year with a 24-hour monitoring system in place for emergency responses. The department is fully staffed with 17 people, and no additional staff is being requested at this time.
- As for sewer revenue, we have two industrial discharge users: Penn Hospital at Chester County Hospital and Arkema Sartomer is predicted to increase 25% between both users in 2026. The outside hauling revenue from McGovern is predicted to stay at the same level. Grant revenue will be added to the sewer fund revenue stream. The sewer fund is projected to receive \$750,000 for various projects in 2026. Operating expenses will increase because aluminum sulfate is up 24% because Goose Creek is going to start using it for the phosphorus removal with the new permit. Grit removal will be up 255% because they are going to clean out all the digester tanks which were last cleaned 5 years ago. They are going to have to get a high vacuum truck and dispose of the dry grit. The heating oil is purchased the CCIU consortium and will be up 23%. Polymer will be down 60% because Goose Creek sulfate will reduce dry polymer usage. Mr. Travis asked if there is an offset in cost when you switch the treatment from polymer and aluminum sulfate. Mr. Findley explained that aluminum sulfate is more expensive and works better and it reduces polymer usage.

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- Installation of the new electrical equipment for phase three of the electrical substation rebuild at Goose Creek will go out to bid in 4Q25. There is a delivery delay from the manufacturer until February 2026. The sludge to watering system design is in the final stages. We will procure the centrifuges and bids for installation will occur 1Q26 – 2Q26 at the Goose Creek plant. The Maple Alley sanitary sewer upgrade design is almost complete. The Borough is still waiting on the PADEP to approve the connection management plan, so we can then submit a water quality management permit for the project. We are anticipating the grant decision for phase 2 in 1Q26, so we can decide how to bid the project in 2Q26. We are aiming for construction to occur in the summer months of 2026 when the university is on summer break. The Wastewater Department will be purchasing a backup pump for the College Avenue and New Street pump stations along with milling, repairing and repaving at the Taylor Run Plant driveway. We will be asking to reallocate money for three projects to the capital fund for the Goose Creek electrical substation, sludge to watering system and Maple Alley sanitary sewer upgrade. Mr. Flynn said to please make sure that you have the carryover specifically spelled out for Finance, so the funding doesn't go away.

#### d) Parks and Recreation

- Keith Kurowski, Parks & Recreation Director, said the departments job is to bring fun into the Borough. Also to make sure that parks are maintained and safe for everyone to use in conjunction with the Public Works Department. There are two-line items for park maintenance – one for public works and the other for parks and recreation. We want to combine and move all of the maintenance to public works. Mr. Kurowski spoke about existing events and bringing back events like Super Sunday in May. The final Pros Plan has been distributed to the steering committee for final review. This plan will be adopted by the Borough and the County. We need to submit to the Chester County Planning Commission for the ACT 247 review with the referral form along with the MPC and final VPP review. Once the County agrees that the plan and grant money allotted are okay and it comes back to the Borough to be adopted by resolution. Mr. Kurowski stated he doesn't know how long the process is at the County level, but I hope to have it back for the November Council meeting. The Pros Plan came up with six really good ideas of what they feel the Borough needs to work on the most in the parks. Some of the ideas overlap and some things we are already doing. The plan tells us what processes and procedures need to be put in place to do these items more effectively. These six ideas will be our directives for capital programming.
- The gist is to continue and to expand the programs, provide safe and affordable programming for all, provide safe and well-maintained facilities, and provide a means to get to and from the facilities. Everything going forward will relate to the highlighted principles. The need to maintain what we have and look to the

This meeting is being audio recorded for the public record. future. The Borough is densely populated, and we need to look at other areas of acquisition for potential parks and recreation or open space needs, or we can lose out. The Davis Oil property comes to mind to be a park. I don't know what or how to go about it, but it is part of our capital projects. Mr. Travis asked can we invoke eminent domain to take over the property? Mr. Kurowski said they are looking into acquisition. As for capital projects, we did not receive one of the grants we were hoping to get for the John O'Green splash park. The contractor that is desired for the project is booked through the Fall, so he is looking to carry the funds into 2026. Everything going forward for capital projects we are doing our best to apply for grants. Some of the capital projects we don't have numbers for yet, because we need the feasibility plans completed first. We need to figure out ways to get around the Borough to the parks without a car. There is an idea in the Pros Plan called the Turks Head Trail. Ironically enough there is an outside entity already looking at this that I am going to start up conversations to see how we can move forward to start connecting two or three of the parks as a start.

