



Borough Council Meeting Voting Session
November 19, 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. Public Hearings

A. AN ORDINANCE OF THE BOROUGH OF WEST CHESTER, CHESTER COUNTY, PENNSYLVANIA, AMENDING THE CODE OF THE BOROUGH OF WEST CHESTER, CHAPTER 112 TITLED “ZONING” TO AMEND SECTION 112-602.P REGARDING PARKING AREAS FOR THREE OR MORE VEHICLES.

AN ORDINANCE OF THE BOROUGH OF WEST CHESTER, CHESTER COUNTY, PENNSYLVANIA, AMENDING CHAPTER 112 OF THE CODE OF THE BOROUGH OF WEST CHESTER, TITLED, “ZONING”, SPECIFICALLY SECTION 112- 202, TITLED DEFINITIONS, TO ADD DEFINITIONS OF “ALLEY” AND “UNIFIED RESIDENTIAL DEVELOPMENT; SECTION 112-304, TITLED PERMITTED USES, TO ADD UNIFIED RESIDENTIAL DEVELOPMENT AS A PERMITTED PRINCIPAL USE BY RIGHT IN THE TC TOWN CENTER DISTRICT; TO AMEND FOOTNOTE 1 IN SECTION 112-304.A; AND TO ADD A NEW SECTION 112-916 TO ADD STANDARDS FOR UNIFIED RESIDENTIAL DEVELOPMENT.

AN ORDINANCE OF THE BOROUGH OF WEST CHESTER, CHESTER COUNTY, PENNSYLVANIA, AMENDING CHAPTER 112 OF THE CODE OF THE BOROUGH OF WEST CHESTER, TITLED, “ZONING”, SPECIFICALLY TO AMEND SECTION 112-309.B TO REVISE THE DIMENSIONAL REQUIREMENTS IN THE TC TOWN CENTER DISTRICT.

B. ADOPTION OF THE BOROUGH OF WEST CHESTER 2026 BUDGET

II. Call to Order

III. Pledge of Allegiance

IV. 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. 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.

C. Announce the purpose of the November 19, 2025 Executive Session

V. 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.

VI. Comments by the Borough Council and the Mayor

VII. Reports/Presentations

VIII. New Business

IX. Old Business - Discussion

- A. Motion to approve lifting on-street, lots and garage parking fees for Black Friday/Small Business Saturday

X. Old Business - Consent

- 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

- C. Motion to create America 250 Committee to help plan Borough events for the 2026 semi quincennial (attachment)
Issue: Create a committee to assist with events
- D. Motion to approve resolution for sewer connection and capacity policy Goose Creek Wastewater Treatment – restricted flow area (attachment)
Issue: Review and approve Resolution
- E. 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
- F. 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
- G. 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
- H. Motion to approve purchase order for DP Brown - \$19,976.88 (attachment)
Issue: Purchase Block Barrings - Taylor Run
- I. Motion to approve Special Event Permit – Stanley's Dream – 5K Race; January 1, 2026 (Attachment)
Issue: Review Special Event Application
- J. 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
- K. Motion for no Solicitor attendance at the Zoning Hearing Board (attachment)
304 W. Lafayette St-Seeking relief from 112-602.L. parking requirement
- L. 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

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

Brian Forgue	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

N. 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

XI. Other Business

XII. 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.

NOTICE IS GIVEN that on **November 19, 2025 at 6:30 p.m.**, prevailing time, Council for the Borough of West Chester, Chester County, Pennsylvania, will hold a public hearing as part of the regularly scheduled public meeting at the Borough of West Chester's municipal building located at 401 East Gay Street, West Chester, Pennsylvania, to consider the adoption of, and if approved, Borough Council will adopt the following ordinances with the following titles and summaries:

AN ORDINANCE OF THE BOROUGH OF WEST CHESTER, CHESTER COUNTY, PENNSYLVANIA, AMENDING THE CODE OF THE BOROUGH OF WEST CHESTER, CHAPTER 112 TITLED "ZONING" TO AMEND SECTION 112-602.P REGARDING PARKING AREAS FOR THREE OR MORE VEHICLES.

AN ORDINANCE OF THE BOROUGH OF WEST CHESTER, CHESTER COUNTY, PENNSYLVANIA, AMENDING CHAPTER 112 OF THE CODE OF THE BOROUGH OF WEST CHESTER, TITLED, "ZONING", SPECIFICALLY SECTION 112- 202, TITLED DEFINITIONS, TO ADD DEFINITIONS OF "ALLEY" AND "UNIFIED RESIDENTIAL DEVELOPMENT"; SECTION 112-304, TITLED PERMITTED USES, TO ADD UNIFIED RESIDENTIAL DEVELOPMENT AS A PERMITTED PRINCIPAL USE BY RIGHT IN THE TC TOWN CENTER DISTRICT; TO AMEND FOOTNOTE 1 IN SECTION 112-304.A; AND TO ADD A NEW SECTION 112-916 TO ADD STANDARDS FOR UNIFIED RESIDENTIAL DEVELOPMENT.

AN ORDINANCE OF THE BOROUGH OF WEST CHESTER, CHESTER COUNTY, PENNSYLVANIA, AMENDING CHAPTER 112 OF THE CODE OF THE BOROUGH OF WEST CHESTER, TITLED, "ZONING", SPECIFICALLY TO AMEND SECTION 112-309.B TO REVISE THE DIMENSIONAL REQUIREMENTS IN THE TC TOWN CENTER DISTRICT.

The full text of the Ordinances are available on the Borough's website www.west-chester.com. In addition, a certified copy of the proposed Ordinances are on file at the offices of the *Daily Local News* by calling (215) 648-1066 and the Chester County Law Library, Chester County Justice Center, Suite 2400, 201 West Market Street, West Chester, Pennsylvania 19380.

Those individuals with disabilities and ADA accommodations for effective participation in the meeting should call 610-692-7574 at least two days prior to the meeting. All attempts will be made for reasonable accommodations.

Kristin S. Camp, Esquire
Borough Solicitor

PLEASE ADVERTISE ON NOVEMBER 4, 2025 AND NOVEMBER 11, 2025

BOROUGH OF WEST CHESTER
CHESTER COUNTY, PENNSYLVANIA

ORDINANCE NO.

AN ORDINANCE OF THE BOROUGH OF WEST CHESTER, CHESTER COUNTY, PENNSYLVANIA, AMENDING CHAPTER 112 OF THE CODE OF THE BOROUGH OF WEST CHESTER, TITLED, "ZONING", SPECIFICALLY SECTION 112-202, TITLED DEFINITIONS, TO ADD DEFINITIONS OF "ALLEY" AND "UNIFIED RESIDENTIAL DEVELOPMENT; SECTION 112-304, TITLED PERMITTED USES, TO ADD UNIFIED RESIDENTIAL DEVELOPMENT AS A PERMITTED PRINCIPAL USE BY RIGHT IN THE TC TOWN CENTER DISTRICT; TO AMEND FOOTNOTE 1 IN SECTION 112-304.A; AND TO ADD A NEW SECTION 112-916 TO ADD STANDARDS FOR UNIFIED RESIDENTIAL DEVELOPMENT.

BE IT ENACTED AND ORDAINED, and it is hereby enacted by authority of the Council of the Borough of West Chester that the Code of the Borough of West Chester, specifically, Chapter 112, titled, "Zoning", is hereby amended as follows:

SECTION 1. Section 112-202, titled, "Definitions" is amended to add the following new definitions:

ALLEY – Land over which there is a right-of-way, municipally or privately owned, ordinarily serving as a secondary means of access to two or more lots. "Alleys" in the Borough are typically located to the rear of a building, occasionally on the side of a building, and rarely in the front of a building.

UNIFIED RESIDENTIAL DEVELOPMENT – A residential land development consisting of only single-family semidetached, single-family attached, two-family detached, two-family semidetached, two-family attached, quadrplex, and/or triplex dwelling units which utilizes common architectural and design principles and shares common pedestrian and vehicular access and parking.

SECTION 2. The Table set forth in Section 112-304.A, titled "Principal Uses", is amended to add "Unified Residential Development" as a principal use by right in the TC Town Center District.

SECTION 3. Footnote [1] of Section 112-304.A is amended as follows:

[1] Residential uses are not permitted on first floor in the TC District except in a Unified Residential Development.

SECTION 4. A new Section 112-916 titled “Standards for Unified Residential Development” is added as follows:

§ 112-916. **Standards for Unified Residential Development.**

- A. The following standards shall apply to a Unified Residential Development which is a use permitted by right in the TC Town Center District. The standards of this Section 112-916 shall supersede conflicting or different standards set forth in this Chapter 112 applicable in the TC District.
- B. Area and bulk regulations. The following area and bulk regulations shall apply to a Unified Residential Development.
 - (1) Maximum gross tract area: three (3) acres.
 - (2) Tract location: tract must be adjacent to a lot or tract located in the NC-2, NC-3 or CS Zoning Districts; provided, however, the tract must not be located in or adjacent to a lot or tract located in the Retail Overlay District as defined in Section 112-405.
 - (3) Maximum density: 40 dwelling units per acre
 - (4) Minimum tract width at the street line of at least one street: 100 feet.
 - (5) Building setback line/front yard - minimum - zero (0) feet; maximum five (5) feet
 - (6) Side yard - minimum - five (5) feet.
 - (7) Rear yard - minimum - five (5) feet.
 - (8) Distance between exterior walls of buildings - minimum – fifteen (15) feet.
 - (9) Maximum tract building coverage: 90%.
 - (10) Maximum tract impervious coverage: 95%.
 - (11) Minimum tract green area: 5%.
 - (12) Maximum building height: 45 feet.
 - (13) Uncovered stoops and steps may project a maximum of four (4) feet into the right- of way of a dedicated street. Provided, however, in no case shall the width of the sidewalk be less than four (4) feet to maintain an accessible route for pedestrians.
- C. Design standards for a Unified Residential Development.
 - (1) Unified Residential Development shall comply with all of the requirements and design standards of Section 112-916. Applicants seeking land development approval for a Unified Residential Development shall provide conceptual architectural plans and sufficient documentation to demonstrate compliance with

all of the said requirements and design standards. The plans and documentation shall be submitted with the preliminary land development application.

- (a) The front façade of all dwelling units shall face and abut a dedicated street, a private green area, or private common open space.
- (b) Garages and parking spaces shall face alleys or private driveways located in the rear of dwelling units.
- (c) Alleys and private driveways serving more than one dwelling unit shall have a minimum of twelve (12) feet in cartway width. A minimum right-of-way width is not required for alleys constructed as part of the Unified Residential Development, and such alleys shall not be dedicated to the Borough and shall be maintained by an association of the owners of the dwelling units.
- (d) Dwelling units shall be a minimum of fifteen (15) feet and a maximum of twenty-four (24) feet from side wall to side wall.
- (e) The Design Guidelines for the West Chester Historic District, July 2002, as amended from time to time, shall be used for the design elements of the buildings, structures and the overall development, including but not limited to massing, scale, proportion, rhythm, building materials, roofs, windows, and streetscapes. Existing Borough 18th and 19th century residential buildings of a scale similar to the proposed new buildings shall be used as architectural models for the proposed new buildings in the Unified Residential Development. To the extent the Design Guidelines may be inconsistent with or contrary to the requirements of this Section 112-916, the requirements of Section 112-916 shall prevail. The preliminary land development application shall include plans, conceptual building elevations, diagrams, photographs, and other documentation to demonstrate compliance with the Design Guidelines. The preliminary plan and forgoing documentation shall be sent by the Borough to the Borough Historic Architect for review and comment and a determination of compliance with the Design Guidelines and the standards of Section 112-916.
- (f) The following specific design and material specifications shall apply:
 - [1] Vinyl or aluminum siding and fabricated plastic building components shall not be used.
 - [2] The use of window shutters is preferred. If shutters are used, each shutter must be half the width of the window opening.
 - [3] Existing brick sidewalks along streets and alleys shall be preserved to the greatest extent feasible. Repairs to and reconstruction of existing sidewalks and the construction of new sidewalks shall utilize salvaged or new red clay brick pavers. Concrete pavers shall not be utilized.

- (2) All preliminary land development plans shall be accompanied by a landscaping plan which shall be approved by Council as part of the land development decision.
- (3) Parking shall be provided as follows: two off-street parking spaces shall be provided for each dwelling unit, at least one of which shall be located inside a garage and one of which may be located directly adjacent to the dwelling unit that the space serves. Parking spaces for the same dwelling unit may be stacked behind garages or other parking spaces.

SECTION 5. Severability. The provisions of this Ordinance 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 thereof of this Ordinance. It is hereby declared to be the intent of the Borough Council that this Ordinance would have been enacted if such illegal, invalid, or unconstitutional article, section, subsection, clause, sentence, or part thereof had not been included herein.

SECTION 6. Repealer. All ordinances or parts of ordinances inconsistent herewith are hereby repealed to the extent of any such inconsistency.

SECTION 7. Effective Date. This Ordinance shall become effective upon enactment as by law provided.

ENACTED AND ORDAINED THIS _____ DAY OF _____, 2025.

ATTEST:

**COUNCIL FOR THE BOROUGH
OF WEST CHESTER**

Sean Metrick, Secretary

By: _____
Patrick McCoy, President

APPROVED THIS _____ DAY OF _____, 2025.

Lillian L. DeBaptiste, Mayor

BOROUGH OF WEST CHESTER
CHESTER COUNTY, PENNSYLVANIA

ORDINANCE NO. _____

AN ORDINANCE OF THE BOROUGH OF WEST CHESTER, CHESTER COUNTY, PENNSYLVANIA, AMENDING CHAPTER 112 OF THE CODE OF THE BOROUGH OF WEST CHESTER, TITLED, "ZONING", SPECIFICALLY TO AMEND SECTION 112-309.B TO REVISE THE DIMENSIONAL REQUIREMENTS IN THE TC TOWN CENTER DISTRICT.

BE IT ENACTED AND ORDAINED, and it is hereby enacted by authority of the Council of the Borough of West Chester that the Code of the Borough of West Chester, specifically, Chapter 112, titled, "Zoning", is hereby amended as follows:

SECTION 1. Section 112-309, titled, "TC Town Center District", subsection "B" shall be deleted, and the following shall be added:

B. Dimensional requirements.

Lot area, minimum	2,500 square feet
Lot width, minimum	20 feet
Building setback line/front yard, minimum	0 feet *
Side yard, minimum	0 feet
Rear yard, minimum	5 feet
Height, maximum	45 feet**
Impervious coverage, maximum	95%
Building coverage, maximum	90%

*The building setback line/front yard, minimum for buildings, structures, or parts thereof with a building height over 45 feet permitted in the HO-60 or HO-75 Height Option Overlay Districts shall be 10 feet.

**Except as may be permitted in the HO-60 or HO-75 Height Option Overlay Districts.

SECTION 2. Severability. The provisions of this Ordinance 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 thereof of this Ordinance. It is hereby declared to be the intent of the Borough Council that this Ordinance would have been enacted if such illegal, invalid, or unconstitutional article, section, subsection, clause, sentence, or part thereof had not been included herein.

SECTION 3. Repealer. All ordinances or parts of ordinances inconsistent herewith are hereby repealed to the extent of any such inconsistency.

SECTION 4. Effective Date. This Ordinance shall become effective upon enactment as by law provided.

ENACTED AND ORDAINED THIS _____ DAY OF _____, 2025.

ATTEST:

**COUNCIL FOR THE BOROUGH
OF WEST CHESTER**

Sean Metrick, Secretary

By: _____
Patrick McCoy, President

APPROVED THIS _____ DAY OF _____, 2025.

Lillian L. DeBaptiste, Mayor

ORDINANCE NO. ____ - 2025

BOROUGH OF WEST CHESTER

CHESTER COUNTY, PENNSYLVANIA

AN ORDINANCE OF THE BOROUGH OF WEST CHESTER, CHESTER COUNTY, PENNSYLVANIA, AMENDING THE CODE OF THE BOROUGH OF WEST CHESTER, CHAPTER 112 TITLED "ZONING" TO AMEND SECTION 112-602.P REGARDING PARKING AREAS FOR THREE OR MORE VEHICLES.

BE IT ENACTED AND ORDAINED and it is hereby enacted by authority of the Council of the Borough of West Chester as follows:

SECTION 1. Chapter 112 of the Code of the Borough of West Chester, titled "Zoning", Section 112-602.P shall be amended as follows:

"§112-602.P. In addition to the requirements set forth under § 112-602O, the following shall apply whenever an off-street parking area has a required capacity for three or more motor vehicles:

- (1) Any such parking area shall be screened and landscaped in accordance with this chapter.
- (2) Any such parking area shall be physically separated from any street by a raised-concrete or other approved curb, except where entrance or exit drives cross street lines. In the case where the parking area abuts an alley, the Zoning Officer may waive the requirement for a curb upon recommendation from the Borough Public Works Director or Fire Department that due to the width of the alley a curb may create a potential hazard or damage to pedestrians or vehicles."

SECTION 2. SEVERABILITY. If any sentence, clause, section or part of this Ordinance is for any reason found to be unconstitutional, illegal or invalid, such unconstitutionality, illegality or invalidity shall not affect or impair any of the remaining provisions, sentences, clauses, sections or parts hereof. It is hereby declared as the intent of Council of the Borough of West Chester that this Ordinance would have been adopted had such unconstitutional, illegal or invalid sentence, clause, section or part thereof not been included therein.

SECTION 3. REPEALER. All Ordinances or parts of Ordinances conflicting with any provision of this Ordinance are hereby repealed insofar as the same affects this Ordinance.

SECTION 4. EFFECTIVE DATE. This Ordinance shall become effective upon enactment as provided by law.

ENACTED AND ORDAINED THIS _____ DAY OF _____, 2025.

ATTEST:

**COUNCIL FOR THE BOROUGH
OF WEST CHESTER**

Sean Metrick, Secretary

By: _____
Patrick McCoy, President

APPROVED THIS _____ DAY OF _____, 2025.

Lillian L. DeBaptiste, Mayor



Borough of West Chester
401 East Gay St West Chester PA 19382
www.west-chester.com

Borough Council

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

Mayor

Lillian L. DeBaptiste

Borough Manager

Sean Metrick

November 7, 2025

To: Borough Council and Mayor
From: Sean Metrick, Borough Manager
Re: Changes to 2026 preliminary budget
Cc: Barbara Lioni, Director of Finance
Ramsey Reiner, Assistant Borough Manager

Staff has been working on directions from Council to revise the preliminary budget summarized in an email to Council from the Borough Manager dated October 16, 2025. We have included a summary of all changes to the preliminary budget on page 2 of a document posted as an attachment to the November 12, 2025 Finance committee agenda.

Summary of Changes

- Addition of funding requested by GFAC not previously included in the budget.
- The proposed new rental license fee will be \$66 per unit – a 50% increase of the previous year's fees. We are confident that with careful time accounting in our payroll system we can successfully defend legal challenges. We think this is a conservative fee that is in line with what other municipalities charge for similar services, although that is not a sufficient reason to raise the fee. Legal counsel has been thoroughly involved.
- Delay and/or phasing of capital projects in Recreation, Police, and Public Works.
- Careful review of how we are accounting for garage-related income and expenses in the Parking fund. Eliminated garage expense line item and will book net revenue as reported by Colonial. Increase garage maintenance to account for processing fees creating overage in 2025 budget. Decreased capital outlay in Parking to make up difference. No change to transfer to GF.
- Additional year one accounting software expense in operating that we expect to pay sometime in late October 2026, assuming a 9-month implementation of software. We previously thought

we would be charged monthly but their proposal bills for one year at time implantation is complete. Software expense will decrease in 2027 with the removal of two instances of Munibilling and Abila.

- A written request to WCU has been drafted asking for reimbursement of percentage basis of prior 12 months EMS calls to locations within the Borough on WCU property. The GFAC contract can be revised to reflect a reduction in cost for any revenue acquired in this way from nontaxable entities. This does not affect the budget for 2026 but will help with downward pressure in future years.

Impact on Tax and Sewer Rates

- The budget as presented maintains the current millage rate of 8.09. The second year of no change to the tax rate- having last been raised in the 2024 budget. Council will likely need to raise the tax rate for the 2027 budget.
- The wastewater budget includes a proposed 3% rate increase to fund future capital projects for compliance with the discharge permit renewal of Goose Creek WWTP.

Options for Council to Consider

- Establish a dedicated EMS tax of 0.386 mills to fund GFAC operations, increase the debt tax rate millage to reflect actual principal and interest payments, and reduce the general millage rate so that the total property tax rate remains 8.09.
- Increase the Library tax rate from 0.15 to 0.22 to create additional \$50,000 in revenue that would be banked for future capital maintenance and repair, subject to approval of Borough Council. The existing 0.15 tax revenue generates approximately \$115,000 in revenue included in the budget as a direct payment to the WCPL, which they use to fund operations. Adding .07 to the millage rate would increase the overall millage rate to 8.16 which is 0.8% increase (less than 1%).

Cash Reserves and Taxes

The Borough has done a good job of raising revenue and controlling expenses over the last four years, leading to positive experience in yearend budget v actuals (profit and loss). Council now has the flexibility to allocate cash reserves to expenses that it didn't in years past. In my opinion, Council should use cash reserves to plug one-time operating gaps, fund capital projects where bids come in higher than expected, take advantage of positive windfalls, and weather unexpected financial crises. The EMS and Library expense burdens do not fit these categories and should be addressed through recurring taxes which create reliable revenue for the future.

