



Borough Council Meeting Work Session
November 18, 2025 @ 6:30 PM
This meeting is recorded for public record.

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

Mayor: Lillian L. DeBaptiste

Borough Manager: Sean Metrick

Borough Council Meeting:

- I. Call to Order
- II. Pledge of Allegiance
- III. Announcements
 - A. Announce the vacancies on the Boards/Commissions/Committees:
 1. Historical Commission
 2. Human Relations Commission
 3. Planning Commission
 4. Public Arts Commission
 5. Recreation Commission
 6. Reestablish Rail Service to West Chester
 7. Tree Commission
 8. West Chester Community Campus Committee
 9. West Chester Library Board
 10. Zoning Hearing Board - Alternate

A detailed description of the West Chester Borough Boards/Commissions/Committees can be found in Chapter 3, *Administrative Code*: <https://ecode360.com/6467697#6467697> - Article VIII, *Boards and Commissions*

- B. Public Hearings Announcement:

- i. Public meeting being held on November 19, 2025 at 6:30pm in Borough Hall amending Zoning Code 112-602.P regarding parking areas for three or more cars.
- ii. Public meeting being held on November 19, 2025 at 6:30pm in Borough Hall amending Zoning Code 112-202 to add definitions of “alley” and “unified residential development”; section 112-304, titled permitted uses, to add unified residential development as permitted principal use by right in the TC district; to amend footnote 1 in section 112-304.A; and add a new section 112-916 to add standards for unified residential development.
- iii. Public meeting being held on November 19, 2025 at 6:30pm in Borough Hall amending Zoning Code amending section 112-309.B to revise the dimensional requirements in the TC district.

C. 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.

D. Public Hearing on November 19, 2025 at 6:30 PM to adopt the 2026 Borough of West Chester Budget

IV. Comments

Comments, suggestions, petitions by residents, taxpayers and visitors in attendance regarding items that are not on the agenda. Please be advised there is a 5-minute time limit which is at the discretion of the Council President and/or Chair.

V. Reports/Presentations

A. Quarterly Report: Railroad Restoration, Jason Levinn, Chairperson (attachment)

B. Annual West Chester Library Report - Maggie Stanton, Director (attachment)

VI. Old Business

A. Motion to approve the five-year legal agreement between the West Chester Business Improvement Authority and the Borough of West Chester (attachment)

B. Motion to approve the October 14 and 15, 2025 Borough Council Meeting Minutes

VII. New Business

A. Administration, Communication & Technology

1) Motion to create America 250 Committee to help plan Borough events for the 2026 semi quinentennial (attachment)

Issue: Create a committee to assist with events

Committee Recommendation: 3-0

2) Motion to approve the policy for presentation requests from organizations or individuals (attachment)

Issue: Create a policy to establish rules for outside groups/individuals who wish to make a presentation to Borough Council

Committee Recommendation: 3-0

- 3) Discussion of Sunshine Act and Meeting attendance
Committee Recommendation: 3-0 for further discussion

B. Parking Committee

- 1) Motion to approve budget Wayfinding Phase 2 sign types – 2026 Capital project. (attachment)
Issue: Choose Option
Committee Recommendation: 3-0 to chose Option 1

C. Public Works Committee

- 1) Motion to approve resolution for sewer connection and capacity policy Goose Creek Wastewater Treatment – restricted flow area (attachment)
Issue: Review and approve Resolution
Committee Recommendation: 3-0
- 2) Discuss the street sweeper schedule for leaf collection
- 3) Discuss timeline for the Gay Street Closure

D. Finance & Revenue Committee

- 1) Motion to schedule a Public Hearing on December 17, 2025 to adopt the 2026 Tax Ordinance; and, a Motion to schedule a Public Hearing to adopt the 2026 sewer tax rates
Committee Recommendation: 3-0
- 2) Motion to approve purchasing requests (attachment):
 1. Butts Tickets for \$24,000
 2. Portnoff for \$10,366.16
 3. Univar Solutions for \$13,500.00
 4. Usalco for \$15,280.00
 5. Munibilling for \$19,020.00

Issue: Review and recommend the approval of qualifying purchase orders

Committee Recommendation: 3-0

- 3) Motion to approve a Resolution for application to the DCED Local Share Account grant program, for Phase II of the Gay Street Closure Project (attachment)
Issue: Review and approve Resolution for Phase II of the Gay Street Closure Project
Committee Recommendation: 3-0
- 4) Motion to approve purchase order for DP Brown - \$19,976.88 (attachment)
Issue: Purchase Block Barrings - Taylor Run
No Committee Recommendation

E. Public Safety

- 1) Motion to approve Special Event Permit – Stanley's Dream – 5K Race; January 1, 2026 (Attachment)
Issue: Review Special Event Application
Committee Recommendation: 3-0

F. Smart Growth

- 1) Motion to direct the Solicitor to prepare an amendment to Chapter 112-702 - Sign Regulations; and, schedule a Public Hearing on February 18, 2026. (attachment)
Issue: Discuss amendment to allow HARB to substitute appropriate materials
Committee Recommendation: 3-0

- 2) Discuss directing the Solicitor to attend Zoning Hearing Board (attachment)
304 W. Lafayette St-Seeking relief from 112-602.L. parking requirement
Committee Recommendation 3-0 for no Solicitor attendance

- 3) Motion to approve HARB applications (attachment)
Issue: Consider a Motion to approve the September HARB Certificate of Appropriateness

- i. 2025-32: 34 S. High St-Sign
- ii. 2025-33: 123 N. Church St-Exterior renovation

Committee Recommendation: 3-0

G. Motion to reappoint the following Boards/Committee/Commissions Members:

Brian Fogue	BID
Michael Reese	BID
Michael Galey	BID
Adam Wetzel	BID
Malena Martinez	BID
Scott Zukin	BID
Thomas Dougherty	HARB
Tom Clark	HARB
Carol Quigley	HARB
Christopher Lang	HISTORIC COMMISSION
Catherine Quillman	HISTORIC COMMISSION
Kordula Segler-Stahl	HISTORIC COMMISSION
Joe Ovelman	HUMAN RELATIONS
Christian Dubbs	HUMAN RELATIONS
Lance Nelson	LIBRARY
Deborah Enea	LIBRARY
Kelly Dungee	LIBRARY
Amelia Rayburn	LIBRARY
Ray Moran	PARKS
Joyce Neilan	PARKS

Allen Burke	PLANNING COMMISSION
Eric Wilcomes	PENSION COMMITTEE
Jo Ann Durako	PUBLIC ARTS
Leigh Green	PUBLIC ARTS
Sahara Widmayer	PUBLIC ARTS
Craig Blizzard	RAIL RESTORATION
Megan Fork	SUSTAINABILITY
Connie McEvoy	SUSTAINABILITY
Chris Knepp	SUSTAINABILITY
Sarah Mason Rogers	SUSTAINABILITY
Brandon Emig	TRANSPORTATION ADVISORY
Jeff Beitel	TREE
Dale Frens	TREE
Anne M. Carroll	ZONING HEARING

H. Motion to change the time of the December 16, 2025 Borough Council Meeting to 6:00 PM

Issue: Accommodate interviews for the Boards/Committees/Commissions

VIII. Other Business

IX. Adjournment

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

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