- Mr. Travis asked if we were still going to proceed with the splash pad at John O'Green Park. Mr. Kurowski said they currently have \$85,000 budgeted, but the contractor is fully booked. It is projected to be completed by Memorial Day 2026. Mr. Travis asked what are the upgrades to the northside? Mr. Kurowski stated they are working with Pennoni Engineering and with Little Tykes for the equipment. We met with the neighborhood, and a plan is in place. We've applied for grants via that plan, and the total project will cost \$305,000. The grant is an 85% split with the Borough responsible for 15%. We are hoping to receive the full \$250,000 grant. Mr. Flynn stated that Super Sunday was mentioned and wanted to add that to the radar as an additional Special Event on a Sunday in 2026. Ms. Vaccaro and Mr. Travis questioned the location and event hours and if we charged for parking. Mr. Kurowski said we haven't held one in 6 years, so he wasn't sure. Mr. Flynn stated that Mr. Edwards mentioned one person for the Parks, but looking at your presentation, it looks like a lot of work to make the parks more user friendly. Please keep an open mind that it looks like a lot of work to keep up with for just one person. Mr. Kurowski stated he and Mr. Metrick will be looking at park maintenance whether internal or outsourcing.
- Mr. Flynn asked about the bathrooms at the parks and if the locks were still electronic. Mr. Kurowski stated that Marshall Square, Hoopes, and Everhart are digital locks, and Greenfield is a keyed lock. Mr. Flynn asked if they were being cleaned because he has received complaints that they smell. Mr. Kurowski stated that Public Works cleans them daily, even including weekends. Mr. Flynn asked about installing restrooms at John O'Green Park. Mr. Kurowski explained they have looked into options and because they would need to go below 24 inches, they would need to get the PADEP involved. Mr. Travis said he would like to see the entire site at John O'Green remediated. Mr. Flynn stated the water feature

This meeting is being audio recorded for the public record. melts the glue from the substrate of the splash pad. Mr. Kurowski stated the new splash pad will not be a poured in place rubberized material. It will be brushed concrete, and this material is used around the country, and it is easier to maintain and clean. He stated he will gladly share the concepts that were submitted with the grant applications. Mr. Flynn asked Mr. Kurowski to put on the October agenda to discuss concepts for John O'Green Park. Mayor DeBaptiste asked who is the contractor and she was told Buzzburger and Associates. The mayor stated she has met with the residents as well and would like to see the plans.

## 5. Old Business

### a) Approve August 2025 meeting minutes

- Approve 2 – 0

### b) Discuss the progress of the new Public Works Building

- Mr. Metrick stated that he reached out to West Whiteland Township because they just finished a new Public Works facility. Mr. Metrick stated that he and Ms. Lioni met with a financial advisor to discuss borrowing strategies for funding and we also spoke with our engineers to discuss grant funding opportunities. They received a grant fund RACP, which is a state program. They built a \$14 million facility on ground they owned, but it is not located near their administrative building. They sold a building and land for \$5 million to put towards the new facility. The project took 6 years to complete. We met with a bond council and discussed options. Mr. Metrick explained PennVest financing for wastewater projects. They need to plan now because the process can take over 18 months. The permit process also involves the PADEP. Mr. Metrick explained our current annual debt is \$780,000 and there is no debt relief coming. Mr. Travis asked if we have any assets worth selling. Metrick stated we could check feasibility and zoning for Snyder Avenue.

### e) Discuss the project planning, design, construction process – Public Works Rain Garden

- Mr. Flynn stated we have discussed this in depth, and the gardens are working as designed. The planning process was fine until we got to the end where the parking lot was not fine. We have agreed to pay the change order bill. Moving forward, Mr. Metrick has put a process in place to alleviate our angst. Mr. Travis and Ms. Vaccaro were both happy with the solution put forward.

This meeting is being audio recorded for the public record.

4. New Business

a) Discuss amendment to Chapter 102 Trees (attachment)

- Mr. Flynn stated he met with Chip Horn, the Borough Manager and Kristen Camp to go over the changes to the tree program. Mr. Horn felt some of the wording didn't make sense. WE added the B borough arborist can condemn a tree for emergency removal. They also clarified the borough is responsible for planting and pruning street trees. They also want to require that the tree permit be on site while working on the tree. The definition of heritage tree has changed. We removed the Stream Protection Fee credit for having a heritage tree on your property. If there is a heritage tree on your property you cannot remove it unless you plant more trees on your property or contribute a fee in lieu of to plant more street trees. Mr. Travis asked what constitutes a heritage tree and Mr. Horn said a diameter of 24 inches. Mr. Travis asked what keeps people from keeping the dead tree in their yard, so they don't incur removal costs. Mr. Travis recommended tabling this issue. Discussions ensued about private property and overreach. All agreed to table.