Future Councils should be discussing how to best employ cash reserves going forward to mitigate tax increases and fully fund the Borough's capital program. The Public Works facilities looms large in the Borough's immediate future as well as a significant amount of non-grant eligible capital needs. Politically speaking I think it will be increasingly difficult to justify tax increases while the Borough maintains robust and growing reserves.



Borough of West Chester 2026 Preliminary Budget Adopted 10/15/2025

Summary of Changes Made since 10/15/2025 Adoption of Preliminary Budget:

Department	G/L		Revenue	Expense
GF-Admin	01-30115-90	Real Estate Tax Revenue	12,688	
GF-Admin	01-40045-90	Good Fellowship Ambulance		130,705
GF-Admin	01-40745-90	Software Expense		45,935
GF-Admin	01-40649-90	Human Resource Expense		6,501
GF-Police	01-49210-90	Transfer to Capital		(35,000)
GF-Police	01-42010-40	Uniform Expense		15,000
GF-Housing	01-36136-50	Rental Reinspection Revenue	(123,500)	
GF-Housing	01-36245-50	Licenses/Permits- Rental	(37,000)	
GF-Public Works	01-45630-80	Library Maintenance Expense		15,000
GF-Public Works	01-43720-80	Equipment Repair Expense		15,000
GF-Public Works	01-45430-80	Park Maintenance		(2,953)
GF-Public Works	01-49210-80	Transfer to Capital		(330,000)
GF-Recreation	01-49210-07	Transfer to Capital		(8,000)
		Total	<u>(147,812)</u>	<u>(147,812)</u>
WasteWater	08-29600-08	Fund Balance	26,284	
WasteWater	08-48700-08	Insurance Expense-Medical		1,034
WasteWater	08-48330-08	NU Defined Contb Expense		1,250
WasteWater	08-45728-08	Alum Sulfate Expense		24,000
		Total	<u>26,284</u>	<u>26,284</u>
Parking	09-36323-09	Parking Garage Revenue	(600,000)	
Parking	09-44545-09	Parking Garage Maint. Expense		85,000
Parking	09-44549-09	Parking Garage Mgmt Expense		(600,000)
Parking	09-43013-09	Capital Expense		(85,000)
		Total	<u>(600,000)</u>	<u>(600,000)</u>
Capital	10-29600-10	Fund Balance-Hoopes Park		(27,000)
Capital	10-35410-10	Trf from GF		(373,000)
Capital	10-43013-10	Capital Expense-Police	(35,000)	
Capital	10-43013-10	Capital Expense-Rec	(35,000)	
Capital	10-43013-10	Capital Expense- PW	(330,000)	
		Total	<u>(400,000)</u>	<u>(400,000)</u>
Liquid Fuels	15-36735-15	Liquid Fuels Revenue	(15,844)	
Liquid Fuels	15-49515	Road Paving Project		(15,844)
		Total	<u>(15,844)</u>	<u>(15,844)</u>
		Total	<u>(1,137,372)</u>	<u>(1,137,372)</u>

SUMMARY BY FUND:

FUND	Department	REVENUES	EXPENSES	VARIANCE
General	Administration	20,059,129	4,364,607	15,694,522
General	Police	2,402,703	12,083,612	(9,680,909)
General	Housing	911,000	1,003,530	(92,530)
General	IT	-	616,498	(616,498)
General	Public Works	261,000	5,299,423	(5,038,423)
General	Recreation	181,000	447,161	(266,161)
		<u>23,814,832</u>	<u>23,814,832</u>	<u>0</u>
Fire	Fire	<u>1,411,727</u>	<u>1,411,727</u>	<u>-</u>
Sewer	Waste Water	<u>8,911,974</u>	<u>8,911,974</u>	<u>(0)</u>
Parking	Parking	<u>5,794,600</u>	<u>5,794,600</u>	<u>(0)</u>
Capital	Capital	<u>2,732,414</u>	<u>2,732,414</u>	<u>-</u>
Liquid Fuels	Liquid Fuels	<u>413,506</u>	<u>413,506</u>	<u>-</u>
Stream Protection	Stream Protection	<u>1,517,105</u>	<u>1,517,105</u>	<u>-</u>
Total		<u><u>44,596,158</u></u>	<u><u>44,596,158</u></u>	<u><u>(0)</u></u>

Adminstration

OPERATING REVENUE

FUND	G/L CODE	DEPT	Account Name	2025 Projected Actuals	2026 Budget	Proj vs. Budget Variance	2025 Budget	YoY Budget Variance	YoY Budget Inc/Dec
01	30110	90	Real Estate Tax Revenue-CY Levy	6,065,098	6,229,440	164,342	6,180,098	49,342	1%
01	30120	90	Real Estate Tax Revenue-PY Levy	105,000	110,000	5,000	110,000	-	0%
01	31020	90	Earned Income Tax	6,600,000	6,706,325	106,325	6,510,996	195,329	3%
01	31010	90	Real Estate Transfer Tax	650,000	630,000	(20,000)	530,000	100,000	19%
01	31050	90	Local Services Tax	700,000	700,000	-	700,000	-	0%
01	31030	90	Business Privilege Tax	150,000	140,000	(10,000)	144,000	(4,000)	-3%
01	34100	90	Interest Income	180,000	145,000	(35,000)	100,000	45,000	45%
01	36561	90	Library/BID Medical Ins. Reimbursement	105,153	100,487	(4,666)	105,153	(4,666)	-4%
01	36562	90	PHMIC Refund	145,704	275,000	129,296	200,000	75,000	38%
01	35505	90	Gen Mun Pension-State Aid	1,133,172	1,191,169	57,997	995,170	195,999	20%
01	38902	90	Misc Revenue	18,900	20,000	1,100	18,900	1,100	6%
01	35600	90	Payment in Lieu of Taxes	14,000	14,000	-	14,000	-	0%
01	36165	90	Certification Fees	65,484	67,000	1,516	45,000	22,000	49%
01	32180	90	Cell Tower/Cable Franchise Revenue	252,000	250,000	(2,000)	245,000	5,000	2%
01	38030	90	Ucomp Reimbursement	5,075	3,000	(2,075)	3,300	(300)	-9%
TOTAL OPERATING REVENUE				16,189,586	16,581,421	391,835	15,901,617	679,804	4%

TRANSFERS IN

FUND	G/L CODE	DEPT	Account Name	2025 Projected Actuals	2026 Budget	Proj vs. Budget Variance	2025 Budget	YoY Budget Variance	YoY Budget Inc/Dec
01	39208	90	Trf from Sewer Fund	600,000	600,000	-	600,000	-	0%
01	39209	90	Trf from Parking Fund	2,132,100	2,217,384	85,284	2,132,100	85,284	4%
01	39218	90	Trf from Capital Operating Fund	189,078	143,646	(45,432)	189,078	(45,432)	-24%
01	39216	90	Trf from Stream Protection Fund	242,632	262,815	20,183	242,632	20,183	8%
01	39217	90	Trf from OPEB	64,931	192,755	127,824	64,931	127,824	197%
01	39205	90	Trf from Fire Fund	59,328	61,108	1,780	59,328	1,780	3%
TOTAL TRANSFERS IN				3,288,069	3,477,708	189,639	3,288,069	189,639	6%

TOTAL REVENUE

TOTAL REVENUE				19,477,655	20,059,129	581,474	19,189,686	869,443	5%
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EXPENSE

SALARY EXPENSE

FUND	G/L CODE	DEPT	Account Name	2025 Projected Actuals	2026 Budget	Proj vs. Budget Variance	2025 Budget	YoY Budget Variance	YoY Budget Inc/Dec
01	40005	90	Salary Expense- Mayor/Council	33,000	33,000	-	33,000	-	0%
01	40612	90	Salary Expense- Administration	420,704	458,030	37,326	430,774	27,256	6%
01	40212	90	Salary Expense- Finance	245,283	271,986	26,703	267,699	4,287	2%
01	40110	90	Salary Expense- Borough Manager	157,715	176,391	18,676	169,223	7,168	4%
01	48400	90	WC Insurance Expense	19,191	9,151	(10,040)	19,191	(10,040)	-52%
01	48330	90	NU Defined Contribution Expense	25,141	33,249	8,108	31,990	1,259	4%

Administration

01	48700	90	Insurance Expense- Medical	250,461	358,445	107,984	350,037	8,408	2%
01	48110	90	FICA Expense	53,473	71,865	18,392	68,903	2,962	4%
TOTAL SALARY EXPENSE				1,204,968	1,412,116	207,149	1,370,817	41,299	3%

OPERATING EXPENSES

FUND	G/L CODE	DEPT	Account Name	2025	2026	Proj vs. Budget	2025	YoY Budget	YoY Budget
				Projected	Actuals	Budget	Variance	Budget	Variance
01	40621	90	Office Supplies Expense	5,919	6,000	81	10,000	(4,000)	-40%
01	40124	90	Postage and Printing Expense	20,266	23,500	3,234	25,000	(1,500)	-6%
01	40649	90	Human Resource Dept. Expense	29,476	22,500	(6,976)	41,900	(19,400)	-46%
01	40124	90	Lease Expense	12,171	5,130	(7,041)	8,139	(3,009)	-37%
01	48660	90	Fidelity Bond Expense-Mgr/Treas	1,619	1,700	81	1,800	(100)	-6%
01	40133	90	Admin Expense	22,307	4,000	(18,307)	2,500	1,500	60%
01	40550	90	Codification Expense	11,236	12,000	764	10,000	2,000	20%
01	40639	90	Bank Fees	36,603	16,050	(20,553)	15,000	1,050	7%
01	40345	90	Collection Fees-Berkheimer	8,112	13,000	4,888	13,000	-	0%
01	40349	90	Qualifying Volunteer Tax Credit Expense	12,000	12,000	-	12,000	-	0%
01	40431	90	Legal Fees	91,437	124,000	32,563	130,000	(6,000)	-5%
01	40449	90	Legal Fees- Employment	100,000	60,000	(40,000)	30,000	30,000	100%
01	40931	90	Utilities Expense	51,661	50,000	(1,661)	30,603	19,397	63%
01	40936	90	Fire Hydrants Expense	81,046	83,000	1,954	90,000	(7,000)	-8%
01	40685	90	Stenographer Expense	425	1,200	775	1,000	200	20%
01	40634	90	Advertising Expense	8,157	8,000	(157)	5,500	2,500	45%
01	43031	90	Fuel Expense	432	-	(432)	1,000	(1,000)	-100%
01	40745	90	Software Expense	123,343	132,132	8,789	105,684	26,448	25%
01	40245	90	Payroll Processing Expense	66,666	68,000	1,334	62,400	5,600	9%
01	40150	90	Boards and Commissions Expense	5,000	10,000	5,000	10,000	-	0%
01	40049	90	Library Allocation	110,000	110,000	-	110,000	-	0%
01	40231	90	Audit Expense	60,000	60,000	-	50,000	10,000	20%
01	40686	90	Off Site Storage Expense	2,529	4,100	1,571	4,000	100	3%
01	40646	90	Training Expense	15,000	30,320	15,320	789	29,531	3743%
01	40654	90	Tuition Reimbursement Expense	1,800	3,600	1,800	3,600	-	0%
01	47121	90	Principal -2014 Energy	47,000	49,000	2,000	48,000	1,000	2%
01	47122	90	Principal -2016 Building	250,000	260,000	10,000	250,000	10,000	4%
01	47123	90	Principal -2016 Stream Protection	55,000	60,000	5,000	55,000	5,000	9%
01	47124	90	Principal -2016 Fire Truck	120,000	125,000	5,000	120,000	5,000	4%
01	47222	90	Interest Expense- 2016 Building	141,936	131,936	(10,000)	141,936	(10,000)	-7%
01	47223	90	Interest Expense- 2016 Fire Truck	121,826	57,026	(64,800)	121,826	(64,800)	-53%
01	47220	90	Interest Expense- 2014 Energy	47,250	42,885	(4,365)	47,250	(4,365)	-9%
01	47225	90	Interest Expense- 2016 Stream Protection	55,983	53,783	(2,201)	55,983	(2,201)	-4%
01	48610	90	Liab/Cas/Auto Insurance Expense	41,428	55,000	13,572	41,428	13,572	33%
01	40045	90	Good Fellowship Ambulance Co Alloc	167,510	298,215	130,705	167,510	130,705	78%
TOTAL OPERATING EXPENSES				1,925,138	1,993,077	67,939	1,822,848	170,229	9%

Adminstration
TRANSFERS OUT

FUND	G/L CODE	DEPT	Account Name	2025	2026	Proj vs. Budget	2025	YoY Budget	YoY Budget
				Projected Actuals	Budget	Variance	Budget	Variance	Inc/Dec
01	49265	90	Trf to NonUniform Pension Fund	297,543	232,321	(65,222)	297,543	(65,222)	-22%
01	49210	90	Trf to Capital	-	115,000	115,000	-	115,000	#DIV/0!
01	49205	90	Trf to Fire Fund	541,708	559,987	18,279	541,708	18,279	3%
01	49216	90	Trf to Stream Protection	60,695	52,105	(8,590)	60,695	(8,590)	-14%
TOTAL TRANSFERS OUT				899,946	959,413	59,467	899,946	59,467	7%
TOTAL EXPENSE				4,030,052	4,364,607	334,556	4,093,611	270,996	7%

POLICE DEPARTMENT

OPERATING REVENUE

FUND	G/L CODE	DEPT	Account Name	2025	2026	Proj vs. Budget	2025	YoY Budget	YoY Budget
				Projected	Actuals	Budget	Variance	Budget	Variance
01	33112	40	Ordinance Violations	239,584	280,000	40,416	310,000	(30,000)	-9.7%
01	36213	40	Alarm Revenue	29,370	30,000	630	18,335	11,665	63.6%
01	35810	40	EBT Police Protection Contract	1,828,454	1,911,053	82,599	1,828,454	82,599	4.5%
01	36210	40	Police Services O/T Reimb	155,922	155,920	(2)	120,000	35,920	29.9%
01	38002	40	Restitution Payments	16,676	16,670	(6)	20,000	(3,330)	-16.7%
01	36211	40	Police Records	9,059	9,060	1	6,700	2,360	35.2%
TOTAL OPERATING REVENUE				2,279,065	2,402,703	123,638	2,303,489	99,214	4%

EXPENSE

SALARY EXPENSE

FUND	G/L CODE	DEPT	Account Name	2025	2026	Proj vs. Budget	2025	YoY Budget	YoY Budget
				Projected	Actuals	Budget	Variance	Budget	Variance
01	41010	40	Salary Expenses- LTS	559,788	561,699	1,911	535,369	26,330	5%
01	41012	40	Salary Expenses- Police Officers	4,801,365	5,451,894	650,529	4,947,276	504,618	10%
01	41014	40	Salary Expense- Dispatch/Pol. Admin	714,180	881,232	167,052	819,320	61,912	8%
01	41015	40	Salary Expense- Police Chief	195,870	195,619	(251)	187,076	8,543	5%
01	41018	40	Salary Expense- OT	445,606	372,500	(73,106)	350,000	22,500	6%
01	48400	40	WC Insurance Expense	408,360	374,177	(34,183)	408,360	(34,183)	-8%
01	48700	40	Insurance Expense- Medical	1,511,817	1,551,378	39,561	1,585,378	(34,000)	-2%
01	48330	40	NU Defined Contribution Expense	9,929	13,663	3,734	12,152	1,511	12%
01	48110	40	FICA Expense	141,673	162,849	21,176	149,964	12,885	9%
TOTAL SALARY EXPENSE				8,788,588	9,565,011	776,423	8,994,895	570,116	6%

OPERATING EXPENSES

Fund	G/L Code	Dept	Account Name	2025	2026	Proj vs. Budget	2025	YoY Budget	YoY Budget
				Projected	Actuals	Budget	Variance	Budget	Variance
01	40121	40	Office Supplies Expense	4,048	5,000	952	10,700	(5,700)	-53%
01	40122	40	Postage and Printing Expense	4,558	6,062	1,504	6,420	(358)	-6%
01	40133	40	Admin Expense	1,158	3,000	1,842	5,350	(2,350)	-44%
01	40280	40	Civil Service	18,049	20,000	1,951	25,000	(5,000)	-20%
01	40931	40	Utilities Expense	59,941	56,776	(3,165)	61,175	(4,399)	-7%
01	41023	40	Small Equipment Expense	24,868	23,000	(1,868)	23,190	(190)	-1%
01	40124	40	Lease Expense	142,741	159,500	16,759	108,480	51,020	47%
01	41031	40	Contract Expenses	46,408	116,453	70,045	105,866	10,587	10%
01	41032	40	Cell Block Expense	870	2,000	1,130	6,000	(4,000)	-67%

POLICE DEPARTMENT

01	41033	40	False Arrest Insurance Expense	15,054	27,625	12,571	25,579	2,046	8%
01	42010	40	Uniform Expense	32,762	65,000	32,238	75,000	(10,000)	-13%
01	43031	40	Fuel Expense	54,077	58,000	3,923	60,000	(2,000)	-3%
01	43822	40	Software Expense	28,125	20,500	(7,625)	19,260	1,240	6%
01	45300	40	Donations Expense	-	500	500	500	-	0%
01	45655	40	Armory Expense	35,242	33,700	(1,542)	32,100	1,600	5%
01	45712	40	Informant Fees	5,000	5,000	-	5,000	-	0%
01	45756	40	Medical Services Expense	11,059	11,770	711	10,700	1,070	10%
01	45760	40	Off Site Storage Expense	784	-	(784)	1,605	(1,605)	-100%
01	45762	40	Mayor's Expense	3,407	5,000	1,593	6,955	(1,955)	-28%
01	45772	40	Unit Expenses	94,247	92,250	(1,997)	85,150	7,100	8%
01	45774	40	Training Expense	59,856	70,000	10,144	64,200	5,800	9%
01	45800	40	SPCA Expense	13,831	15,000	1,169	20,000	(5,000)	-25%
01	45810	40	Translation Expense	2,065	2,500	435	3,210	(710)	-22%
01	48620	40	Liab/Cas/Auto Insurance Expense	96,935	95,064	(1,871)	96,935	(1,871)	-2%
TOTAL OPERATING EXPENSES				755,085	893,699	138,614	858,375	35,324	4%

TRANSFERS OUT

Fund	G/L Code	Dept	Account Name	2025 Projected Actuals	2026 Budget	Proj vs. Budget Variance	2025 Budget	YoY Budget Variance	YoY Budget Inc/Dec
01	49210	40	Trf to Capital	77,081	115,000	37,919	77,081	37,919	49%
01	49260	40	Trf to Pension-Police Pens MMO	1,362,661	1,424,902	62,241	1,362,661	62,241	5%
01	49217	40	Trf to OPEB	85,000	85,000	-	85,000	-	0%
TOTAL TRANSFERS OUT				1,524,742	1,624,902	100,160	1,524,742	100,160	7%
TOTAL EXPENSES				11,068,415	12,083,612	1,015,197	11,378,012	705,600	6%

HOUSING DEPARTMENT

OPERATING REVENUE

FUND	G/L CODE	DEPT	Account Name	2025	2026	Proj vs. Budget	2025	YoY Budget	YoY Budget
				Projected Actuals	Budget	Variance	Budget	Variance	Inc/Dec
01	33112	50	Ordinance Violations	103,396	70,000	(33,396)	20,000	50,000	250%
01	36242	50	Licenses/Permits-Electrical	57,789	30,000	(27,789)	40,000	(10,000)	-25%
01	36241	50	Licenses/Permits-Building	315,537	300,000	(15,537)	600,000	(300,000)	-50%
01	32176	50	Licenses/Permits-Mechanical	-	60,000	60,000	35,000	25,000	71%
01	36243	50	Licenses/Permits- Plumbing	36,480	20,000	(16,480)	50,000	(30,000)	-60%
01	36134	50	Zoning Hearing Board Review Fees	34,613	40,000	5,387	10,000	30,000	300%
01	36135	50	Zoning Site Inspections	-	3,000	3,000	-	3,000	#DIV/0!
01	32178	50	Land Development Reimb.	3,040	-	(3,040)	2,000	(2,000)	-100%
01	36245	50	Licenses/Permits- Rental	299,547	388,000	88,453	258,280	129,720	50%
TOTAL OPERATING REVENUE				850,402	911,000	60,598	1,015,280	(104,280)	-10%

SALARY EXPENSE

FUND	G/L CODE	DEPT	Account Name	2025	2026	Proj vs. Budget	2025	YoY Budget	YoY Budget
				Projected Actuals	Budget	Variance	Budget	Variance	Inc/Dec
01	40612	50	Salary Expense- Housing	332,158	517,024	184,866	512,560	4,464	1%
01	40618	50	Salary Expense- O/T	1,690	1,500	(190)	1,500	-	0%
01	48400	50	WC Insurance Expense	6,728	5,484	(1,244)	6,728	(1,244)	-18%
01	48700	50	Insurance Expense- Medical	96,638	205,447	108,809	201,605	3,842	2%
01	48330	50	NU Defined Contribution Expense	16,035	25,851	9,816	25,628	223	1%
01	48110	50	FICA Expense	25,539	39,667	14,128	39,326	341	1%
TOTAL SALARY EXPENSE				478,788	794,972	316,184	787,347	7,625	1%

OPERATING EXPENSES

FUND	G/L CODE	DEPT	Account Name	2025	2026	Proj vs. Budget	2025	YoY Budget	YoY Budget
				Projected Actuals	Budget	Variance	Budget	Variance	Inc/Dec
01	40122	50	Postage and Printing Expense	312	3,000	2,688	2,500	500	20%
01	40124	50	Lease Expense	7,169	9,558	2,389	4,065	5,493	135%
01	43612	50	DCED Filing Fees	3,000	3,000	-	3,000	-	0%
01	40931	50	Utilities Expense	6,651	4,000	(2,651)	4,000	-	0%
01	41331	50	Zoning Hearing Expense	78,627	50,000	(28,627)	20,000	30,000	150%
01	41331	50	Electrical Inspector Fees	13,750	15,000	1,250	15,000	-	0%
01	41333	50	Mechanical Inspector Fees	3,848	20,000	16,152	20,000	-	0%
01	41339	50	Third Party Rental Inspection Expense	-	-	-	65,000	(65,000)	-100%

HOUSING DEPARTMENT

01	41340 50	Other Third Party Inspection Expense	89,993	75,000	(14,993)	240,000	(165,000)	-69%
01	43031 50	Fuel Expense	1,375	1,500	125	3,000	(1,500)	-50%
01	45716 50	Land Development Expense	10,586	-	(10,586)	-	-	#DIV/0!
01	45760 50	Off Site Storage Expense	5,418	3,500	(1,918)	3,500	-	0%
01	45774 50	Training Expense	1,763	24,000	22,237	8,000	16,000	200%
TOTAL OPERATING EXPENSES			222,492	208,558	(13,934)	388,065	(179,507)	-46%
TOTAL EXPENSES			701,280	1,003,530	302,250	1,175,412	(171,882)	-15%

IT DEPARTMENT

EXPENSE

SALARY EXPENSE

FUND	G/L CODE	DEPT	Account Name	2025	2026	Proj vs. Budget	2025	YoY Budget	YoY Budget
				Projected Actuals	Budget	Variance	Budget	Variance	Inc/Dec
01	40712	70	Salary Expense- IT	183,335	189,476	6,141	183,335	6,141	3%
01	48400	70	WC Insurance Expense	2,753	1,922	(831)	2,753	(831)	-30%
01	48330	70	NU Defined Contribution Expense	2,993	3,212	219	3,115	97	3%
01	48700	70	Insurance Expense- Medical	70,634	70,280	(354)	68,824	1,456	2%
01	48110	70	FICA Expense	14,025	14,495	470	14,025	470	3%
TOTAL SALARY EXPENSE				273,740	279,384	5,644	272,052	7,332	3%

OPERATING EXPENSES

FUND	G/L CODE	DEPT	Account Name	2025	2026	Proj vs. Budget	2025	YoY Budget	YoY Budget
				Projected Actuals	Budget	Variance	Budget	Variance	Inc/Dec
01	45659	70	Backup/ Support Service Expense	44,103	54,000	9,897	48,000	6,000	13%
01	40931	70	Utilities Expense	3,078	2,700	(378)	2,700	-	0%
01	45722	70	Licenses Expense	6,255	-	(6,255)	6,000	(6,000)	-100%
01	45766	70	Parts Expense	22,163	30,000	7,837	20,000	10,000	50%
01	45782	70	Remote Access Points Expense	3,334	4,000	666	4,000	-	0%
01	45792	70	Services Expense	8,465	-	(8,465)	6,000	(6,000)	-100%
01	45798	70	Software Expense	10,734	24,000	13,266	8,000	16,000	200%
01	45802	70	Advanced Threat Expense	80,982	80,000	(982)	72,000	8,000	11%
01	45820	70	Website Expense	24,615	25,000	385	25,000	-	0%
01	45774	70	Training Expense	3,446	10,000	6,554	7,000	3,000	43%
01	43829	70	Microsoft Expense	30,047	45,000	14,953	40,000	5,000	13%
TOTAL OPERATING EXPENSES				237,222	274,700	37,478	238,700	36,000	15%

TRANSFERS OUT

FUND	G/L CODE	DEPT	Account Name	2025	2026	Proj vs. Budget	2025	YoY Budget	YoY Budget
				Projected Actuals	Budget	Variance	Budget	Variance	Inc/Dec
01	49210	70	Trf to Capital	50,817	62,414	11,597	50,817	11,597	23%
TOTAL TRANSFERS OUT				50,817	62,414	11,597	50,817	11,597	23%

TOTAL EXPENSES

561,779	616,498	54,719	561,569	54,929	10%
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PW DEPARTMENT

OPERATING REVENUE

FUND	G/L CODE	DEPT	Account Name	2025 Projected Actuals	2026 Budget	Proj vs. Budget Variance	2025 Budget	YoY Budget Variance	YoY Budget Inc/Dec
01	36481	80	Dumpster Fees	1,156	5,000	3,844	5,000	-	0%
01	35500	80	Grant Revenue- Recycling	-	60,000	60,000	-	60,000	#DIV/0!
01	35510	80	Winter Maintenance	33,000	33,000	-	33,000	-	0%
01	36451	80	Recycling Revenue	16,967	10,000	(6,967)	10,000	-	0%
01	32280	80	Street Opening/Sidewalk Permits	165,130	125,000	(40,130)	60,000	65,000	108%
01	36482	80	Trash Bag Fees	28,943	28,000	(943)	20,000	8,000	40%
TOTAL OPERATING REVENUE				245,196	261,000	15,804	128,000	133,000	104%

EXPENSE

SALARY EXPENSE

FUND	G/L CODE	DEPT	Account Name	2025 Projected Actuals	2026 Budget	Proj vs. Budget Variance	2025 Budget	YoY Budget Variance	YoY Budget Inc/Dec
01	43012	80	Salary Expense- PW	1,943,769	2,030,035	86,266	2,018,046	11,989	1%
01	43018	80	Salary Expense- O/T	78,597	50,000	(28,597)	50,000	-	0%
01	48400	80	WC Insurance Expense	176,966	183,137	6,171	176,966	6,171	3%
01	48700	80	Insurance Expense- Medical	667,012	733,961	66,949	729,696	4,265	1%
01	48330	80	NU Defined Contribution Expense	42,982	42,342	(640)	47,032	(4,690)	-10%
01	48110	80	FICA Expense	154,711	159,123	4,412	158,206	917	1%
TOTAL SALARY EXPENSE				3,064,037	3,198,597	134,560	3,179,946	18,651	1%

OPERATING EXPENSES

FUND	G/L CODE	DEPT	Account Name	2025 Projected Actuals	2026 Budget	Proj vs. Budget Variance	2025 Budget	YoY Budget Variance	YoY Budget Inc/Dec
01	40121	80	Office Supplies Expense	1,921	2,000	79	2,000	-	0%
01	40122	80	Postage and Printing Expense	2,025	3,000	975	3,000	-	0%
01	40124	80	Lease Expense	65,721	63,332	(2,389)	59,013	4,319	7%
01	40133	80	Admin Expense	1,251	5,500	4,249	5,500	-	0%
01	40920	80	Materials and Supplies Expense	24,555	22,000	(2,555)	25,000	(3,000)	-12%
01	40931	80	Utilities Expense	87,845	67,000	(20,845)	63,337	3,663	6%
01	43400	80	Street Lighting Utility Expense	108,476	108,486	10	110,000	(1,514)	-1%
01	40940	80	Repair/Maint Buildings Expense	110,405	130,000	19,595	115,000	15,000	13%

PW DEPARTMENT

01	41400	80	Landscape Maintenance Expense	46,223	76,000	29,777	83,000	(7,000)	-8%
01	42000	80	Advertising Expense	7,075	-	(7,075)	5,000	(5,000)	-100%
01	42010	80	Uniform Expense	20,468	21,000	532	24,000	(3,000)	-13%
01	42011	80	Consultants Expense	102,790	90,000	(12,790)	117,000	(27,000)	-23%
01	42730	80	Trash Expense	218,605	232,000	13,395	240,000	(8,000)	-3%
01	42732	80	Recycling Expense	76,671	81,000	4,329	92,000	(11,000)	-12%
01	43031	80	Fuel Expense	106,896	110,000	3,104	115,000	(5,000)	-4%
01	43720	80	Equipment Repair Expense	240,223	255,000	14,777	220,000	35,000	16%
01	43725	80	Tools Expense	34,812	23,100	(11,712)	22,000	1,100	5%
01	43800	80	Alleys Expense	9,758	10,000	242	10,000	-	0%
01	45430	80	Park Maintenance	-	47,047	47,047	-	47,047	#DIV/0!
01	45540	80	Tree Expense	169,107	225,000	55,893	235,000	(10,000)	-4%
01	45630	80	Library Maintenance Expense	18,883	30,000	11,117	15,000	15,000	100%
01	45774	80	Training Expense	3,935	7,500	3,565	7,500	-	0%
01	48610	80	Liab/Cas/Auto Insurance Expense	60,061	92,360	32,299	60,061	32,299	54%
TOTAL OPERATING EXPENSES				1,517,706	1,701,325	183,620	1,628,411	72,914	4%

TRANSFERS OUT

FUND	G/L CODE	DEPT	Account Name	2025 Projected	2026 Actuals	Proj vs. Budget Variance	2025 Budget	YoY Budget Variance	YoY Budget Inc/Dec
01	49210	80	Trf to Capital	322,702	399,500	76,798	322,702	76,798	24%
TOTAL TRANSFERS OUT				322,702	399,500	76,798	322,702	76,798	24%
TOTAL EXPENSES				4,904,445	5,299,423	394,978	5,131,059	168,364	3%

RECREATION DEPARTMENT

OPERATING REVENUE

FUND	G/L CODE	DEPT	Account Name	2025	2026	Proj vs. Budget	2025	YoY Budget	YoY Budget
				Projected	Actuals	Budget	Variance	Budget	Variance
01	36732	07	Special Event Fee	45,367	50,000	4,633	20,000	30,000	150%
01	36733	07	Rest. Festival Revenue	23,464	30,000	6,536	45,000	(15,000)	-33%
01	34325	07	Small Event Revenue	234	-	(234)	2,000	(2,000)	
01	36734	07	Turks Head Fest. Revenue	10,643	11,000	357	16,000	(5,000)	-31%
01	36731	07	Sponsorship Revenue	8,050	30,000	21,950	30,200	(200)	-1%
01	36738	07	Park Rental Fees	3,405	7,000	3,595	10,000	(3,000)	-30%
01	36739	07	Trip and Class Revenue	48,747	53,000	4,253	55,000	(2,000)	-4%
TOTAL OPERATING REVENUE				139,910	181,000	41,090	178,200	2,800	2%

EXPENSE

SALARY EXPENSE

FUND	G/L CODE	DEPT	Account Name	2025	2026	Proj vs. Budget	2025	YoY Budget	YoY Budget
				Projected	Actuals	Budget	Variance	Budget	Variance
01	43820	07	Salary Expense- Recreation	174,373	180,673	6,300	175,078	5,595	3%
01	48400	07	WC Insurance Expense	2,151	1,922	(229)	2,151	(229)	-11%
01	48700	07	Insurance Expense- Medical	49,924	50,191	267	68,348	(18,157)	-27%
01	48330	07	NU Defined Contribution Expense	2,888	3,053	165	2,750	303	11%
01	48110	07	FICA Expense	13,340	13,821	482	13,393	428	3%
TOTAL SALARY EXPENSE				242,676	249,661	6,986	261,720	(12,059)	-5%

OPERATING EXPENSES

FUND	G/L CODE	DEPT	Account Name	2025	2026	Proj vs. Budget	2025	YoY Budget	YoY Budget
				Projected	Actuals	Budget	Variance	Budget	Variance
01	42000	07	Advertising Expense	21,000	21,000	-	21,000	-	0%
01	45798	07	Software Expense	-	6,500	6,500	4,000	2,500	63%
01	45430	07	Park Maintenance Expense	38,099	-	(38,099)	51,000	(51,000)	-100%
01	45432	07	Trip and Class Expense	71,842	53,000	(18,842)	76,000	(23,000)	-30%
01	45436	07	Restaurant Festival Expense	39,000	40,000	1,000	39,000	1,000	3%
01	45450	07	Turks Head Festival Expense	31,403	20,000	(11,403)	19,500	500	3%
01	45452	07	Touch Truck Event Expense	3,552	5,000	1,448	4,000	1,000	25%
01	45457	07	Halloween Parade Expense	4,586	6,000	1,414	4,000	2,000	50%
01	45458	07	250 America Event Expense	-	20,000	20,000	-	20,000	#DIV/0!
01	45480	07	Small Event Expense	12,866	22,000	9,134	16,500	5,500	33%

RECREATION DEPARTMENT

01	45774	07	Training Expense	2,259	4,000	1,741	4,000	-	0%
TOTAL OPERATING EXPENSE				224,607	197,500	(27,107)	239,000	(41,500)	-17%

TRANSFERS OUT

FUND	G/L CODE	DEPT	Account Name	2025 Projected Actuals	2026 Budget	Proj vs. Budget Variance	2025 Budget	YoY Budget Variance	YoY Budget Inc/Dec
01	49210	07	Trf to Capital	130,635	-	(130,635)	130,635	(130,635)	-100%
TOTAL TRANSFERS OUT				130,635	-	(130,635)	130,635	(130,635)	-100%
TOTAL EXPENSE				597,918	447,161	(150,756)	631,355	(184,194)	-29%

FIRE DEPARTMENT

OPERATING REVENUE

FUND	G/L CODE	DEPT	Account Name	2025	2026	Proj vs. Budget	2025	YoY Budget	YoY Budget
				Projected Actuals	Budget	Variance	Budget	Variance	Inc/Dec
05	34100	05	Interest Income	29,490	33,075	3,585	31,500	1,575	5%
05	36202	05	Contracted Fire Protection Revenue	791,491	818,665	27,174	791,941	26,724	3%
TOTAL OPERATING REVENUE				820,981	851,740	30,759	823,441	28,299	3%

TRANSFERS

FUND	G/L CODE	DEPT	Account Name	2025	2026	Proj vs. Budget	2025	YoY Budget	YoY Budget
				Projected Actuals	Budget	Variance	Budget	Variance	Inc/Dec
05	39201	05	Transfer from GF	541,708	559,987	18,279	541,708	18,279	3%
TOTAL TRANSFERS				541,708	559,987	18,279	541,708	18,279	3%

TOTAL REVENUE

1,362,689	1,411,727	49,038	1,365,149	46,578	3%
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OPERATING EXPENSES

FUND	G/L CODE	DEPT	Account Name	2025	2026	Proj vs. Budget	2025	YoY Budget	YoY Budget
				Projected Actuals	Budget	Variance	Budget	Variance	Inc/Dec
05	40133	05	Admin Expense	13,500	23,764	10,264	23,072	692	3%
05	40931	05	Utilities	60,289	97,490	37,201	93,740	3,750	4%
05	41110	05	Officer Stipends	10,609	10,927	318	10,609	318	3%
05	41120	05	Equipment Maintenance and Repair	58,739	37,662	(21,077)	36,565	1,097	3%
05	41150	05	Allocation to Fire Companies	336,600	343,332	6,732	336,600	6,732	2%
05	43031	05	Fuel Expense	33,548	40,495	6,947	38,938	1,557	4%
05	43720	05	Vehicle Repairs	142,362	162,240	19,878	156,000	6,240	4%
05	48610	05	Insurance Expense	142,297	147,989	5,692	142,297	5,692	4%
TOTAL OPERATING EXPENSE				797,944	863,899	65,955	837,821	26,078	3%

CAPITAL EXPENSE

FUND	G/L CODE	DEPT	Account Name	2025	2026	Proj vs. Budget	2025	YoY Budget	YoY Budget
				Projected Actuals	Budget	Variance	Budget	Variance	Inc/Dec
05	43013	05	Capital Expense	66,218	486,720	420,502	468,000	18,720	4%
TOTAL CAPITAL EXPENSE				66,218	486,720	420,502	468,000	18,720	4%

TRANSFERS

FUND	G/L CODE	DEPT	Account Name	2025	2026	Proj vs. Budget	2025	YoY Budget	YoY Budget
				Projected Actuals	Budget	Variance	Budget	Variance	Inc/Dec
05	49201	05	Trf to GF	59,328	61,108	1,780	59,328	1,780	3%
TOTAL TRANSFERS				59,328	61,108	1,780	59,328	1,780	3%

FIRE DEPARTMENT

TOTAL EXPENSE

out of balance by:

923,490	1,411,727	488,237	1,365,149	46,578	3%
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WW DEPARTMENT

OPERATING REVENUE

FUND	G/L CODE	DEPT	Account Name	2025	2026	Proj vs. Budget	2025	YoY Budget	YoY Budget
				Projected Actuals	Budget	Variance	Budget	Variance	Inc/Dec
08	29600	08	Fund Balance	-	1,969,968	1,969,968	-	1,969,968	#DIV/0!
08	34100	08	Interest Income	121,818	90,000	(31,818)	70,000	20,000	29%
08	34332	08	Sewer Revenue- CCH/Sartomer	145,839	200,000	54,161	160,000	40,000	25%
08	35701	08	Grant Revenue	225,000	900,000	675,000	-	900,000	#DIV/0!
08	36401	08	Sewer Revenue- Tap In Fees	-	25,000	25,000	-	25,000	#DIV/0!
08	37811	08	Sewer Revenue- Residential/Commercial	5,581,837	5,317,006	(264,831)	5,301,421	15,585	0%
08	36460	08	Outside Hauling Revenue	285,399	410,000	124,601	410,000	-	0%
TOTAL OPERATING REVENUE				6,359,893	8,911,974	2,552,081	5,941,421	2,970,553	50%

EXPENSE

SALARY EXPENSE

FUND	G/L CODE	DEPT	Account Name	2025	2026	Proj vs. Budget	2025	YoY Budget	YoY Budget
				Projected Actuals	Budget	Variance	Budget	Variance	Inc/Dec
08	42913	08	Salary Expense- WW	1,093,333	1,170,596	77,263	1,114,621	55,975	5%
08	41018	08	Salary Expense- O/T	11,483	20,000	8,517	32,000	(12,000)	-38%
08	48400	08	WC Insurance Expense	161,352	75,818	(85,534)	161,352	(85,534)	-53%
08	48700	08	Insurance Expense- Medical	429,338	436,026	6,688	406,034	29,992	7%
08	48330	08	NU Defined Contribution Expense	24,210	27,652	3,442	24,376	3,276	13%
08	48110	08	FICA Expense	84,518	91,081	6,562	87,716	3,365	4%
TOTAL SALARY EXPENSE				1,804,234	1,821,172	16,938	1,826,099	(4,927)	0%

OPERATING EXPENSES

FUND	G/L CODE	DEPT	Account Name	2025	2026	Proj vs. Budget	2025	YoY Budget	YoY Budget
				Projected Actuals	Budget	Variance	Budget	Variance	Inc/Dec
08	40121	08	Office Supplies Expense	5,997	7,000	1,003	6,000	1,000	17%
08	40940	08	Service Contracts Expense	13,072	11,500	(1,572)	11,880	(380)	-3%
08	42007	08	Engineering Fees	42,828	80,000	37,172	80,000	-	0%
08	42010	08	Uniform Expense	4,755	9,000	4,245	9,000	-	0%
08	42922	08	Lab Supplies Expense	33,278	50,000	16,722	50,000	-	0%
08	42925	08	Sewer Maintenance Inflow and Infiltration Program Expense	45,614	75,000	29,386	75,000	-	0%
08	42933	08	Sludge Removal Expense	809,032	980,000	170,968	960,000	20,000	2%
08	43031	08	Fuel Expense	6,514	10,000	3,486	10,000	-	0%
08	40931	08	Utilities Expense	385,778	405,400	19,622	343,518	61,882	18%
08	45691	08	Utilities Expense- Pump Stations	22,448	30,600	8,152	22,866	7,734	34%
08	45705	08	Equipment Expense- Pumping Stations	21,700	30,000	8,300	30,000	-	0%
08	45702	08	Heating Oil Expense	58,054	43,000	(15,054)	35,000	8,000	23%
08	45708	08	Grit Removal Expense	13,286	42,550	29,264	12,000	30,550	255%
08	45724	08	Pump Station Repairs Expense	203	8,000	7,797	8,000	-	0%
08	45728	08	Alum Sulfate Expense	139,723	360,000	220,277	270,000	90,000	33%
08	45730	08	Chlorine Expense	12,002	13,000	998	13,000	-	0%
08	45736	08	Liquid Bio Expense	2,129	3,000	871	2,000	1,000	50%
08	45738	08	Equipment Expense- Pumping Stations	60,783	70,000	9,217	70,000	-	0%
08	45740	08	Polymer Expense	9,394	10,000	606	25,000	(15,000)	-60%