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

- Donald Anderson explained that this agreement is for roads that are in both the Borough of West Chester and West Goshen Township because the roadways butt up against both municipalities" Bolmar Street, Goshen Road and Rosedale Avenue. The agreement clarifies who is responsible for maintaining.

- Approve 2 – 0

c) Motion to approve the sale of decommissioned police vehicles.

- Approve 2 – 0

6. Other Business

- none

Adjourn – 9:00 PM

**POLICY FOR ALLOCATION OF SEWER CAPACITY AND CONNECTION TO  
THE GOOSE CREEK RESTRICTED COLLECTION AREA**

- A. **Establishment of Policy.** The Borough of West Chester (the “Borough”) shall allocate available capacity in the Goose Creek Restricted Collection System in accordance with the policy set forth herein. This policy shall be administered by the Borough Wastewater Director with assistance from the Borough Engineer.
- B. **Adherence to the Borough of West Chester Connection Management Plan.** The Borough shall adhere to the Borough of West Chester Connection Management Plan (the “CMP”) and Corrective Action Plan (the “CAP”) as approved by the Pennsylvania Department of Environmental Protection (“PADEP”). The Borough shall not permit more than 20 equivalent dwelling units (“EDUs”) of connections (the “Permitted EDUs”) to the Restricted Collection System until the Phase 1 improvements and upgrades which are described in detail in the CAP have been completed and DEP issues written notice to the Borough that it may permit additional connections to the Restricted Collection System. For purposes of this policy one (1) EDU equals Two Hundred Thirty-Nine (239) gallons per day of wastewater.

C. **Allocation and Connection of Permitted EDUs.** The Borough shall allocate and reserve the Permitted EDUs as follows:

- 1) Capacity reservation is authorized only for parcels which have filed with the Borough as of the effective date of the Council Resolution adopting this Policy, a building permit application, sketch plan submission, or a preliminary subdivision and land development application (the "Pending Application"). The parcels which have a Pending Application are herein referred to as "Eligible Parcels."
- 2) The total capacity reservation available cumulatively for all Eligible Parcels is twenty (20) EDUs.
- 3) An owner of an Eligible Parcel may request reservation of up to 3 EDUs by written request to the Borough sent by certified mail, return receipt requested, to Sean Mitchell, Wastewater Director, Borough of West Chester, 401 E. Gay Street, West Chester, PA 19380.
- 4) The number of EDUs requested shall be limited by the development proposed in the Pending Application, but in no event more than 3 EDUs. By way of example, if the Pending Application is for one (1) single-family dwelling, the number of EDUs which may be reserved shall be limited to one (1).

- 5) The reservation request shall be made only by the owner of the Eligible Parcel and shall include the name of the owner of the Eligible Parcel, the postal address and UPI Number of the Eligible Parcel, the number of EDUs requested, and a certified check for payment of the applicable tapping fees for all of the requested EDUs. Tapping fees shall be calculated and paid in accordance with Section 89-1.1.G of the Borough Code as may be amended from time to time. Incomplete applications will not be accepted and will be returned to the owner.
- 6) Complete requests for reservation of capacity in accordance with the Policy shall be processed in the order received by the Borough Wastewater Director based on the time and date of receipt of the certified mail request. Capacity will be reserved for complete applications on the date of receipt (the "Reservation Date").
- 7) The reservation of capacity shall be effective for a period of one (1) year from the Reservation Date. In order to extend the reservation beyond one (1) year from the Reservation Date, the owner of the Eligible Parcel must begin paying sewer rental rates for each EDU reserved in accordance with and in the amount required by Section 89-11.B of the Borough Code as may be amended from time to time. Failure to timely pay the required sewer rental rates will result in an automatic

cancellation of the reservation. In the event of cancellation of the reservation for nonpayment, the Owner shall not be entitled to a refund of the tapping fee or any sewer rental payments paid for the reserved capacity.

- 8) An owner of reserved capacity may relinquish some or all of the reserved capacity by written request to the Borough sent by certified mail, return receipt requested, to Sean Mitchell, Wastewater Director, Borough of West Chester, 401 E. Gay Street, West Chester, PA 19380. In the event of voluntary relinquishment, the amount of the tapping fee paid for the reservation of each EDU relinquished shall be refunded by the Borough to the Owner. Any sewer rental payments paid for the reserved capacity shall not be refunded by the Borough to the Owner.
- 9) The reserved capacity shall be reserved for the Eligible Parcel only and shall not be sold, conveyed, or transferred by the Owner to any individual or entity.

**RESOLUTION NO. \_\_\_\_\_**

**BOROUGH OF WEST CHESTER**

**CHESTER COUNTY, PENNSYLVANIA**

**A RESOLUTION OF THE BOROUGH COUNCIL OF THE BOROUGH OF WEST CHESTER ESTABLISHING A POLICY FOR THE ALLOCATION OF SANITARY SEWER CAPACITY TO USERS WHO DESIRE TO CONNECT TO A PORTION OF THE GOOSE CREEK COLLECTION SYSTEM**

**WHEREAS**, the Borough of West Chester owns and operates a sanitary sewer collection, conveyance, and treatment system (the “Sanitary Sewer System”); and

**WHEREAS**, the Sanitary Sewer System consists of various sewer collection lines, pump stations, and sewer facilities, including those that collect and convey sewage to the Goose Creek Sewer Treatment Plant (the “Goose Creek Collection System”) and Taylor Run Sewer Treatment Plant (the “Taylor Run Collection System”); and

**WHEREAS**, a portion of the Goose Creek Collection System along Franklin Street, Union Street, Fasnaught Alley, Magnolia Street, Maple Alley, and Lacey Street has been identified as having existing and future capacity limitations that also restrict upstream capacity (the “Restricted Collection Area”); and

**WHEREAS**, Pennoni, the Borough Engineer, has prepared a Corrective Action Plan (“CAP”) to remedy the capacity limitations in the Restricted Collection Area, which was approved by the Pennsylvania Department of Environmental Protection (“PADEP”) on October 14, 2025; and

**WHEREAS**, the CAP proposes three phases of construction, including Phase 1 which will consist of pipe upgrades that will provide additional collection capacity in the Restricted Collection Area; and

**WHEREAS**, PADEP provided Act 537 Sewage Facilities Planning Approval for Phase 1 of the CAP on October 14, 2025. Phases 2 and 3 of the CAP will require additional Sewage Facilities Planning prior to their implementation; and

**WHEREAS**, Pennoni also prepared a Connection Management Plan to manage future connections to the Restricted Collection Area, which was approved by PADEP on October 14, 2025, until the improvements proposed in the CAP are completed and placed into service; and

**WHEREAS**, until the Phase 1 improvements are completed, the Borough may connect a maximum of 20 equivalent dwelling units (“EDUs”) to the Restricted Collection Area; and

**WHEREAS**, Borough Council desires to establish a policy for the reservation and connection of the permitted 20 EDUs.

**NOW THEREFORE**, be it **RESOLVED AND ADOPTED** by the Borough Council of the Borough of West Chester as follows:

**SECTION 1. Adoption of Sewer Capacity and Connection Policy.** The Policy for Allocation of Sewer Capacity and Connection to the Goose Creek Restricted Collection Area, which is attached hereto and incorporated herein, is hereby adopted.

**SECTION 2. Severability.** The provisions of this Resolution are severable, and if any article, section, subsection, clause, sentence or part thereof shall be held or declared illegal, invalid or unconstitutional by any court of competent jurisdiction, the decision shall not affect or impair any of the remaining articles, sections, subsections, clauses, sentences or parts of this Resolution. It is hereby declared to be the intent of the Borough Council that this Resolution would have been adopted if such illegal, invalid, or unconstitutional article, section, subsection, clause, sentence, or part thereof had not been included herein.

**SECTION 3. Repealer.** All Resolutions heretofore adopted by the Borough Council which are inconsistent herewith are hereby repealed to the extent of any such inconsistency.

**SECTION 4. Effective Date.** This Resolution and the Policy adopted hereby shall take effect immediately upon adoption.