WW DEPARTMENT

08	45744	08	Soda Ash Expense	56,158	60,000	3,842	70,000	(10,000)	-14%
08	45748	08	Sodium Bi Expense	3,074	6,000	2,926	6,000	-	0%
08	45750	08	Sulphur Di Expense	3,750	5,000	1,250	6,000	(1,000)	-17%
08	45751	08	State Application Fees	12,032	13,000	968	13,000	-	0%
08	45778	08	Lab Professional Fees	22,567	34,000	11,433	32,000	2,000	6%
08	45794	08	Aqua Sewer Billing Expense	-	-	-	132,000	(132,000)	-100%
08	45822	08	Plant Repairs	80,705	120,000	39,295	120,000	-	0%
08	45826	08	Generator Maintenance Expense	-	6,000	6,000	7,000	(1,000)	-14%
08	45828	08	HVAC Maintenance Expense	-	10,000	10,000	13,000	(3,000)	-23%
08	45830	08	Instrumentation Expense	3,034	7,500	4,466	5,000	2,500	50%
08	45774	08	Training Expense	4,901	10,000	5,099	10,000	-	0%
08	47115	08	Emergency Contingency Expense	20,000	30,000	10,000	30,000	-	0%
08	48620	08	Liab/Cas/Auto Insurance Expense	39,797	112,704	72,907	39,797	72,907	183%
TOTAL OPERATING EXPENSE				1,932,608	2,652,254	719,646	2,517,061	135,193	5%

CAPITAL EXPENSE

FUND	G/L CODE	DEPT	Account Name	2025 Projected Actuals	2026 Budget	Proj vs. Budget Variance	2025 Budget	YoY Budget Variance	YoY Budget Inc/Dec
08	43013	08	Capital Expense	394,080	3,776,000	3,381,920	918,153	2,857,847	311%
TOTAL CAPITAL EXPENSE				394,080	3,776,000	3,381,920	918,153	2,857,847	311%

TRANSFERS OUT

FUND	G/L CODE	DEPT	Account Name	2025 Projected Actuals	2026 Budget	Proj vs. Budget Variance	2025 Budget	YoY Budget Variance	YoY Budget Inc/Dec
08	49201	08	Trf GF	600,000	600,000	-	600,000	-	0%
08	49265	08	Trf Pension-NU MMO	80,108	62,548	(17,560)	80,108	(17,560)	-22%
TOTAL TRANSFERS OUT				680,108	662,548	(17,560)	680,108	(17,560)	-3%

TOTAL EXPENSE

4,811,030	8,911,974	4,100,944	5,941,421	2,970,553	50%
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out of balance by:

(0)

PARKING DEPARTMENT

OPERATING REVENUE

FUND	G/L CODE	DEPT	Account	2025	2026	Proj vs. Budget	2025	YoY Budget	YoY Budget
			Name	Projected Actuals	Budget	Variance	Budget	Variance	Inc/Dec
09	29600	09	Fund Balance	110,999	-	(110,999)	110,999	(110,999)	-100%
09	33114	09	Parking Ticket Revenue	1,346,446	1,200,000	(146,446)	1,161,456	38,544	3%
09	33112	09	Ordinance Violations	150,779	150,000	(779)	146,000	4,000	3%
09	33110	09	Server Fee Revenue-Constables	45,617	45,600	(17)	50,000	(4,400)	-9%
09	34100	09	Interest Income	41,902	35,000	(6,902)	50,000	(15,000)	-30%
09	36321	09	Parking Meter Revenue	1,873,034	2,028,000	154,966	1,950,000	78,000	4%
09	36311	09	Parking Permit Revenue	275,099	200,000	(75,099)	145,000	55,000	38%
09	36324	09	Parking Garage Revenue-Net	2,205,695	2,000,000	(205,695)	2,500,000	(500,000)	-20%
09	36325	09	Parking Garage Leased Space Revenue	122,485	122,000	(485)	90,530	31,470	35%
09	38900	09	Solar/EV Charging Revenue	14,136	14,000	(136)	8,500	5,500	65%
TOTAL OPERATING REVENUE				6,186,192	5,794,600	(391,592)	6,212,485	(417,885)	-7%

EXPENSE

SALARY EXPENSE

FUND	G/L CODE	DEPT	Account	2025	2026	Proj vs. Budget	2025	YoY Budget	YoY Budget
			Name	Projected Actuals	Budget	Variance	Budget	Variance	Inc/Dec
09	44512	09	Salary Expense- Parking	585,048	692,248	107,200	690,730	1,518	0%
09	44518	09	Salary Expense- O/T	18,734	30,000	11,266	30,000	-	0%
09	48400	09	WC Insurance Expense	22,755	8,189	(14,566)	22,755	(14,566)	-64%
09	48700	90	Insurance Expense- Medical	176,143	167,655	(8,488)	159,691	7,964	5%
09	48330	09	NU Defined Contribution Expense	11,461	12,853	1,392	13,884	(1,031)	-7%
09	48110	09	FICA Expense	46,189	55,252	9,063	55,136	116	0%
TOTAL SALARY EXPENSE				860,330	966,197	105,866	972,196	(5,999)	-1%

OPERATING EXPENSE

FUND	G/L CODE	DEPT	Account	2025	2026	Proj vs. Budget	2025	YoY Budget	YoY Budget
			Name	Projected Actuals	Budget	Variance	Budget	Variance	Inc/Dec
09	40121	09	Office Supplies Expene	9,413	7,000	(2,413)	6,000	1,000	17%
09	40122	09	Postage Expense	26,257	20,000	(6,257)	14,000	6,000	43%
09	40124	09	Lease Payments	14,358	4,779	(9,579)	9,558	(4,779)	-50%
09	40133	09	Admin Expense	450	3,000	2,550	3,000	-	0%
09	40139	09	Bank Fees	311,591	310,000	(1,591)	250,000	60,000	24%
09	40400	09	Legal Expense	14	10,000	9,986	20,000	(10,000)	-50%
09	40616	09	Server Fee Expense-Constables	42,653	60,000	17,347	50,000	10,000	20%
09	40931	09	Utilities Expense	53,035	55,553	2,518	75,231	(19,678)	-26%

PARKING DEPARTMENT

09	42007	09	Professional Fees	5,690	60,000	54,310	40,000	20,000	50%
09	42010	09	Uniform Expense	4,508	4,000	(508)	4,000	-	0%
09	43031	09	Fuel Expense	1,825	1,800	(25)	2,000	(200)	-10%
09	43832	09	EV Charging Expense	3,720	4,000	280	4,000	-	0%
09	44518	09	WC BID Allocation Expense	100,000	100,000	-	100,000	-	0%
09	44521	09	Enforcement Software Expense	24,613	42,000	17,387	42,000	-	0%
09	44525	09	Parking Meter Maintenance Expense	3,913	20,000	16,087	20,000	-	0%
09	44545	09	Parking Garage Maintenance Expense	186,455	230,000	43,545	145,000	85,000	59%
09	44549	09	Parking Garage Management Expense	-	-	-	536,000	(536,000)	-100%
09	44922	09	Armored Car Service Expense	8,112	8,200	88	6,000	2,200	37%
09	45758	09	Parking Meter Software Expense	175,663	154,000	(21,663)	138,000	16,000	12%
09	45760	09	Off Site Storage Expense	1,900	-	(1,900)	275	(275)	-100%
09	45774	09	Training Expense	15,000	18,000	3,000	18,000	-	0%
09	48620	09	Liab/Cas/Auto Insurance Expense	74,324	62,313	(12,011)	74,324	(12,011)	-16%
09	47110	09	Principal Payments	525,000	550,000	25,000	525,000	25,000	5%
09	47291	09	Int Expense- 2011 Chestnut	21,123	20,873	(251)	21,123	(251)	-1%
09	47296	09	Int Expense- 2016 2010 Refund	339,108	330,708	(8,401)	339,108	(8,401)	-2%
09	47299	09	Int Expense- 2013 Bicentennial	20,906	14,375	(6,531)	20,906	(6,531)	-31%
TOTAL OPERATING EXPENSE				1,969,631	2,090,600	120,969	2,463,525	(372,925)	-15%

CAPITAL EXPENSE

FUND	G/L CODE	DEPT	Account Name	2025 Projected Actuals	2026 Budget	Proj vs. Budget Variance	2025 Budget	YoY Budget Variance	YoY Budget Inc/Dec
09	43013	09	Capital Expense	291,717	466,807	175,090	576,000	(109,193)	-19%
TOTAL CAPITAL EXPENSE				291,717	466,807	175,090	576,000	(109,193)	-19%

TRANSFERS OUT

FUND	G/L CODE	DEPT	Account Name	2025 Projected Actuals	2026 Budget	Proj vs. Budget Variance	2025 Budget	YoY Budget Variance	YoY Budget Inc/Dec
09	49201	09	Trf to GF	2,060,000	2,217,384	157,384	2,132,100	85,284	4%
09	49265	09	Trf to Pension-NU MMO	59,913	53,613	(6,300)	68,664	(15,051)	-22%
TOTAL TRANSFERS				2,119,913	2,270,997	151,084	2,200,764	70,233	3%

TOTAL EXPENSE

5,241,591	5,794,600	553,009	6,212,485	(417,885)	-7%
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out of balance by:

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CAPITAL FUND-GF

OPERATING REVENUE

FUND	G/L CODE	DEPT	Account Name	2026 Budget	2025 Budget	Variance	Inc/Dec over P/Y
10	29600	10	Rec in Lieu Cash Reserve	95,000	95,000	-	0%
10	29600	10	Cash Reserve-Gay Street	318,596	-	318,596	#DIV/0!
10	29600	10	Cash Reserve- Hoopes Park	58,000	-	58,000	
10	35500	10	Grant Revenue- Body Cameras	125,000	125,000	-	0%
10	35500	10	Grant Revenue- Hoopes Park	-	277,300	(277,300)	-100%
10	35500	10	Grant Revenue- Chester County Gay Street	677,798	677,798	-	0%
10	35500	10	Grant Revenue- Chester County Gay Street II	425,000	-	425,000	#DIV/0!
10	35500	10	Grant Revenue- VPP Rec Plan	-	38,000	(38,000)	-100%
10	35500	10	Grant Revenue- Bus shelter	12,500	12,500	-	0%
10	29600	10	Grant Revenue- ARPA West Chester Borough	328,606	262,000	66,606	25%
10	35500	10	Grant Revenue- PADEP Recycle Truck	-	200,000	(200,000)	-100%
10	35410	10	Trf from GF	691,914	581,235	110,679	19%
TOTAL OPERATING REVENUE				2,732,414	2,268,833	463,581	20%

CAPITAL EXPENSE

FUND	G/L CODE	DEPT	Account Name	2026 Budget	2025 Budget	Variance	Inc/Dec over P/Y
10	43013	10	Capital Expense-Police	240,000	242,081	(2,081)	-0.008596
10	43013	10	Capital Expense-Rec	153,000	500,935	(347,935)	-0.694571
10	43013	10	Capital Expense-IT	62,414	50,817	11,597	0.2282156
10	43013	90	Capital Expense- Admin	115,000	-	115,000	#DIV/0!
10	43013	10	Capital Expense-PW	2,162,000	1,475,000	687,000	0.4657627
TOTAL CAPITAL EXPENSE				2,732,414	2,268,833	463,581	20%

out of balance by:

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LIQUID FUELS

REVENUE

Fund	G/L Code	Dept	Account Name	2025		2026	Proj vs. Budget	2025	YoY Budget	YoY Budget
				Projected	Actuals	Budget	Variance	Budget	Variance	Inc/Dec
15	34100	15	Interest Income	-		1,200	1,200	2,500	(1,300)	-52%
15	36735	15	Liquid Fuels Revenue	428,077		412,306	(15,771)	419,499	(7,193)	-2%
TOTAL REVENUE				428,077		413,506	(14,571)	421,999	(8,493)	-2%

EXPENSES

OPERATING EXPENSES

Fund	G/L Code	Dept	Account Name	2025		2026	Proj vs. Budget	2025	YoY Budget	YoY Budget
				Projected	Actuals	Budget	Variance	Budget	Variance	Inc/Dec
15	43200	15	Winter Maintenance	3,395		50,000	46,605	50,000	-	0%
15	43331	15	Traffic Light Maintenance	62,108		46,300	(15,808)	46,300	-	0%
15	43333	15	Traffic Control Devices	9,318		10,000	682	10,000	-	0%
15	43800	15	Road Maintenance	-		-	-	15,699	(15,699)	-100%
15	49515	15	Road Paving Project	275,000		307,206	32,206	300,000	7,206	2%
TOTAL OPERATING EXPENSES				349,821		413,506	63,685	421,999	(8,493)	-2%

out of balance by: -

STREAM PROTECTION

OPERATING REVENUE

FUND	G/L CODE	Dept	Account Name	2025 Projected	2026 Actuals	Proj vs. Budget Variance	2025 Budget	YoY Budget Variance	YoY Budget Inc/Dec
16	34100	16	Interest Income	35,271	40,000	4,729	25,000	15,000	60%
16	35500	16	Grant Revenue	750,000	225,000	(525,000)	750,000	(525,000)	-70%
16	38015	16	Stream Protection Revenue	1,245,000	1,200,000	(45,000)	1,100,000	100,000	9%
TOTAL OPERATING REVENUE				2,030,271	1,465,000	(565,271)	1,875,000	(410,000)	-22%

TRANSFERS IN

FUND	G/L CODE	Dept	Account Name	2025 Projected	2026 Actuals	Proj vs. Budget Variance	2025 Budget	YoY Budget Variance	YoY Budget Inc/Dec
16	39216	16	Trf from GF	60,695	52,105	(8,590)	60,695	(8,590)	-14%
TOTAL TRANSFERS IN				60,695	52,105	(8,590)	60,695	(8,590)	-14%

TOTAL REVENUE

2,090,966	1,517,105	(573,861)	1,935,695	(418,590)	-22%
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EXPENSE

OPERATING EXPENSE

Fund	G/L Code	Dept	Account Name	2025 Projected	2026 Actuals	Proj vs. Budget Variance	2025 Budget	YoY Budget Variance	YoY Budget Inc/Dec
16	40133	16	Admin Expense	45,025	37,000	(8,025)	38,000	(1,000)	-3%
16	42007	16	Professional Fees	40,045	93,000	52,955	95,500	(2,500)	-3%
16	45540	16	Tree Planting	25,000	25,000	-	25,000	-	0%
16	40410	16	Legal	15,000	75,000	60,000	75,000	-	0%
16	43620	16	Stormwater Maintenance	220,000	274,290	54,290	244,563	29,727	12%
TOTAL OPERATING EXPENSE				345,070	504,290	159,220	478,063	26,227	5%

CAPITAL EXPENSE

Fund	G/L Code	Dept	Account Name	2025 Projected	2026 Actuals	Proj vs. Budget Variance	2025 Budget	YoY Budget Variance	YoY Budget Inc/Dec
16	43013	16	Capital Expense	366,892	750,000	383,108	1,215,000	(465,000)	-38%
TOTAL CAPITAL EXPENSE				366,892	750,000	383,108	1,215,000	(465,000)	-38%

TRANSFERS OUT

Account	2025	2026	Proj vs. Budget	2025	YoY Budget	YoY Budget
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STREAM PROTECTION

Fund	G/L Code	Dept	Name	Projected Actuals	Budget	Variance	Budget	Variance	Inc/Dec
16	49201	16	Trf to GF	242,632	262,815	20,183	242,632	20,183	8%
TOTAL TRANSFERS OUT				242,632	262,815	20,183	242,632	20,183	8%
TOTAL EXPENSE				954,594	1,517,105	562,511	1,935,695	(418,590)	-22%

out of balance by:

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2026 Capital Projects by Department:

Dept	Project Description	Total Budget	Grant/Cash Reserve	Net Capital Expense
Police	Body Cams/Mobile Video Recoding Systems	145,000	125,000	20,000
Police	Vehicle Upfitting (4 vehicles)	95,000	-	95,000
	Total	240,000	125,000	115,000
Admin	Accounting Software Upgrade	115,000	-	115,000
	Total	115,000	-	115,000
IT	Workstations	20,000	-	20,000
IT	Cameras	15,000	-	15,000
IT	Council Chamber Audio	12,414	-	12,414
IT	Servers	15,000	-	15,000
	Total	62,414	-	62,414
Public Works	Gay Street-Phase I	1,844,000	1,750,000	94,000
Public Works	Gay Street Intersection Repair	135,000	-	135,000
Public Works	South High Street Streetscape	75,000	-	75,000
Public Works	Borough Hall HVAC	73,000	-	73,000
Public Works	Bus Shelter	25,000	12,500	12,500
Public Works	Big Belly replacements	10,000	-	10,000
	Total	2,162,000	1,762,500	399,500
Recreation	JOG Splashpad Phase 1	118,000	110,000	8,000
Recreation	JOG Splashpad Phase 2	15,000	15,000	-
Recreation	Hoopes Park Rennovations	20,000	20,000	-
	Total	153,000	145,000	8,000
WasteWater	Goose Creek Electrical Substaion- 2025	1,000,000	1,000,000	-

Dept	Project Description	Total Budget	Grant/Cash Reserve	Net Capital Expense
WasteWater	Goose Creek Electrical Substaion- 2026	1,200,000	900,000	300,000
WasteWater	Goose Creek Sludge Dewatering System	200,000	200,000	-
WasteWater	Goose Creek Digester Gate	30,000		30,000
WasteWater	College Ave Pump Station Pump backup	52,000	-	52,000
WasteWater	New St Pump Staion Pump backup	32,000	-	32,000
WasteWater	Taylor Run- replace driveway	150,000	-	150,000
WasteWater	Technology upgadres to both plants	20,000	-	20,000
WasteWater	Capacity Upgrade-Maple Alley-2025	1,092,000	1,092,000	-
	Total	3,776,000	3,192,000	584,000
Parking	Chestnut Garage Solar Inverter	65,000	-	65,000
Parking	Camera Upgrades for garages	84,000	-	84,000
Parking	Wayfinding signage	20,000	-	20,000
Parking	Elevator upgrades	197,807	-	197,807
Parking	Lot paving	100,000		100,000
	Total	466,807	-	466,807
Stream Protection	Brick sewer relining	400,000	-	400,000
Stream Protection	Taylor Run Restoration	350,000	225,000	125,000
	Total	750,000	225,000	525,000

GF Capital Expense (Admin/PW/Police/Rec)

Grant/Cash	2,032,500	Cap Exp	2,732,414
Trf from GF	699,914		
Total Revenue	2,732,414	Total Expense	2,732,414

**AGREEMENT BETWEEN WEST CHESTER BOROUGH
AND THE WEST CHESTER BUSINESS IMPROVEMENT DISTRICT AUTHORITY**

THIS AGREEMENT is entered into this _____ day of _____, 202~~50~~⁵⁰, between WEST CHESTER BOROUGH (the "Borough"), and WEST CHESTER BUSINESS IMPROVEMENT DISTRICT AUTHORITY, ("WC BID Authority") pursuant to the Neighborhood Improvement District Act, 2000, Dec. 20, P.L. 949, No. 130, § 1, 73 P.S. § 831-840 (the "NID ACT").

WITNESSETH:

WHEREAS, the Borough is a municipal corporation organized pursuant to the Home Rule and Optional Plans Law, 53 Pa.C.S. § 2901 *et seq.*, and the WC BID Authority is a municipal authority created pursuant to the Municipality Authorities Act of 1945, Act of May 2, 1945, P.L. 382, as amended (the "Act"); and

WHEREAS, in Ordinance No. 15-2015, adopted by Borough Council of the Borough on November 17, 2015, the Borough established a Neighborhood Improvement District known as the "West Chester Business Improvement District" and designated the existing WC BID Authority to act as the neighborhood improvement district management association ("NIDMA") as defined by the NID Act; and

WHEREAS, as a condition to establishing a Neighborhood Improvement District, the NID Act requires that the Borough and the NIDMA enter into an agreement identifying the Borough's and the NIDMA's responsibilities and duties with respect to the NID; and

WHEREAS, the parties hereto are desirous of entering into the required Agreement in accordance with the NID Act.

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

1. Designations. The Borough shall be designated as the creating municipality for the Neighborhood Improvement District with all the powers and responsibilities of such a municipal corporation with respect to the Neighborhood Improvement District as set forth and provided by the NID Act. The WC BID Authority shall be designated the NIDMA for the West Chester Business Improvement District with all the powers and responsibilities of a NIDMA as set forth and provided by the NID Act.

2. Cooperation. The Borough and the WC BID may, from time to time, cooperate in implementing certain projects, programs and/or services pursuant to the

final neighborhood improvement district plan as adopted pursuant to the Act and NID Act.

3. Specific Responsibilities of the Borough. The Borough will maintain the same level of municipal programs and services provided within the West Chester Business Improvement District before designation as a NID as after the West Chester Improvement District designation. The Borough will maintain at least one Borough council member on the WC BID Authority Board at any one time during the operation and existence of the West Chester Business Improvement District.
4. Specific Responsibilities of the WC BID Authority. The WC BID Authority will be responsible for governing the West Chester Business Improvement District, through its Board, and implementing the final plan of the West Chester Business Improvement District as duly adopted pursuant to the Act. The WC BID Authority will act in accordance with WC BID Authority's Amended and Restated Articles of Incorporation dated September 19, 2005, which were filed with the Pennsylvania Department of State on October 18, 2005. Additionally, the WC BID Authority will operate in accordance with the WC BID Authority Bylaws adopted on January 19, 1999, as may be amended from time to time.
5. Integration/Severance. This document, including all attachments and all other documents that have been incorporated by reference, contain all the terms, provisions, and conditions of the Agreement. All provisions hereof are intended by the parties to be whole and entire, and no provision, nor any part hereof, is intended to be severable.
6. Parties to Agreement and Governing Law. This Agreement shall extend to and bind the parties hereto, and their respective heirs, executors, administrators, successors, and assigns. The validity and effect of this agreement shall be determined by reference to the law of the Commonwealth of Pennsylvania.
7. Termination. This Agreement shall terminate on December 31, 20~~30~~²⁵ unless agreed to otherwise by the parties hereto.

IN WITNESS WHEREOF, the parties hereto have set their hand and seals the day and year first above written.

**THE WEST CHESTER BUSINESS
IMPROVEMENT DISTRICT
AUTHORITY**

**THE BOROUGH OF WEST CHESTER,
CHESTER COUNTY, PENNSYLVANIA**

BY: _____
Michael Reese~~Sandra Riper~~
Chair

BY: _____
Patrick McCoy~~Michael Galey~~
Borough Council President

ATTEST: _____

ATTEST: _____

**AGREEMENT BETWEEN WEST CHESTER BOROUGH
AND THE WEST CHESTER BUSINESS IMPROVEMENT DISTRICT AUTHORITY**

THIS AGREEMENT is entered into this _____ day of _____, 2025, between WEST CHESTER BOROUGH (the "Borough"), and WEST CHESTER BUSINESS IMPROVEMENT DISTRICT AUTHORITY, ("WC BID Authority") pursuant to the Neighborhood Improvement District Act, 2000, Dec. 20, P.L. 949, No. 130, § 1, 73 P.S. § 831-840 (the "NID ACT").

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WHEREAS, as a condition to establishing a Neighborhood Improvement District, the NID Act requires that the Borough and the NIDMA enter into an agreement identifying the Borough's and the NIDMA's responsibilities and duties with respect to the NID; and

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final neighborhood improvement district plan as adopted pursuant to the Act and NID Act.

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5. Integration/Severance. This document, including all attachments and all other documents that have been incorporated by reference, contain all the terms, provisions, and conditions of the Agreement. All provisions hereof are intended by the parties to be whole and entire, and no provision, nor any part hereof, is intended to be severable.
6. Parties to Agreement and Governing Law. This Agreement shall extend to and bind the parties hereto, and their respective heirs, executors, administrators, successors, and assigns. The validity and effect of this agreement shall be determined by reference to the law of the Commonwealth of Pennsylvania.
7. Termination. This Agreement shall terminate on December 31, 2030 unless agreed to otherwise by the parties hereto.

IN WITNESS WHEREOF, the parties hereto have set their hand and seals the day and year first above written.

**THE WEST CHESTER BUSINESS
IMPROVEMENT DISTRICT
AUTHORITY**

**THE BOROUGH OF WEST CHESTER,
CHESTER COUNTY, PENNSYLVANIA**

BY: _____
Michael Reese
Chair

BY: _____
Patrick McCoy
Borough Council President

ATTEST: _____

ATTEST: _____



Memo

To: Borough Council

From: Ramsey Reiner, Assistant Borough Manager & John O'Brien, ED Downtown West Chester

Consideration of creation of America 250 subcommittee.

In consideration of the upcoming events that will take place both nationwide and in the Borough of West Chester to honor America's 250th anniversary, we would like to suggest that Borough Council create a subcommittee to help plan and organize events throughout the area. In order to have a varied and widespread impact on the community, we would suggest at least one participant from each of the following groups:

- Mayor
- Member of Council
- Member of Historic Commission
- Downtown West Chester
- Chamber
- WCU
- Veteran Group
- Civic Group (Rotary Club, Lions Club, Elks Club, Knights of Columbus, etc.) Don't need every group but some representation
- Church Leaders
- WCASD

Sincerely,

Ramsey Reiner, Asst. Borough Manager
Borough of West Chester

John O'Brien, Executive Director
Downtown West Chester

Borough of West Chester
401 E Gay Street, West Chester, PA 19380
west-chester.com

**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

BOROUGH OF WEST CHESTER



PURCHASE ORDER REQUEST

TO:

FROM:

SUB: PURCHASE ORDER REQUEST

DATE:

IT IS REQUESTED THAT A PURCHASE ORDER BE ISSUED TO:

Vendor

Contact

Address

Phone

Email

Fax

Justification

TOTAL AMOUNT TO BE PAID:

Reference (select one) [] Quote [] SOW [] SA State Contract

SHIP TO:

BOROUGH OF WEST CHESTER
ATTENTION:
401 EAST GAY STREET
WEST CHESTER, PA 19380

BILL TO:

BOROUGH OF WEST CHESTER
ATTENTION: FINANCE DEPARTMENT
401 EAST GAY STREET
WEST CHESTER, PA 19380
610-692-7574

SHIP METHOD & PRICING

QUOTATION NUMBER

PAYMENT TERMS

TAX STATUS

TAX EXEMPT – REFER TO ATTACHED TAX EXEMPT FORM

Authorized Department Manager

Date

Sean Metrick, Borough Manager

Date

Account # _____

P.O. RECEIVED _____

MAT. RECEIVED _____

P.O. FORWARDED _____

FINANCE DEPARTMENT ONLY

	Yes	No	Notes
Budget Approval			
Budget Available			
Support Complete			
Exempt Support			

Processing Initials _____



October 15, 2025

Based off COSTARS 33 Contract

Quote #323289

Net30 terms

Sales Quote - Borough of West Chester			
Contact : Ramsey Reiner			
Flowbird CWT S5 Pay by Plate			
(Accepts credit card only)			
Includes:			
Solar Power Operation w/Autonomous Battery			
Credit/Debit Card Reader			
Modem and Antenna Kit			
Personalized Software Including Programming and Testing			
Instructional Graphics and Personalized Rate Plate			
Multi Lingual Button			
Increment and Max Buttons for Credit Card Payments			
Credit Card Software and WebOffice License Fees			
9" full color touchscreen display			
Limited One Year Warranty			
	QUANTITY	Price/Unit	TOTAL
Strada S5 Touch Pay by Plate	3	\$7,900	\$23,700
Shipping & Installation	3	\$445	\$1,335
TOTAL	3	\$8,345	\$25,035
Alternate Options	QUANTITY	Price/Unit	TOTAL
No Coins	3	-\$200	-\$600
NFC (Tap to Pay)	3	\$450	\$1,350
No Printer	3	-\$200	-\$600
5% kiosk discount with FB app	3	-\$395	-\$1,185
TOTAL with options	3	\$8,000	\$24,000

* Site prep not included

BOS Management Fees

myParkfolio Back-Office Software Management System

Monthly Fees/Unit Yearly Total/Unit

Includes:

\$75 (includes EMV gateway) **\$900**

2 way wireless connectivity

Wireless airtime fees

On-line access to hosted secure server

Processing and storage of all transactions, maintenance, alarms, & statistic.

Database space

PCI Level 1 Certified real-time credit card authorization account set-up and management

Secure user rights management

Point to point Credit Card Encryption

Back Office Options:

Rate Download Module

inc.

inc.

Validation/Discount Code System

\$10

\$120

Please send questions to:

Mitchell Butts

Butts Ticket Systems

484-832-6342

Mitch@ButtsTicket.com

151 Hood Rd. Cochranville, PA 19330

BOROUGH OF WEST CHESTER



PURCHASE ORDER REQUEST

TO:

FROM:

SUB: PURCHASE ORDER REQUEST

DATE:

IT IS REQUESTED THAT A PURCHASE ORDER BE ISSUED TO:

Vendor

Contact

Address

Phone

Email

Fax

Justification

TOTAL AMOUNT TO BE PAID:

Reference (select one) [] Quote [] SOW [] SA State Contract



USALCO

www.usalco.com
Phone: 800-453-2586
Email: orders@usalco.com

Quote #: Q-14888-2
Date: 2/18/2025, 1:04 PM
Effective Date: 4/1/2025

Bill To
West Chester PA (Borough Of)
401 E. Gay St.
West Chester, PA 19380
US

SALESPERSON	PAYMENT TERMS
Thomas Dobson tdobson@usalco.com	Net 30

WAREHOUSE	PRODUCT CODE	PRODUCT NAME	PRODUCT TYPE	FREIGHT TERM	LEAD TIME	UNIT PRICE	ADDITIONAL SURCHARGE	QTY	UOM
BT	DELPAC 1000	DELPAC 1000 - CARGO TANK	TT	Prepaid	3-5 Bus Days	\$3.3056	\$0.0000	22.50	GAL
Ship To Address: Taylor Run WWTP; 795 Downingtown Pike; West Chester, PA 19380									

***Please note that Additional Surcharge will appear as separate line item on invoice.

Terms & Conditions

This order quotation is subject, and its acceptance is expressly limited, to the terms stated on its face and USALCO's Standard Terms and Conditions, attached and also posted at <https://www.usalco.com/stcs/> which are hereby incorporated herein by reference. Unless otherwise specifically accepted by USALCO in writing, any additional or different terms, whether or not materially different, set forth in any communication from Buyer to USALCO are hereby objected to and rejected.

Signature: _____

Effective Date: ____/____/____

Name (Print): _____

Title: _____

Please sign and email to Thomas Dobson at tdobson@usalco.com

BOROUGH OF WEST CHESTER



PURCHASE ORDER REQUEST

TO:

FROM:

SUB: PURCHASE ORDER REQUEST

DATE:

IT IS REQUESTED THAT A PURCHASE ORDER BE ISSUED TO:

Vendor

Contact

Address

Phone

Email

Fax

Justification

TOTAL AMOUNT TO BE PAID:

Reference (select one) [] Quote [] SOW [] SA State Contract

SHIP TO:

BOROUGH OF WEST CHESTER
ATTENTION:
401 EAST GAY STREET
WEST CHESTER, PA 19380

BILL TO:

BOROUGH OF WEST CHESTER
ATTENTION: FINANCE DEPARTMENT
401 EAST GAY STREET
WEST CHESTER, PA 19380
610-692-7574

SHIP METHOD & PRICING

QUOTATION NUMBER

PAYMENT TERMS

TAX STATUS

TAX EXEMPT – REFER TO ATTACHED TAX EXEMPT FORM

Authorized Department Manager

Date

Sean Metrick, Borough Manager

Date

Account # _____

P.O. RECEIVED _____

MAT. RECEIVED _____

P.O. FORWARDED _____

FINANCE DEPARTMENT ONLY

	Yes	No	Notes
Budget Approval			
Budget Available			
Support Complete			
Exempt Support			

Processing Initials _____

BOROUGH OF WEST CHESTER

Finance Department Use Only
Purchase Order Number



PURCHASE ORDER REQUEST

TO: Sean Metrick

FROM: Michael Findley

SUB: PURCHASE ORDER REQUEST

DATE: 8/28/2025

IT IS REQUESTED THAT A PURCHASE ORDER BE ISSUED TO:

Vendor Univar Solutions USA Inc.

Contact Vicki Meakim

Address 532 East Emaus St.
Middletown, PA 17057

Phone (215) 337-5403

Email www.univar.com

Fax (215) 337-6290

Justification

For a truckload of soda ash to treat the Taylor Run WWTP that is under contract.
32 tons @ \$508.38/ton

TOTAL AMOUNT TO BE PAID:	\$ 16,268.16
---------------------------------	---------------------

Reference (select one) Quote SOW SA State Contract

SHIP TO:

Taylor Run WWTP
795 Downingtown Pike
West Chester, PA 19380

BILL TO:

BOROUGH OF WEST CHESTER
ATTENTION: FINANCE DEPARTMENT
401 EAST GAY STREET
WEST CHESTER, PA 19380
610-692-7574

SHIP METHOD & PRICING

included

QUOTATION NUMBER

April 1, 2025 Contract

PAYMENT TERMS

net 30 days

TAX STATUS

TAX EXEMPT – REFER TO ATTACHED TAX EXEMPT FORM

Michael Findley

Digitally signed by Michael Findley
DN: cn=Michael Findley, o=Wastewater,
ou=Borough of West Chester,
email=mfindley@west-chester.com, c=US
Date: 2025.08.28 10:04:23 -04'00'

8/28/2025

Authorized Department Manager

Date

Sean

Sean Metrick, Borough Manager

Date

Account # 08-45746/08

P.O. RECEIVED _____

MAT. RECEIVED _____

P.O. FORWARDED _____

FINANCE DEPARTMENT ONLY

Budget Approval Yes No

Notes

Budget Available Yes No

Support Complete Yes No

Exempt Support Yes No

Processing Initials _____

AGREEMENT

THIS AGREEMENT for services entered into this 20th day of March, 2025, by and between Univar Solutions USA LLC with an address of 200 Dean Sievers Place, Morrisville, PA 19067 ("Contractor") and the BOROUGH OF WEST CHESTER, a Home Rule municipality with its principal office at 401 East Gay Street, West Chester, Pennsylvania 19380 (hereinafter called the "Borough").

WHEREAS, the Borough has requested Contractor to supply and deliver soda ash to the Goose Creek and Taylor Run Wastewater Treatment Plants; and

WHEREAS, Contractor is qualified to and has agreed to perform such services as are more particularly described in the bidding documents for \$508.38 per ton.

NOW, THEREFORE, the parties hereto, intending to be legally bound, hereby agree as follows:

1. **Services.**

A. Contractor will perform the services described in the Proposal which is attached to this Agreement (the "Services"). These Services shall be performed in accordance with the terms of this Agreement and the Proposal and in accordance with all regulatory requirements in effect. The scope of the Services to be performed by Contractor may be modified from time to time by an addendum to this Agreement agreed to in writing by Contractor and the Borough. Under no circumstances shall Contractor subcontract any of the Services hereunder without the prior written consent of the Borough, which consent may be withheld in the Borough's sole discretion. If the terms of this Agreement and the Proposal are inconsistent, the terms of this Agreement shall control.

B. The Contractor represents and warrants to the Borough that it is under no contractual or other restrictions or obligations which are inconsistent with the execution of this Agreement, or which will interfere with the performance of its duties.

2. **Contractor's Responsibility.**

The responsibilities of the Contractor under this Agreement are as follows:

A. The Services will be performed on behalf of and solely for the exclusive use of the Borough and for no others. The Services performed by Contractor shall be conducted in a manner consistent with the level of care and skill ordinarily exercised by members of the same profession and field in the same locale acting under similar circumstances and conditions.

B. The Contractor shall be and remain liable in accordance with applicable law for all damages to the Borough caused by the Contractor's negligent performance of any of the Services furnished under this Agreement or furnishing services contrary to the terms of this Agreement.

3. **Compensation.**

A. The Borough shall compensate Contractor in accordance with the rates set forth in the Proposal. Unless the Borough in good faith disputes any item on an invoice, the Borough agrees to pay Contractor's invoices within thirty (30) days of the invoice date, but no earlier than ten (10) days after the next meeting of Borough Council of the Borough of West Chester (the "Borough Council"), provided that the invoice is delivered at least ten (10) days prior to the date Borough Council meets to approve any unpaid invoices; otherwise, the invoice will be paid within ten (10) days of the next meeting of Borough Council. If Contractor determines at any time prior to the completion of its Services that the amount of its estimate for such Services will be exceeded, Contractor shall notify the Borough in writing the cause of such excess cost and of its best estimate to complete the remaining Services. The Borough shall have the right upon receipt of such estimate to: (1) increase the Contractor budget by the negotiated amount; (2) insist on completion of the Services for the price and scope originally outlined on the Appendix; or (3) agree with Contractor for a reduction in the scope of Services remaining to be performed under the Proposal, so that the total amount to be paid for the Services shall approximate the original estimate.

B. In the event that the Borough disputes any invoice submitted by Contractor it will, prior to the scheduled payment date of such invoice, advise Contractor in writing of the dispute and the cause of such dispute with a suggested resolution of the dispute if one is available.

4. **Disputes.**

All controversies or claims arising out of or related to this Agreement, or breach thereof, shall be filed in the Court of Common Pleas of Chester County, Pennsylvania. The prevailing party shall be entitled to recover its reasonable attorney fees and costs. Neither party will be responsible to the other for punitive or consequential damages including, but not limited to, loss of profit, loss of investment or business interruption.

5. **Indemnification and Insurance.**

A. Contractor, for itself and its successors and assigns, hereby agrees to reimburse the Borough for reasonable attorney fees/costs of suit that it incurs, indemnify, and hold harmless, the Borough, and its officers, supervisors, employees, attorneys, successors and assigns from and against losses, liabilities, claims, demands, causes of action, damages, costs, including reasonable attorneys' fees, and expenses of every kind and nature, whether or not covered by insurance, arising out of, resulting from or caused by, in whole or part, any negligent act, error, omission or willful misconduct on part of Contractor, its agents, employees or subcontractors in connection Contractor's performance of the services pursuant to this Agreement, including but not limited to, those in connection with loss of life, bodily injury, personal injury, damage to property, contamination or adverse effects on the environment, any liability for fines, fees or penalties for violations of any statutes, ordinances, codes, rules, regulations or standards applicable to the services performed by Contractor, its agents, employees or subcontractors (hereinafter "Acts and/or Omissions"). These obligations contained within this Section shall survive the termination of this Agreement. Notwithstanding anything to the contrary as may be contained above, the Contractor shall reimburse the Borough for

reasonable attorney's fees/costs of suit that it incurs in defending any suits or claims attributable (as determined by a Court of competent jurisdiction) to any Acts and/or Omissions.

B. Throughout the life of this Agreement, the Contractor shall pay for and maintain in full force and effect with an insurance company(ies) admitted by the Pennsylvania Insurance Commissioner to do business in the Commonwealth of Pennsylvania and rated not less than A in Best Insurance Key rating Guide, the following policies of insurance:

- (i) Commercial general liability insurance, including property damage liability and personal injury liability of not less than \$1,000,000 for each occurrence and a \$2,000,000 minimum aggregate amount.
- (ii) Owned, hired, and non-owned Automobile bodily injury liability insurance of not less than \$500,000 for each person; \$1,000,000 each occurrence or Combined Single Limit, Bodily Injury and Property Damage of \$1,000,000, each occurrence.
- (iii) Workers' Compensation insurance for the Contractor's employees. Coverage must be in accordance with statutory requirements, including Employers Liability of not less than \$500,000; Bodily Injury for each employee of not less than \$500,000; Bodily Injury for each accident of not less than \$500,000 and Disease for each Employee of not less than \$500,000.
- (iv) Professional liability insurance covering damages to the Borough and others resulting from errors or omissions of Contractor of not less than \$2,000,000.
- (v) Umbrella Liability Insurance at a minimum limit of \$1,000,000 on a following form basis, excess of the General Liability, Automobile Liability and Employers Liability coverages. Umbrella Policies shall spell out the primary coverage to which the excess coverage shall apply.

C. All policies of commercial general liability insurance required hereunder shall name the Borough, its officers, supervisors and employees as additional insured's. Specifically, Contractor commercial general liability insurance policy shall name the Borough, its officers, agents, supervisors, elected officials and employees as an additional insured under ISO endorsement CG 20 26 07 04 or non-ISO equivalent. A copy of ISO endorsement CG 20 26 0704 is attached hereto as Exhibit "A." The Contractor's CGL insurance policy shall also afford coverage for "bodily injury" or "property damage" arising out of the "products- completed operations hazard."

D. Certificates of insurance shall state that coverage shall not be cancelled by either party except after thirty (30) days' prior written notice by U.S. certified mail, return receipt requested, to the Borough.

E. Regardless of the minimum insurance requirements herein, the Contractor shall agree to commit the Contractor's full policy limits and these minimum requirements shall not restrict the Contractor's liability or coverage limit obligations.

F. The Contractor shall furnish the Borough with certificates of insurances and the requisite endorsements for all required insurance, prior to the Borough's execution of the Agreement and the start of work.

G. All Contractor's employing mechanical digging devices or requiring blasting must procure and maintain underground and/or blasting liability insurance (XCU) for the period of time work is in progress. Limits shall be the same as required under Public Liability and Property Damage herein being specified.

H. All policies, except for Employers Liability, shall name the Borough of West Chester and their officers, agents and employees as additional insureds on a primary and noncontributory basis, including for completed operations. All policies, except for Employers Liability, shall provide a waiver of subrogation in favor of the additional insured parties, and be on a "Per Project Basis".

I. Upon notification of receipt by the Borough of a notice of cancellation, major change, modification or reduction in coverage, the Contractor shall immediately, after the effective date of a new or renewal policy, file with the Borough a copy of the required new or renewal policy and certificates for such insurance and list the Borough as additional insureds.

J. If at any time during the term of this Agreement, or any extension thereof, the Contractor fails to maintain the required insurance in full force and effect, all work under this Agreement shall be discontinued immediately, and all payments due or that may become due to the Contractor shall be withheld until acceptable replacement coverage notice is received by the Borough. Any failure to maintain the required insurance shall be sufficient cause for the Borough to terminate this Agreement.

K. If the Contractor should subcontract all or any portion of the work to be performed under this Agreement, the Contractor shall cover the subcontractor and require each subcontractor to adhere to all subparagraphs of this Insurance section, written evidence of which shall be provided to the Borough prior to commencement of work by the subcontractor. Similarly, any cancellation, lapse, reduction or change of subcontractors' insurance shall have the same impact as described above.