**RESOLVED AND ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2025.

ATTEST:

**COUNCIL FOR THE BOROUGH OF  
OF WEST CHESTER**

\_\_\_\_\_  
Sean Metrick, Secretary

By: \_\_\_\_\_  
Patrick McCoy, President

By: \_\_\_\_\_  
Nicole Scimone, Vice President

By: \_\_\_\_\_  
Bernie Flynn, Member

By: \_\_\_\_\_  
Lisa Dorsey, Member

By: \_\_\_\_\_  
Brian McGinnis, Member

By: \_\_\_\_\_  
Sheila Vaccaro, Member

By: \_\_\_\_\_  
Bryan Travis, Member

# CATEGORIZATION OF EVENTS

## Special Events Borough of West Chester

<b>Standard CBD Parade</b> Ex. Halloween Parade	<b>5k/walk</b> Ex. Brian's Run	<b>CBD Marketplace/Festival</b> Ex. Restaurant Festival, Christkindl Market	<b>Single Block Closure</b> Ex. Block party, standalone sidewalk event	<b>Public Park Event</b> Ex. Turk's Head Festival, movie nights	<b>Other/Miscellaneous</b> Ex. Christmas Parade, Lafayette's Walk
<b>Description:</b> Short-term, multiple-block closure with specified pre-determined route.	<b>Description:</b> Temporary moving event with short-term, temporary block closures.	<b>Description:</b> A large event with multiple vendors that takes place within the footprint of the Central Business District.	<b>Description:</b> A small, temporary event no larger than one or 2 blocks.	<b>Description:</b> Events that take place within a Borough-owned park's footprint.	<b>Description:</b> Miscellaneous events that do not follow a pre-determined route.
<b>Location:</b> On provided map. Market St.: New St to Matlack St. Matlack St.: Market St. to Gay St. Gay St.: Matlack St. to Darlington St. Darlington St.: Gay St. to Market St.	<b>Location:</b> On provided map. Market St.: S. Brandywine to S Church S. Church St.: Market St. to Sharpless St. Sharpless St.: S. Church St. to S. Brandywine St. S. Brandywine St.: Sharpless St. to W. Market St.	<b>Location:</b> On provided map. Gay Street: Matlack St. to Darlington St. Church Street: Market St. to Chestnut St. Walnut St: Market St to Prescott Alley High St: Market to Chestnut St.	<b>Location:</b> TBD on provided map	<b>Location:</b> In specific Borough Park on provided map.	<b>Location:</b> TBD and approved.
<b>Child Permits Required:</b> Posting Request (Parking) Dumpster (optional)	<b>Child Permits Required:</b> TBD	<b>Child Permits Required:</b> Posting Request (Parking) Dumpster (optional)	<b>Child Permits Required:</b> TBD	<b>Child Permits Required:</b> TBD	<b>Child Permits Required:</b> TBD
<b>Payment :</b> <ul style="list-style-type: none"> <li>Possible Garage Fee Revenue Sharing (Approval Required)</li> <li>50% deposit due at time of approval</li> <li>Final invoice will be generated for remainder of charges immediately after event.</li> </ul>	<b>Payment:</b> <ul style="list-style-type: none"> <li>Full payment due at time of approval</li> </ul>	<b>Payment:</b> <ul style="list-style-type: none"> <li>Possible Garage Fee Revenue Sharing (Approval Required)</li> <li>50% deposit due at time of approval</li> <li>Final invoice will be generated for remainder of charges immediately after event.</li> </ul>	<b>Payment:</b> <ul style="list-style-type: none"> <li>Full payment due at time of approval</li> </ul>	<b>Payment:</b> <ul style="list-style-type: none"> <li>Full payment due at time of approval.</li> </ul>	<b>Payment:</b> <ul style="list-style-type: none"> <li>Possible Garage Fee Revenue Sharing (Approval Required)</li> <li>50% deposit due at time of approval</li> <li>Final invoice will be generated for remainder of charges immediately after event.</li> </ul>