6. **Schedule.**

Contractor will perform the services in a manner consistent with the standard of care stated in paragraph No. 2 above and in the time period set forth in the specifications.

7. **Assignment.**

Contractor will not delegate, assign, sublet or transfer any of its obligations or interests in this Agreement without the prior written consent of the Borough.

8. **Independent Status.**

Contractor shall serve as an independent contractor to the Borough and not as its agent or employee. Should it be determined appropriate or necessary to rely on subcontractors, Contractor shall obtain written consent from the Borough. The Borough shall assign a representative authorized to act on the Borough's behalf with respect to the Services to be performed pursuant to this Agreement. The Borough or such authorized representative shall render decisions in a reasonably timely manner after alternative courses of action are presented in reasonable detail pertaining to Contractor's Services to avoid unreasonable delay in the orderly and sequential progress of Contractor's Services.

9. **Termination.**

This Agreement may be terminated in whole or in part, in writing by either party subject to the terms, definitions, conditions and remedies as set forth herein.

(1) Definitions.

- (a) Termination: To immediately discontinue rendering services hereunder.
- (b) Fault: Substantial failure of either party to fulfill its obligations under the Agreement as determined by a court of competent jurisdiction, if requested by the terminated party.
- (c) Convenience: At will of terminating party without fault of the terminated party, and without justification.

(2) Right to Terminate.

- (a) Fault of Contractor: The Borough may terminate this Agreement upon failure of Contractor to perform its obligations under the Agreement.
- (b) Fault of the Borough: Contractor may terminate this Agreement upon failure of the Borough to perform its obligations under the Agreement.
- (c) Convenience of the Borough: The Borough may terminate this Agreement at its convenience. Contractor may not terminate the Agreement for its convenience.

(3) Remedies upon Termination.

In the event of termination hereunder, the following rights and remedies shall apply:

- (a) Fault of Contractor: If termination is caused by the fault of the Contractor, then:

- (i) Subject to offset for costs incurred by the Borough to complete the scope of work as set forth in Section 3(a)(iii) below, including the costs of reasonable attorneys' fees and engineering fees, the Borough shall pay Contractor for all services and expenses rendered to the date of termination in accordance with compensation terms in the Agreement.
 - (ii) The Borough shall not pay anticipated profits or other penalties or damages.
 - (iii) Contractor shall pay the Borough all reasonable/necessary costs incurred by the Borough to complete Contractor's scope of work. Such costs may include the cost incurred by the Borough of employing another Contractor to complete such work, provided Contractor was given notice of any alleged fault and a reasonable opportunity to cure such alleged fault.
- (b) Fault of the Borough: If termination is caused by the fault of the Borough, then:
 - (i) The Borough shall pay Contractor for all authorized services and expenses rendered by Contractor to date of the termination.
 - (ii) The Borough shall not pay for anticipated profits or other penalties or damages.
- (c) Convenience of the Borough: In the event of termination for convenience by the Borough, then:
 - (i) The Borough shall pay Contractor for authorized services and expenses to date of termination, including the pro rata share of any fixed fee(s) to that date.
 - (ii) The Borough shall not pay for anticipated profits or other penalties or damages.
- (4) Termination of Contractor for Default Reversed.
 - (a) If, after termination for failure of Contractor to fulfill contractual obligations, it is determined by a court of competent jurisdiction or the Borough that the Contractor had not failed to fulfill contractual obligations, the termination shall be deemed to have been for the convenience of the Borough. In such event, payments to the Contractor shall be made as provided in Paragraph 3(c) of this clause.
- (5) Notice Requirements.

- (a) No termination for fault or convenience shall take place hereunder by either party, unless:
 - (i) An opportunity for consultation is afforded between the parties prior to sending the notice of termination; and
 - (ii) A notice of termination is sent to the other party in writing, at least ten (10) calendar days prior to the effective date of termination, by certified mail, return receipt requested. The termination shall be effective upon receipt of the certified mail.

(6) Obligations upon Termination.

- (a) Up for on receipt of a termination action for fault or convenience as set the above, the Contractor shall:
 - (i) Promptly discontinue all affected work (unless notice directs otherwise); and
 - (ii) Deliver or otherwise make available to the Borough all data, drawings, specifications, reports, estimates, summaries, and such other information and material as may have been accumulated by the Contractor in performing this Agreement whether completed or in process and all digital documents need to be updated to their latest software revision.
 - (iii) The Borough may take over the work and/or may award another party an Agreement to complete the work hereunder.
 - (iv) Contractor shall be prohibited from disclosing any information pertaining to the Project, including, but not limited to the name of the Borough and the name of the Project, in Contractor's advertisement and/or public relations materials without the prior written consent of the Borough.

10. **Applicable Law.**

This Agreement and all questions relating to its validity, interpretation, performance and enforcement, shall be governed by and construed in accordance with the laws of the Commonwealth of Pennsylvania, notwithstanding any conflict-of-laws doctrines of such state or any other jurisdiction to the contrary.

11. **Nondiscrimination.**

Contractor shall comply with all applicable provisions of state and federal constitutions, laws, regulations and judicial orders pertaining to nondiscrimination and equal employment opportunity.

12. **Notices.**

All notices or other communications required or permitted hereunder shall be in writing and shall be deemed given and received, when delivered personally, or the day after sent by an express overnight delivery service, or three (3) days after posting when sent by certified United States mail, postage prepaid, addressed as follows:

If to Contractor: Attn: Victoria Meakim

Univar Solutions USA LLC
68 Shelbourne Road
Richboro, PA 18954

If to the Borough: 401 E. Gay Street
West Chester, Pennsylvania 19380
Attn: Sean Metrick, Borough Manager

Any party may alter the address to which communications or copies are to be sent by giving notice of such change of address in conformity with the provisions of this subsection for the giving of notice.

13. **Miscellaneous.**

A. Regardless of where the services of the Contractor and its subcontractors under this Agreement are actually performed, they shall be deemed to be performed in West Chester, Chester County, Pennsylvania.

B. The Contractor agrees to abide by the terms of the Pennsylvania Right to Know Act (the "Act") with respect to documents prepared under this Agreement that are in the possession of the Contractor. The Contractor further acknowledges that any documents or work product produced by Contractor under this Agreement may be subject to public disclosure as required under the Act and that Contractor hereby agrees work with the Borough to timely produce any such documents as required under the Act. The Contractor agrees to indemnify and hold the Borough harmless for any penalties or damages incurred by the Borough that are related to the Contractor's failure to abide by the terms of this paragraph. The terms of this paragraph shall survive termination of the Agreement.

C. All work product of the Contractor for this project, including work product created in electronic format, are instruments of service for this project only and shall become the property of the Borough whether the project is completed or not. The parties hereto do not intend, nor will any clause of this Agreement be interpreted, to grant to any third party any benefits or rights under this Agreement. Any reuse of Contractor work product for any purpose other than that specifically intended in this Agreement, including providing a copy of any Contractor work product to a third party not specifically identified herein, will be at the Borough's sole risk and without financial liability or legal expense to Contractor.

D. Neither the Borough nor Contractor shall hold the other responsible for damages or delay in performance caused by acts of God, strikes, lockouts, accidents or other events beyond the control of the other or the other's employees and agents.

E. In the event the Borough retains the services of counsel in connection with the enforcement of any rights under this Agreement, whether or not legal proceedings are instituted and whether or not the Borough formally declares default, the Borough shall be entitled to collect from Contractor all of its reasonable counsel fees and costs incurred.

F. In the event any provision of this Agreement shall be invalid or unenforceable, the remaining provisions shall be valid and binding upon the parties hereto. One or more waivers by either party of any provision, term, condition or covenant shall not be construed by the other party as a waiver of subsequent breach of the same by the other party.

G. This Agreement is to be binding on the heirs, successors, and assigns of the parties hereto and is not to be assigned by either party without first obtaining the written consent of the other. Nothing herein shall be construed to give any rights or benefits hereunder to anyone other than the Borough and Contractor.

H. The parties acknowledge that this Agreement constitutes the entire Agreement between them and supersedes all prior representations, warranties, agreements and understandings, whether verbal or written, between the parties with respect to its subject matter.

I. Unless stated otherwise in this Agreement, this Agreement may not be modified except in writing signed by both parties.

J. The headings to this Agreement are for convenience and reference purposes only and shall not constitute a part of the Agreement.

ATTEST:

Matthew C. Wickham

BOROUGH OF WEST CHESTER

BY:

Sean Metrick
Sean Metrick, Borough Manager

ATTEST/WITNESS:

Ileana Caballero
Ileana Caballero, Municipal Specialist

CONTRACTOR Univar Solutions USA LLC

By:

Victoria Meakim
Name: Victoria Meakim, Municipal Specialist

Borough of West Chester - Tax - 2026 Subscription

Quote created: August 21, 2025 Reference: 20250821-094844318

Borough of West Chester - Tax

401 E Gay St
West Chester, Pennsylvania 19380

Barbara Lioni

blioni@west-chester.com
610-436-1358

Comments

MuniBilling helps you handle every aspect of your customer billing process, from the collection of usage data, managing property & ownership information, generating bills, processing payments, assessing late fees, and producing collection notices.

*** THIS IS A QUOTE - NOT AN INVOICE ***

Once you approve the quote, you will be sent an updated agreement.
This quote is for a 1-year contract for up to 4300 parcels.

Convenience Fees for processing online credit card payments will be provided at the following tiered rates to your customers:

Charge Amount Fee	
\$0.01 - \$50.00	\$1.49
\$50.01 - \$100.00	\$2.94
\$100.01 - \$150.00	\$4.39
\$150.01 - \$200.00	\$5.84
Over \$200.00	2.99%

The Echeck/ACH Fee is \$1.00 per transaction.

Convenience fees can be passed directly to your customers. If there are any chargebacks or returned checks, you are also charged these fees.

Bill Printing is \$.31 per page printed (one side). Quantity will be based on printed pages. Postage is extra. We will use the best mailing rate we are able to receive. A minimum fee may apply if printing is less than 200 pages.



Products & Services

Software as a Service (SaaS)

1 x \$1,395.00 / month Monthly
for 1 year

Licensed user access to the MuniBilling SaaS platform includes customer support, maintenance updates, and tailored client success consulting.

Payment starts: January 1, 2026

Electronic Payment as a Service (EPaaS)

[EPaaS](#)
[Statement of](#)
[Work](#)

1 x \$130.00 / month Monthly
for 1 year

Electronic payments are processed which supports real-time and scheduled autopay transactions

Payment starts: January 1, 2026

Bill Print as a Service (BPaaS)

[BPaaS](#)
[Statement of](#)
[Work](#)

1 x \$60.00 / month Monthly
for 1 year

Bill printing and mailing services are provided via MuniBilling's preferred commercial vendor at \$0.31 per printed page (postage not included).

Payment starts: January 1, 2026

Due now \$0.00

Future Payments Summary

Software as a Service (SaaS)	\$1,395.00 / month starting on January 1, 2026 for 12 payments
Electronic Payment as a Service (EPaaS)	\$130.00 / month starting on January 1, 2026 for 12 payments
Bill Print as a Service (BPaaS)	\$60.00 / month starting on January 1, 2026 for 12 payments

This quote expires on November 19, 2025

Purchase Terms and Conditions

This proposal is subject to your acceptance of the terms and conditions outlined in MuniBilling's standard Software Subscription Agreement, which defines the rights, responsibilities, and expectations for both parties.

[Master Service Agreement](#)

The Master Service Agreement (MSA) outlines the overarching terms and conditions governing our services, detailing responsibilities, service standards, and limitations.

[MSA Terms and Billing Information](#)

MSA terms include billing schedules, invoicing details, and tailored contract provisions to meet client needs, with clear requirements for payment dates and remittance.

[Contract Information](#)

Contract details outline terms, deliverables, and timelines, with designated contacts and stakeholders to ensure seamless operations, issue escalation, and accurate invoice processing.

[Implementation Statement of Work](#)

The Implementation Statement of Work defines the professional services provided to onboard new clients, including timeline, deliverables, and client responsibilities.

[Client Service and Support Statement of Work](#)

The Client Service and Support Statement of Work details frontline support services for MuniBilling end users, addressing all application-related inquiries and assistance.

Questions? Contact me



Jai Lewis

Solutions Consultant

jai@munibilling.com

+13362171030

MuniBilling

3300 Battleground Ave

Greensboro NC 27410

United States

RESOLUTION NO. _____

**BOROUGH OF WEST CHESTER
CHESTER COUNTY, PENNSYLVANIA**

**A Resolution Authorizing Application
to the 2025 DCED Local Share Account Fund
(Statewide) Program for the Gay Street Closure
– Phase II Project**

Be it RESOLVED, that the Borough of West Chester of Chester County, PA hereby requests Local Share Account grant funding of \$1,000,000 from the Pennsylvania Department of Community and Economic Development, to be used for the Gay Street Closure – Phase II Project.

Be it FURTHER RESOLVED, that the Applicant does hereby designate Sean Metrick, Borough Manager and Secretary, as the official(s) to execute all documents and agreements, between the Borough of West Chester and the Pennsylvania Department of Community and Economic Development, to facilitate and assist in obtaining the requested grant.

I, Sean Metrick, duly qualified Secretary of the Borough of West Chester, Chester County, PA, hereby certify that the forgoing is a true and correct copy of a Resolution duly adopted by a majority vote of the Borough of West Chester’s Borough Council at a regular meeting held November 19th 2025, and said Resolution has been recorded in the Minutes of the Borough of West Chester and remains in effect as of this date.

IN WITNESS THEREOF, I affix my hand and attach the seal of the Borough of West Chester, this 19th day of November, 2025.

West Chester Borough

Name of Applicant

Chester County, PA

County

Sean Metrick, Borough Manager and Secretary

BOROUGH OF WEST CHESTER



PURCHASE ORDER REQUEST

TO:

FROM:

SUB: PURCHASE ORDER REQUEST

DATE:

IT IS REQUESTED THAT A PURCHASE ORDER BE ISSUED TO:

Vendor

Contact

Address

Phone

Email

Fax

Justification

TOTAL AMOUNT TO BE PAID:

Reference (select one) [] Quote [] SOW [] SA State Contract

Quote

D.P. Brown of PA Corp.

D.P. Brown of PA Corp.
 710 Street Rd
 Bensalem PA 19020-7322
 Telephone: 215-245-6800

Date 10/31/2025
Quote # EST3620
Expires 11/30/2025
Job/Project Name
Shipping Method Best Way

Bill To

West Chester Borough
 795 Downingtown Pike
 Wastewater Department
 West Chester PA 19380
 United States

Ship To

West Chester Borough
 795 Downingtown Pike
 Wastewater Department
 West Chester PA 19380
 United States

Item	Quantity	Description	Price	Ext. Amount
Dodge Custom	3	013964 DODGE TAF DEFENDER P4B528-TAFD-415RE	3,316.98	9,950.94
Dodge Custom	3	013956 DODGE TAF DEFENDER P4B528-TAFD-415R	3,316.98	9,950.94

Dodge Price Increase Effective December 8, 2025
 Factory stock

Subtotal 19,901.88
Shipping Cost (Best Way) 75.00
Total \$19,976.88

DARLINGTON EQUIPMENT COMPANY

"WE ARE HERE TO HELP"

Taylor Run WWTP
795 Downingtown Pike
Westchester, PA 19380

October 31, 2025

Subject: RBC Bearings

Gentlemen,

Darlington Equipment Company can supply & deliver Dodge TAF 4 15/16" Idle and/or drive end bearings at a cost of \$4,495.00 each.

Price does not include any taxes and quote is valid for 30 days.

Thank you for this opportunity and we look forward to working with you on this and future projects.

Sincere regards,
Don Elzer

DARLINGTON EQUIPMENT COMPANY
PO BOX 312
NEGLEY, OH 44441
PHONE 330-426-2552 * FAX 330-426-2662
RBCS@DARLINGTONEQUIPMENT.COM
WWW.DARLINGTONEQUIPMENT.COM

OFFICE USE ONLY - NOT TO BE COMPLETED BY THE APPLICANT

Date Application Received: 10/20/25

Date Payment(s) Received: 250.00 cash fee

YES N/A

Completed and Signed Application

Date of event/Event time/Set up/Breakdown

11/1/2024 12-3p / 10a - 12p / 2-3p

Map of the Event or Location of the Event

List of Streets to be Closed for the Event

N/A

List of Borough Services requested - to be reviewed by West Chester Borough

WC PD

Non-refundable application fee - may be cash, check, or money order

online

Applicant's Certificate of Insurance

West Chester Police Department Fees - required for runs

List of Food Vendors with Chester County Health Department Licenses

List of Sub-Contractors with Certificates of Insurance

Proof of public transportation approval if public streets are to be closed

Proof of notification to Good Fellowship Ambulance - required for runs

still outstanding as of 11/6/25

Pennsylvania Liquor Control Board Permit if alcohol is to be served

Approved by Pubic Works

YES NO

Date: _____

Approved by Parking Department

YES NO

Date: _____

Approved by Parks and Recreation

YES NO

Date: KAM 11/6/25

Approved by Police Department

YES NO

Date: _____

Approved by Borough Council

YES NO

Date: _____

Notes:

Chester County Community Foundation is The applicant



West Chester Police Department

AGREEMENT FOR POLICE SERVICES

401 EAST GAY STREET

WEST CHESTER, PA 19380

TELEPHONE: 610-696-2700

Chris Daly
Lieutenant

Josh Lee
Chief of Police
Jeffrey Dltz
Lieutenant

James Gorman
Lieutenant

In order to process your request for police coverage at your event, please complete the information that is listed below. Once this form is complete, please submit it to:

West Chester Police Department
Attention: Staci King
401 East Gay Street
West Chester, PA 19380

Please note that all fees must be received no later than 5 days prior to the event. All police fees for runs and races must be submitted at the time of application. Should you have questions, please call 610-436-1323.

Event Name: Stanleys Dream 18th Annual 5K Run/Walk

Event Date: 01/01/2026 Start Time: 12pm End Time: 3pm

Name of Organization Hosting Event: Chester County Community Foundation

Person Responsible for Payment of Fee: Paige Marsden

Address of Person Responsible for Fee: 28 W Market St, West Chester, PA

Phone Number of Person Responsible: [REDACTED]

Number of Police Officers Requested: 2

I, Paige Marsden certify that I am requesting police coverage for the event listed above and that I am authorized to do so on behalf of the organization. I am aware that police coverage for this event is invoiced at \$129.00 per officer, per hour, with a 3 hour minimum for all events. Events that take place on holidays are billed at double time rate.

[Signature]
Signature

11/3/2025
Date





Department of Building, Housing & Codes Enforcement
Regulations for the Protection of Public Health, Safety and Welfare

401 East Gay Street • West Chester, Pennsylvania 19380
610-696-1773 • housing@west-chester.com

11/7/25

112-702 Scope and Applicability; Restrictions and Standard Amendment

This section of the Borough of West Chester Zoning ordinance deals with specific regulations for most type of signs in all the Borough's Zoning Districts. However, there is a section 112-702.B(2)(H)[2] Ground signs which requires metal poles to be used to support the ground sign except in residential districts. After a discussion with the HARB Architect, it became clear that this may be in contradiction with the Historic Downtown District's requirements for all applications for signs to be approved by HARB. The Architect stated that Metal poles are not consistent with what may be more Historically Appropriate. To allow the use of more historically appropriate materials I suggest making an amendment to Section 112-70.B(2)(h)[2].

Example:

Current language code: 112-702.B(2)(h) Ground Signs.

[2] All poles or columns that support ground signs shall be made of metal, except for those used in residential districts, which may be made of pressure-treated timbers. All such poles or columns shall be embedded in the ground at least three feet six inches, unless otherwise so directed by the Zoning Officer.

Added Code Language: 112-702.B(2)(h) Ground Signs.

[2] All poles or columns that support ground signs shall be made of metal, except for those used in residential districts, which may be made of pressure-treated timbers. **In the Downtown Historic (HARB) District, historically appropriate materials may be substituted for the metal posts with HARB recommendation.** All such poles or columns shall be embedded in the ground at least three feet six inches, unless otherwise so directed by the Zoning Officer.



Department of Building, Housing & Code Enforcement
Regulations for the Protection of Public Health, Safety and Welfare

401 East Gay Street ▪ West Chester, Pennsylvania 19380
610-696-1773 ▪ Fax: 610-692-7958 ▪ web: www.west-chester.com

NOTICE IS HEREBY GIVEN that the Zoning Hearing Board of the Borough of West Chester, Pennsylvania has scheduled a Meeting at **6:00 pm, on September 22, 2025**. The purpose of this meeting is to hear following appeal:

<i>Appeal # 1032</i>	<i>Applicant</i>	Grubb Road LLC
	<i>Site Address</i>	436 N. Church Street
	<i>Zoning District</i>	NC-2
	<i>Parcel #</i>	1-4-155

The Applicant Grubb Road LLC is requesting variance relief from Section 112-307.B of the West Chester Zoning Ordinance that requires a rear yard of 20 feet, side yards of 10 feet and a minimum lot area not less than the median value of the lots on the block face which is stated to be 0.26 acres or 11,505 square feet. The Applicant seeks a variance to allow a rear yard setback of 15.74 feet and a left side yard setback of 7.46 feet on Lot 1 per a Site Layout Plan for a proposed two (2) lot subdivision. The Applicant seeks a variance to allow a 0.206 acre or 8,958.9 square feet lot area for Lot 2 of the proposed subdivision.

In addition, the Zoning Hearing Board will hear such other relief deemed necessary per the Application.

The Application is available for public review at the Department of Building & Housing at 401 E. Gay St., West Chester, Pennsylvania or online at www.west-chester.com. All interested persons will be given an opportunity to be heard at this Public Meeting.

Those individuals with disabilities and ADA accommodations for effective participation in the meeting should call 610-692-7574 at least two days prior to the meeting. All attempts will be made for reasonable accommodations.

Yerkes Associates, Inc

MICHAEL BARBEIRI

Michael Barbeiri

Borough of West Chester Zoning Officer

BOARD EXHIBIT 2

August 5, 2025

VIA HAND DELIVERY

Borough of West Chester
Attn: Sean Metric
401 East Gay Street
West Chester, PA 19380

Re: Zoning Hearing Board Application of Grubb Road, LLC

Dear Chris:

I am submitting on behalf of my client, Grubb Road, LLC, two (2) copies of the following:

- Zoning Hearing Board Application,
- Narrative in Support of Application, and
- Site Layout Plan.

The application fee of \$500.00 is also enclosed.

Kindly list the matter for a hearing before the Zoning Hearing Board. Thank you for your courtesy in this matter.

Very truly yours,



Natalie R. Young

/cfg

Enclosures

cc: Arthur L. Sagnor, III, Esquire, Solicitor (w/enclosures) [via Electronic Mail Only]
Housing@west-chester.com (w/enclosures) [via Electronic Mail Only]



Borough of West Chester

401 East Gay Street ■ West Chester, Pennsylvania ■ 19380

Telephone: 610-692-7574 ■ Facsimile: 610-436-0009

www.west-chester.com

ZONING HEARING BOARD APPLICATION

APPEAL # _____ DATE RECEIVED _____

Property (real estate) Location 436 N. Church Street

Zoning District: NC-2 Tax Parcel: 1-4-155

I / We (name) Grubb Road LLC of 136 Grubb Road, Malvern, PA 19355 (address) request the scheduling of a hearing on it/my/our APPEAL (Application) to the West Chester Borough Zoning Hearing Board on the following grounds: (choose one or more):

Special Exception to the Borough of West Chester Zoning Ordinance of 2021 (cite Ordinance Sections), specifically:

Variance to the Borough of West Chester Zoning Ordinance of 2021 (cite Ordinance Sections), specifically:

Sections 112-307.B - See attached Memorandum.

Appeal a decision of the Zoning Officer, Specifically, the following:

Other _____

Application Received By: w. mecke

Date: 08/05/2025

NOTICE

Please see the Borough's website for the Fee Schedule for Zoning Fees. Zoning Fees are not refundable upon the Zoning Hearing scheduling and holding a hearing. A hearing will be scheduled only upon submission of a complete Application and payment of the applicable fee.



Borough of West Chester

401 East Gay Street ■ West Chester, Pennsylvania ■ 19380

Telephone: 610-692-7574 ■ Facsimile: 610-436-0009

www.west-chester.com

A) The description of the Property (real estate located in West Chester Borough) including acreage (square feet), current improvements and use:

The Property is located on the corner of N. Church Street and W. Marshall Street and consists of .3 acres (5,521.4 (+/-) s.f.).

The Property is used for multi-family housing and contains an existing four-story detached house with 6 apartment units.

B) a) Does the Applicant own the Property? (X) Yes () No

b) If "NO", who is the Owner of the Property? _____

c) If not the Owner, what is your legal authority (e.g. – equitable owner, tenant, etc.) for filing this Application on behalf of Owner? _____

C) I/We believe that the Zoning Hearing Board should approve this request because: (Please include the grounds for appeal or reasons both with respect to the law and fact in support of your relief request for the Appeal or Special Permit including any documents supporting your request).

(X) See Attached Narrative

D) Has any Exception or Variance. You may also attach your explanation in a separate narrative including any documents previous application or appeal been filed with this Property?

() Yes (X) No

(E) PLOT PLAN REQUIREMENTS (Supporting Documents)

A Plot Plan of the Property must be submitted as part of this Application. The plot plan shall contain a description of this Property (lot) and show all of the information as follows:

1. Length of all Property (lot) lines.
2. Approximate acres or square feet of Property.
3. Show location of all buildings/structures on Property, their outside dimensions, the distances between buildings and the Property's boundaries.



Borough of West Chester

401 East Gay Street ■ West Chester, Pennsylvania ■ 19380

Telephone: 610-692-7574 ■ Facsimile: 610-436-0009

www.west-chester.com

4. If this application is for new buildings or additions to present buildings, show these proposed buildings/additions giving outside dimensions and the distances between any new structures and existing buildings plus distances between any proposed buildings and the Property's boundaries.
5. Show any existing roads or driveways on the Property and the location of any new drives (if any) you plan to construct.
6. Show location and sizes of all existing parking spaces on the Property and additionally, if any, parking spaces you plan to construct.

NOTE: This Application must be completed in full and submitted with Supporting Documents. Two (2) copies of the Application, the Plot Plan and any supporting documents are required as part of your submission. Please also submit the Application and Supporting Documents in a PDF to Housing@west-chester.com

The Applicant certifies that the above statements contained in this Application and Supporting Documents submitted are true and correct to the best of its/my/our knowledge and belief.

Grubb Road, LLC

Name of Applicant(s)

Natalie Young
Signature Attorney-in-Fact

136 Grubb Road, Malvern, PA 19355

Address of Applicant



Phone Number

bnagle@macelree.com
nyoung@macelree.com

Email Address (if any)

Name of Applicant(s)

Date

Brian Nagle and Natalie Young

Attorney (If Represented)

MacElree Harvey, Ltd.
17 W. Miner St., West Chester, PA 19381

Address

(610) 840-0233
bnagle@macelree.com, nyoung@macelree.com

Phone or Email

Borough Use Only

Zoning Hearing Board Fee: \$500.00 Check No.: 140714 Date Received: 08/05/2025

Received By: w. mecke
Borough Employee



Borough of West Chester

401 East Gay Street ▪ West Chester, Pennsylvania ▪ 19380

Telephone: 610-692-7574 ▪ Facsimile: 610-436-0009

www.west-chester.com

Zoning Officer Review:

Signature: _____

Date: _____

BEFORE THE ZONING HEARING BOARD OF WEST CHESTER BOROUGH

IN RE: Dimensional Variance Application
of Grubb Road LLC

I. Introduction

Grubb Road LLC ("Applicant") is the owner of a 0.3-acre parcel of real property located at 436 N. Church Street, Borough of West Chester ("Borough"), Chester County, Pennsylvania (the "Property"), being UPI No. 1-4-155. The Property is in the NC-2 zoning district and is a corner lot at the corner of N. Church Street and W. Marshall Street. The Property is improved with a four-story detached house containing six apartment units. Applicant proposes to subdivide the lot to create a new lot with a proposed single-family home with a footprint of 1,200 square feet ("Lot 1") located on the rear portion of the existing lot. No alterations are proposed for existing four-story detached house containing six apartment units which would sit on the remaining portion of the existing lot after the subdivision ("Lot 2"). Applicant seeks dimensional variances from the side and rear setback requirements for Lot 1 and from the minimum lot area requirement for Lot 2, in order to allow subdivision and construction of a new single-family home on Lot 1.

II. Request for Relief

A. Variance from Rear and Side Yard Setback Requirements (Section 112-307.B)

Section 112-307.B of the Borough of West Chester Zoning Ordinance (the "Ordinance") sets a minimum setback requirement for the rear yard of 20 feet and a minimum setback for the side yard(s) of 10 feet. Applicant seeks a variance from this section to allow a rear yard setback of 15.74 feet and a left elevation side yard setback of 7.46 feet on the proposed Lot 1. The proposed left elevation side yard setback of 7.46 on Lot 1 is adjacent to the rear yard setback of 20 feet on Lot 2 – which is also owned by the Applicant. In other words, the proposal preserves 27.46 feet of yard space between the existing dwelling on Lot 2 and the proposed dwelling on Lot 1.

The Property is a corner lot fronting N. Church Street with a rear yard along W. Marshall Street containing 5,521.4 (+/-) square feet. The Applicant proposes a single-family home with a footprint of 1,200 square feet on the newly created Lot 1, which would be consistent with the size and appearance of other single-family homes within the Borough. The requested variance differs from the side yard setback requirement by 2.54 square feet and rear yard setback requirement by 4.26 square feet. In the context of a setback of 10 feet, where 7.46 feet of the setback is maintained, the variance request is de *minimis*. In viewing a side yard of 7.46 feet, next to Lot 2's adjacent rear yard of 20 feet, the public will have no ability to discern that the side yard is less than the required 10-foot setback. The same analysis would apply to the proposed rear yard, where the proposal would preserve 15.74 feet of the setback.

The Applicant, as of right, has the option to expand the nonconforming use by constructing an additional apartment structure consisting of 6,300 square feet in the rear yard space of the existing lot. However, the allowance of the requested variances would preserve 20 feet of rear yard space immediately behind the existing structure on the existing lot and would provide for a home on a new lot with similar character to other homes within the Borough.

The requested variance will not alter the essential character of the neighborhood or the NC-2 District, nor will it substantially or permanently impair the use or development of neighboring properties or be detrimental to the public welfare. To the contrary, the Applicant's proposed subdivision and home will be an attractive addition to the neighborhood and help maintain the value of neighboring dwellings. The requested variance will represent the minimum variance that will afford Applicants relief and will represent the least modification possible of Section 112-307.B of the Ordinance.

B. Variance from Minimum Lot Area Requirement (Section 112-307.B)

Section 112-307.B of the Ordinance sets a minimum lot area consistent with the median value of the lot on the block face. The median lot area along the block face is .26 acres or 11,505

square feet. The Applicant requests a variance to allow for a lot area of .206 acres or 8,958.9 square feet for Lot 2. There are 3 properties along the block face of N. Church Street between W. Lafayette Street and W. Marshall Street. The lot area of the existing lot that is the subject of this application currently consists of .3 acres or 12,890 square feet. The other two lots along the block face consist of lot areas of .26 acres or 11,505 square feet at 430 N. Church Street and .11 acres or 4,688 square feet at 428 N. Church Street. The existing lot, which contains 12,890 square feet, has the largest lot area on the block face by 1,385 square feet. If the requested variance is granted, Lot 2 would have the second largest lot area along the block face. Because the new Lot 2 would fall in between the largest and smallest lot along the block face, Lot 2 would not be inconsistent with the other lots along the block face.

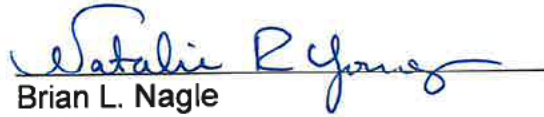
The requested variance will not alter the essential character of the neighborhood or the NC-2 District, nor will it substantially or permanently impair the use or development of neighboring properties or be detrimental to the public welfare. The requested variance will represent the minimum variance that will afford Applicant relief and will represent the least modification possible of Section 112-307.B of the Ordinance.

III. Conclusion

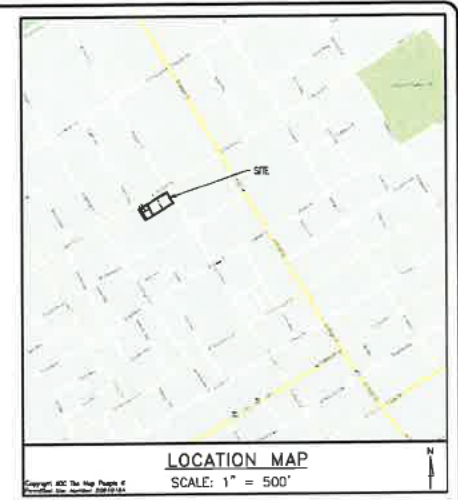
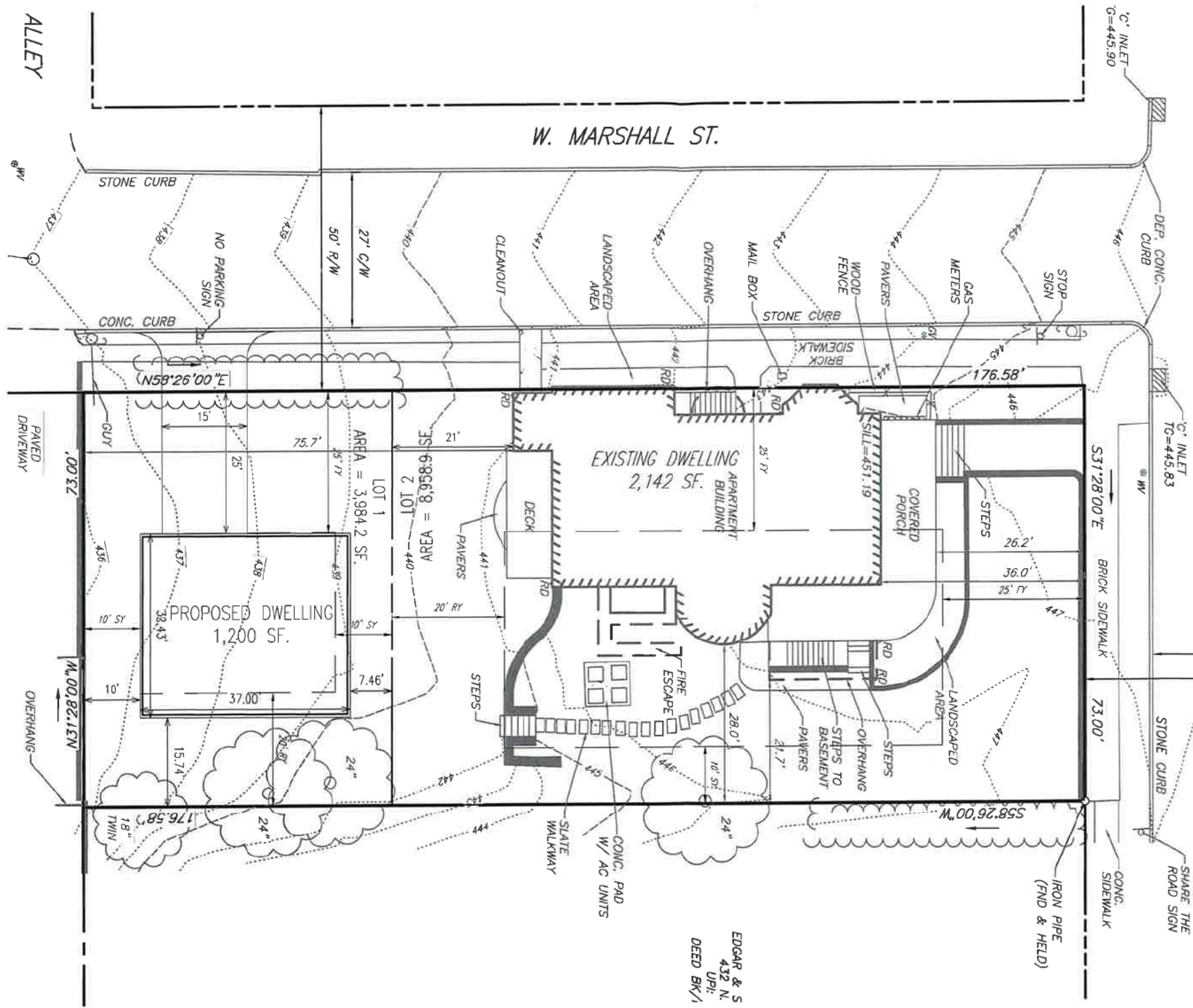
Applicant will establish compliance with the applicable variance standards and other applicable Ordinance requirements during the hearing before the Zoning Hearing Board. Applicant requests that the relief sought herein be granted, in addition to any other relief deemed necessary by the Zoning Hearing Board to effectuate the proposed addition.

Respectfully submitted,

Date: August __, 2025



Brian L. Nagle
Natalie R. Young
MacElree Harvey, Ltd.
17 West Miner Street
P.O. Box 660
West Chester, PA 19381-0660
(610) 436-0100
Attorneys for Applicants

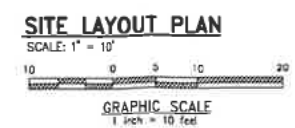


ZONING DATA TABULATION
WEST CHESTER BOROUGH ZONING ORDINANCE
LPI: 1-4-155

CHAPTER 112, ZONING
ARTICLE 8, RC-2 HIGH-QUALITY CONSERVATION DISTRICT
112-308

	BEFORE	PROPOSED LOT 1	PROPOSED LOT 2
MINIMUM LOT AREA	0.26 ACRE (1,134 SF)	0.251 ACRE (1,084.2 SF)	0.206 ACRE (895.0 SF)
MINIMUM LOT WIDTH	30 FT.	34 FT.	73 FT.
BUILDING COVERAGE	<45%	APPROX. 30.12%	APPROX. 23.81%
IMPERVIOUS COVERAGE	<80%	APPROX. 29.50%	APPROX. 42.16%
BUILDING SETBACKS			
MINIMUM FRONT YARD	25 FT.	25 FT.	0 FT.*
MINIMUM SIDE YARD	10 FT.	7.46 FT.**	26 FT.
MINIMUM REAR YARD	20 FT.	15.74 FT.**	21 FT.
BUILDING HEIGHT	<35 FT.	<35 FT.	<35 FT.

*EXISTING NON-COMFORMITY
**VARIANCE REQUIRED



LEGEND

—	PROP. PROPERTY LINE	—	PROP. LIGHT POLE	—	PROP. WATER LINE
---	PROP. RIGHT-OF-WAY	---	PROP. STORM INLET	---	PROP. WATER LATERAL
■	PROP. MONUMENT	---	PROP. STORM INLET ID	---	PROP. FIRE WATER LINE
●	PROP. REBAR	---	PROP. SEEPAGE BED	---	PROP. WATER VALVE
---	PROP. EASEMENT	---	PROP. SAN. SEWER LINE	---	PROP. MIDWANT
---	PROP. CONC. CURB	---	PROP. SAN. SEWER LATERAL	---	PROP. MANHOLE
---	PROP. EDGE OF PAVING	---	PROP. SANITARY M.H. ID	---	PROP. SANITARY M.H. ID
---	PROP. CONTOUR	---	PROP. SANITARY M.H. ID	---	PROP. SANITARY M.H. ID
---	PROP. NEW SPOT ELEV.	---	PROP. SANITARY M.H. ID	---	PROP. SANITARY M.H. ID
---	PROP. SIGN	---	PROP. SANITARY M.H. ID	---	PROP. SANITARY M.H. ID
---	PROP. PARKING SPACES TO BE REMOVED	---	PROP. SANITARY M.H. ID	---	PROP. SANITARY M.H. ID
---	PROP. CONC. CURB	---	PROP. SANITARY M.H. ID	---	PROP. SANITARY M.H. ID
---	PROP. EDGE OF PAVING	---	PROP. SANITARY M.H. ID	---	PROP. SANITARY M.H. ID

HOWELL ENGINEERING
Local Knowledge. Engineered.
Civil Engineering | Land Planning | Environmental
1250 W. Philadelphia Ave., West Chester, PA 19380
Phone: (610) 693-9102 Fax: (610) 693-9003

NO.	DATE	DESCRIPTION
1		
2		
3		
4		
5		
6		
7		
8		

SKETCH
SITE LAYOUT PLAN
OWNER: MARGARET HARVEY LTD.
PROJECT NO: 5139
ADDRESS: 435 N CHURCH STREET
WEST CHESTER BOROUGH, CHESTER COUNTY PA

DATE:	03/26/25
SCALE:	1"=10'
DRAWN BY:	MF
CHECKED BY:	DHS
PROJECT NO.:	5139
DWG. NO.:	5139 PL01
DATE:	03/26/25
DRAWN BY:	MF
CHECKED BY:	DHS
PROJECT NO.:	5139
DWG. NO.:	SK-1
SHEET:	1 OF 1



Department of Building, Housing & Codes Enforcement

Regulations for the Protection of Public Health, Safety and Welfare

401 East Gay Street • West Chester, Pennsylvania 19380
610-696-1773 • housing@west-chester.com

NOTICE IS HEREBY GIVEN that the Zoning Hearing Board of the Borough of West Chester, Pennsylvania has scheduled a Meeting at 6:00 pm on November 24th, 2025. The purpose of this meeting is to hear the following appeal.

Appeal #1034	Applicant:	Joseph and Lisa Franklin
	Site Address:	304 W. Lafayette Street
	Zoning District:	NC-1
	Parcel #:	1-4-168

The Applicants, Joseph and Lisa Franklin, are requesting variance relief from Section 112-602.L (General regulations and design standards) of the West Chester Zoning Ordinance that requires except for properties in the TC-Town Center District and the NC-2 Neighborhood Conservation District, all parking spaces and access drives shall be at least five feet from any lot line, except for common driveways.

In addition, the Zoning Hearing Board will hear other such relief deemed necessary by the Application.

The Application is available for public review at the Department of Building Housing and Code Enforcement at 401 E. Gay Street., West Chester, Pennsylvania, or online at www.west-chester.com. All interested persons will be given an opportunity to be heard at this Public Meeting.

Those individuals with disabilities and ADA accommodations for effective participation in the meeting should call 610-692-7574 at least two days prior to the meeting. All attempts will be made to provide reasonable accommodation.