# REVIEW GROUPS

## Special Events Borough of West Chester

**Standard CBD Parade**  
Ex. Halloween Parade

**5k/walk**  
Ex. Brian's Run

**CBD Marketplace/Festival**  
Ex. Restaurant Festival, Christkindl Market

**Single Block Closure**  
Ex. Block party, standalone sidewalk event

**Public Park Event**  
Ex. Turk's Head Festival, movie nights

**Other/Miscellaneous**  
Ex. Christmas Parade, Lafayette's Walk

**Review Groups:**  
Parks & Recreation  
Police  
Public Works  
Parking  
Fire  
EMS  
Council  
PennDOT

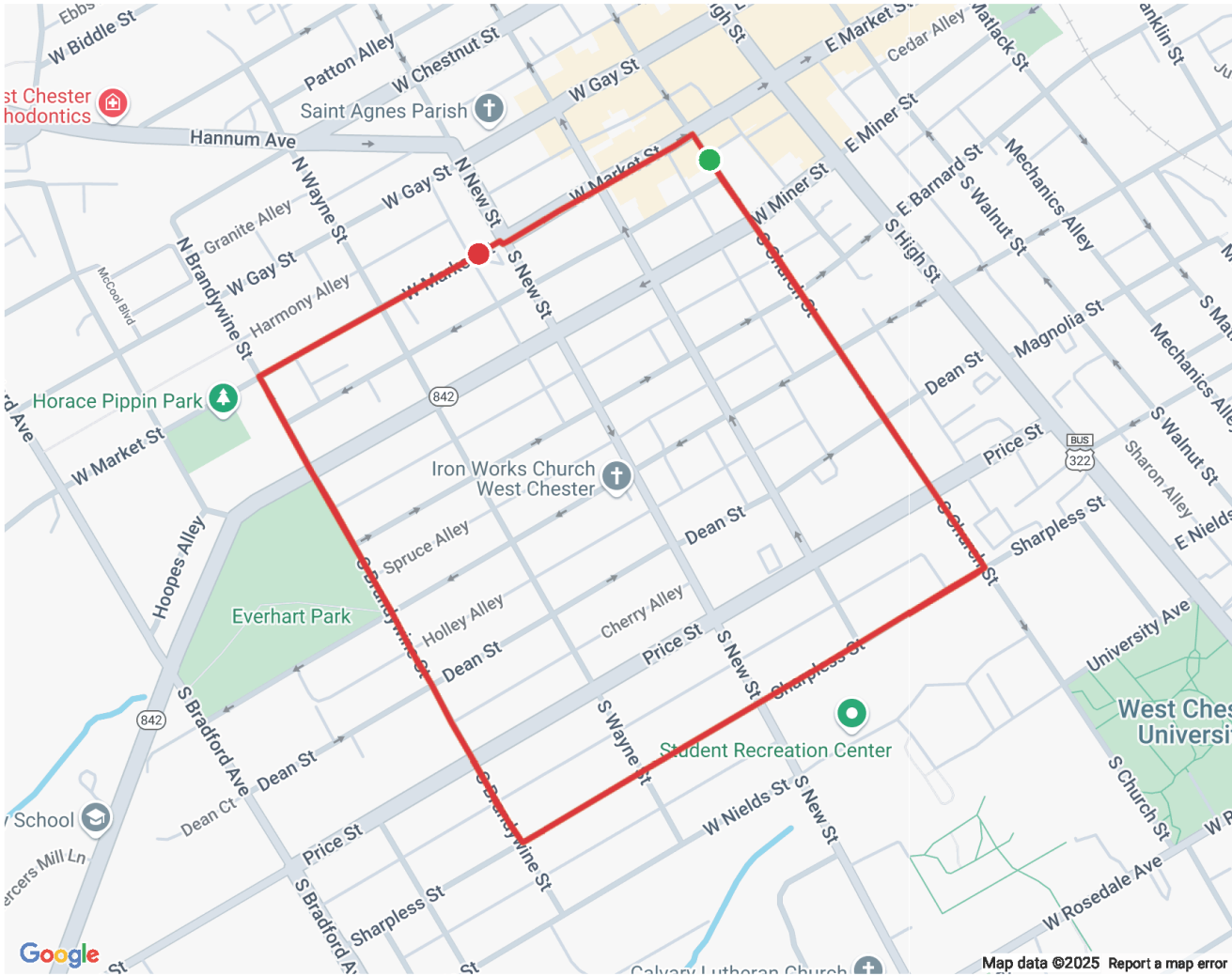
**Review Groups:**  
Parks & Recreation  
Police  
Public Works  
Parking  
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EMS  
PennDOT  
Council

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Public Works  
Parking  
Fire  
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Council

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Parks & Recreation  
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Public Works  
Parking  
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EMS  
Council

**Review Groups:**  
Parks & Recreation  
Police  
Public Works  
Parking  
Fire  
EMS  
Council

**Review Groups:**  
\* If a new event, this will require an initial approval from Council before a full internal review. Will determine payment decision at this time.



Sample Race Map



Sample Park Map (Turk's Head)

# Review Timeline