Aaron Flook

Aaron Flook
Director of Building, Housing and Code Enforcement/Zoning Officer
Borough of West Chester.



Borough of West Chester

401 East Gay Street ▪ West Chester, Pennsylvania ▪ 19380

Telephone: 610-692-7574 ▪ Facsimile: 610-436-0009

www.west-chester.com

ZONING HEARING BOARD APPLICATION

APPEAL # _____

DATE RECEIVED _____

Property (real estate) Location 304 W Lafayette St, Wester Chester, PA, 19380

Zoning District: NC-1

Tax Parcel: 1-4-168

I / We (name) Joseph and Lisa Franklin of (address) 304 W Lafayette St. request the scheduling of a hearing on it/my/our APPEAL (Application) to the West Chester Borough Zoning Hearing Board on the following grounds: (choose one or more):

Special Exception to the Borough of West Chester Zoning Ordinance of 2021 (cite Ordinance Sections), specifically:

Variance to the Borough of West Chester Zoning Ordinance of 2021 (cite Ordinance Sections), specifically:

§112-602.L. - Except for properties in the TC-Town Center District and the NC-2 Neighborhood Conservation District, all parking spaces and access drives shall be at least five feet from any lot line, except for common driveways.

Appeal a decision of the Zoning Officer, Specifically, the following:

Other _____

Application Received By: w.mecke

Date: 10/08/2025

NOTICE

Please see the Borough's website for the Fee Schedule for Zoning Fees. Zoning Fees are not refundable upon the Zoning Hearing scheduling and holding a hearing. A hearing will be scheduled only upon submission of a complete Application and payment of the applicable fee.



Borough of West Chester

401 East Gay Street ▪ West Chester, Pennsylvania ▪ 19380

Telephone: 610-692-7574 ▪ Facsimile: 610-436-0009

www.west-chester.com

- A) The description of the Property (real estate located in West Chester Borough) including acreage (square feet), current improvements and use:

This lot is roughly 25'W by 105.75'L, equalling approximately 2647sf. There is currently a townhome that shares with a wall with the south west neighbor. The townhome has a walkway to the front and an existing retaining wall with steps and a fence. The existing impervious coverage is 1127sf. The new layout for the retaining walls and stairs is roughly 30sf more. The current retaining wall and fence along the alley are failing and are in need to repair.

- B) a) Does the Applicant own the Property? () Yes (X) No

b) If "NO", who is the Owner of the Property? Joseph and Lisa Franklin

c) If not the Owner, what is your legal authority (e.g. – equitable owner, tenant, etc.) for filing this Application on behalf of Owner? Hired Licensed Contractor

- C) I/We believe that the Zoning Hearing Board should approve this request because: (Please include the grounds for appeal or reasons both with respect to the law and fact in support of your relief request for the Appeal or Special Exception or Variance. You may also attach your explanation in a separate narrative including any documents supporting your request).

In order to comply with zoning regulations for parking, majority of the back yard would need to be forfeited to have a parking space that is within 5 feet of the boundry line which would cause the need also for higher retaining and increased financial burden. Additionally, there are precedents of others along the allow with parking within the 5 feet. The need for a parking space corresponds with the installation of an EV charger for the homeowner's truck which supports clean energy movement. Lastly, the parking space would not hinder traffic on the alley nor any maintenance with the crushed stone compared to the failing retaining wall..

() See Attached Narrative

- D) Has any previous application or appeal been filed in connection with this Property?

() Yes (X) No

(E) PLOT PLAN REQUIREMENTS (Supporting Documents)

A Plot Plan of the Property must be submitted as part of this Application. The plot plan shall contain a description of this Property (lot) and show all of the information as follows:

1. Length of all Property (lot) lines.
2. Approximate acres or square feet of Property.
3. Show location of all buildings/structures on Property, their outside dimensions, the distances between buildings and the Property's boundaries.



Borough of West Chester

401 East Gay Street ▪ West Chester, Pennsylvania ▪ 19380

Telephone: 610-692-7574 ▪ Facsimile: 610-436-0009

www.west-chester.com

Zoning Officer Review:

Signature: _____

Date: _____



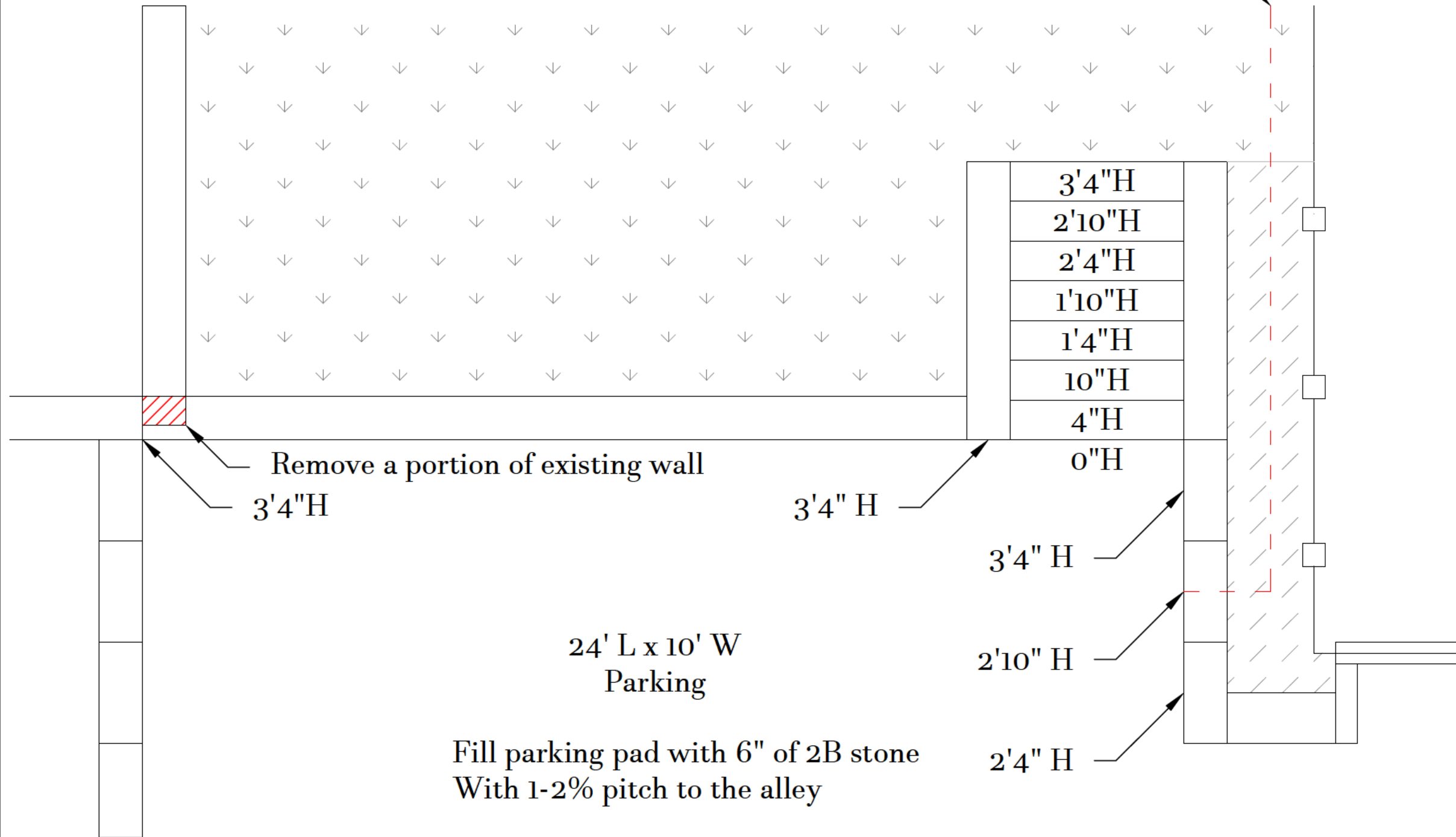
Franklin Residence

304 W Lafayette St.
West Chester, PA , 19380

RETAINING WALL
Date: 08 / 22 / 2025
Designed By: Kim Vargo
Revision #: 3
Scale: 3/8" = 1'-0"

Sheet: 1 of 3

Run a 2" conduit at 24" deep for EV Charger



Remove a portion of existing wall
3'4"H

24' L x 10' W
Parking

Fill parking pad with 6" of 2B stone
With 1-2% pitch to the alley

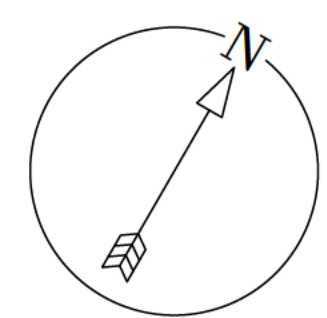
- 3'4"H
- 2'10"H
- 2'4"H
- 1'10"H
- 1'4"H
- 10"H
- 4"H
- 0"H

3'4" H

3'4" H

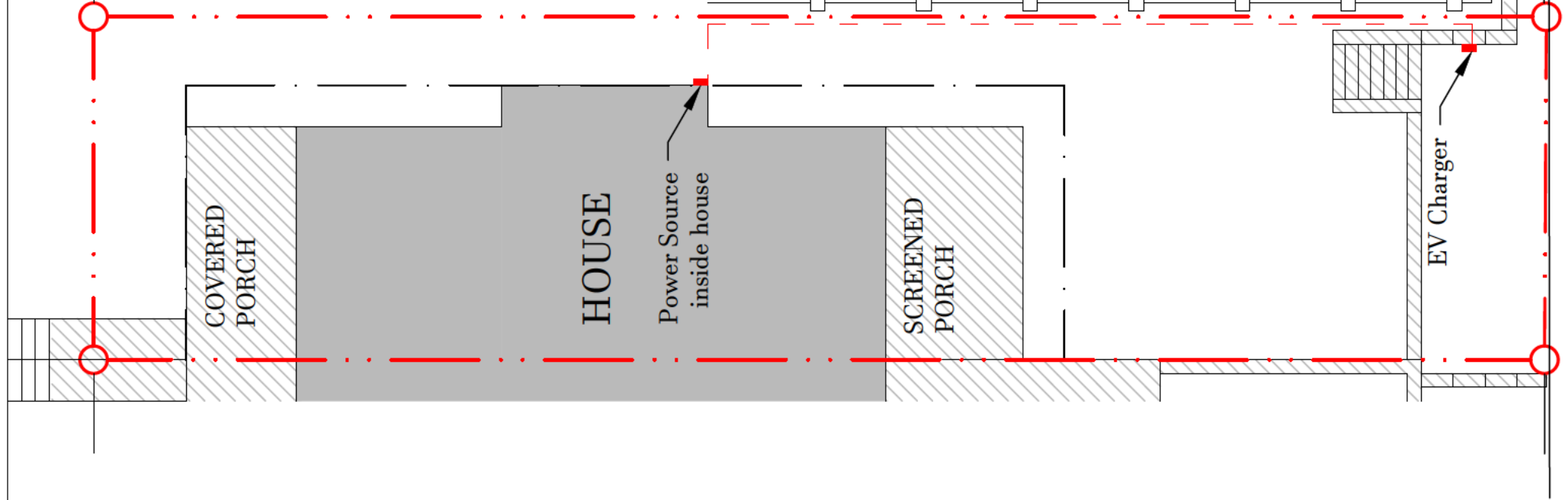
2'10" H

2'4" H



W Lafayette St.

Sidewalk



Ebbs Alley

Zoning District: NC-1 /Block Class: C

Lot size: 2647 s.f.

Building Coverage: square feet: 776 s.f. / %: 29.3%

Impervious Coverage: square feet: 1127 s.f. / %: 42.6%

Setbacks

Front yard: Existing Adjacent ~10'

Side yard: Existing Adjacent ~5'

Rear yard: 35'

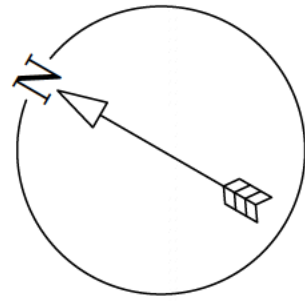
HOUSE

COVERED PORCH

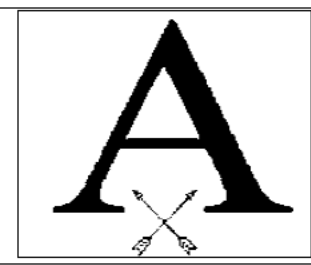
SCREENED PORCH

Power Source inside house

EV Charger



Arrowwood Landscape Design



Franklin Residence

304 W Lafayette St.
West Chester, PA , 19380

PERMIT PLAN

Date: 08 / 22 / 2025

Designed By: Kim Vargo

Revision #: 3

Scale: 3/32" = 1'-0"

Sheet: 2 of 3

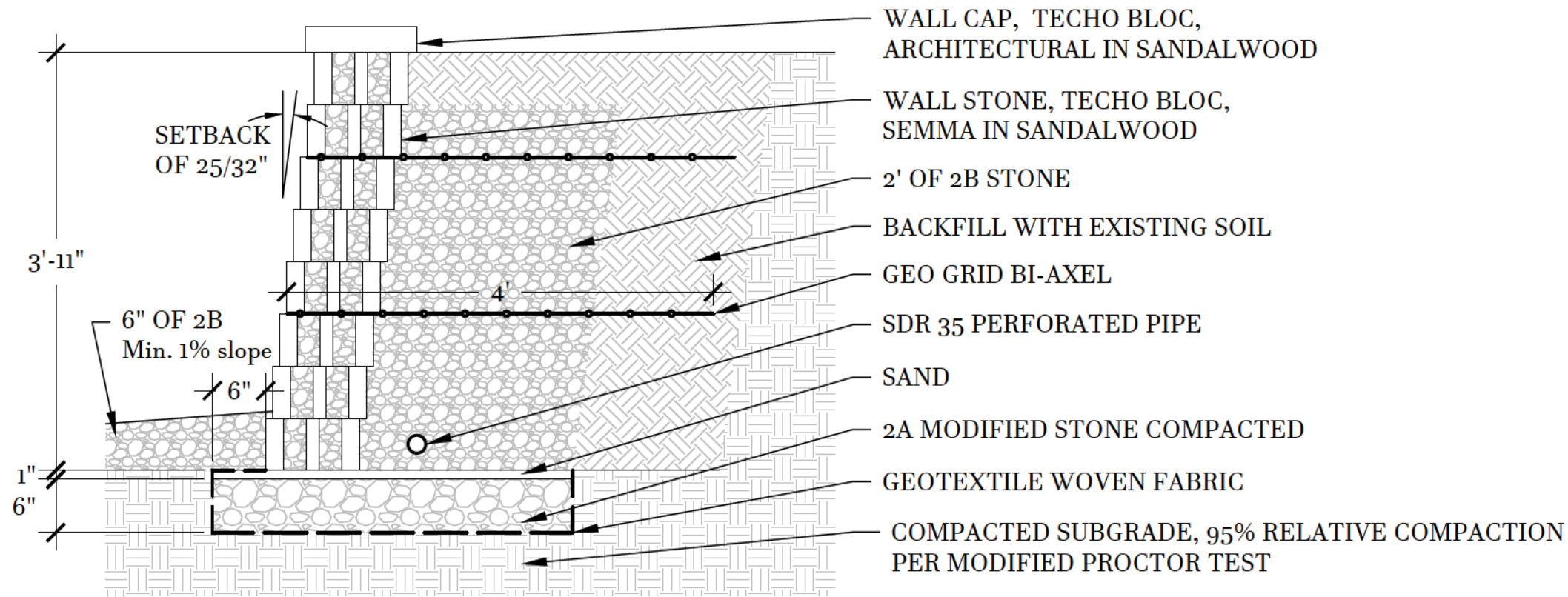


Franklin Residence

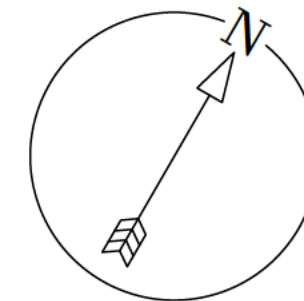
304 W Lafayette St.
West Chester, PA , 19380

INSTALL DETAIL
Date: 08 / 22 / 2025
Designed By: Kim Vargo
Revision #: 3
Scale: 3/4" = 1'-0"

Sheet: 3 of 3



01 RETAINING WALL SECTION
3/4" = 1'-0"



PROPERTY ADDRESS: 34 South High Street

APPLICANT'S EMAIL: chickenwestchestere@gmail.com

Note: All projects must have the appropriate sections completed in its entirety and attached to this form. *Only attach the applicable sections.* The application number will be assigned by the Building & Housing Department.

1) This application is for (check all appropriate boxes):

- Section #1 - Sign
- Section #2 - Canopy or Awning
- Section #3 - Repair, replacement or alteration from original
- (please supply photos or elevations of original)
- Section #4 - Addition
- (supply architectural elevations and site drawings, as well as photos of the existing structure)
- Section #5 - New Construction
- (supply architectural elevations and site drawings, as well as photos of buildings next to and around the site)
- Section #6 - Demolition

2) Please indicate which items you are submitting with your application form. Do not submit originals, since they will be kept by the HARB for its official archives:

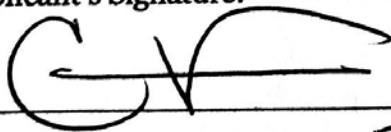
- Color or B/W Sketches
- Old or Historic Photographs
- Plot or Site Plans
- Architectural Elevations
- Photographs of the current existing site showing where changes are to be made, location of buildings and streetscape.

All sketches, elevations, and plans must be signed by the preparer(s)

The owner of this property and the applicant agree to conform to all applicable findings of the Borough of West Chester Historical and Architectural Review Board.

Applicant's name (print): Carlos Vargas

Applicant's Signature:



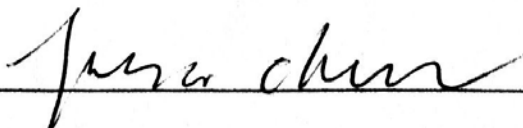
Date:

9/12/25

Owner's Name (print): Jason Chen

9/13/25

Owner's Signature:



Date:

9/13/25

Note: Check with the Building and Housing office of the Borough of West Chester to see if you need a building permit as well as a Certificate of Appropriateness **before** you begin your project

SECTION #1 - SIGNS

(Attach a separate Section #1 for each of the signs you want to install)

Instructions: Provide color or black and white sketches of each sign and its message. Also show the proposed location and proportion to building façade. Attach photos of the streetscape and adjacent buildings.

Location of project: 34 South High St.

Name of business: Chicken West Chester

Applicant's name: Carlos Vargas

Applicant's address: [REDACTED]

Applicant's phone number: [REDACTED] Applicant's email: Kennelt Chicken@gmail.com

Owner's name: Jason Chen (Chen Properties LLC)

Owner's address: [REDACTED]

Owner's telephone number: [REDACTED]

- 1) Are you replacing an existing sign? no
- 2) How many signs do you wish to install? 1 board sign. Decals on door and window glass
- 3) On how many facades? 2 Front Side Back
- 4) Hanging Sign Building-mounted Other
- 5) Give a thorough description of sign: 3' x 1' board with logo on each side. Decals on door and window glass
- 6) Is there new illumination? no Fixture Type? _____
How will it be mounted? _____
- 7) Sign Dimensions: Height: 1' x Width: 3" x Depth: 1"
- 8) If a hanging sign, what is the height from the sidewalk to the bottom of the sign? 8'
(Borough Code requires 8'-0 minimum to bottom of sign)
- 9) How will this sign be mounted? existing arm bracket
(please note: any attachment to a masonry façade must be done through the mortar joints, NOT into the masonry).
- 10) If a hanging sign, describe the hanging bracket: black metal arm bracket
- 11) If a hanging sign, is this an existing bracket? yes
- 12) Colors: black, white, red
- 13) Message: _____
- 14) Lettering style: please note that the historic preference is for any "serif" type: curative + Print

Please be sure to attach sample of sign wording in chosen lettering style

DATE APPLICATION RECEIVED: 10/15/2025

APPLICATION NUMBER: 2025-32

SECTION #3 - REPAIR, REPLACEMENT OR ALTERATION

(Attach a separate Section #3 for each of the repairs, replacements or alterations you wish to make)

Instructions: Provide clear photographs showing the location of each proposed improvement, including photos of streetscape and the adjacent buildings. Provide architectural elevations and/or photographs clearly showing the location of the proposed work. Provide material specifications and manufacturer's pamphlets on the replacement materials proposed.

Name of business: Chicken West Chester

Applicant's name: Carlos Vargas

Applicant's address: [REDACTED]

Applicant's phone number: [REDACTED]

Owner's name: Jason Chen (Chen Properties LLC)

Owner's address: [REDACTED]

Owner's telephone number: [REDACTED]

1) Which element do you wish to change: Doors Windows Roofing Gutters
 Walls Steps Sidewalk Fence Trim Railing Porch or Balcony
 Other (specify) _____

2) On how many facades? 2 Front Side Back

3) What was the old is the material? none

4) What is the proposed new material? wrought iron

5) How will it be installed? Contractor

6) Are you using any historical materials? no

7) Is so, what and how? NA

8) What were the old dimensions? Height: _____ x Width: _____ Depth: _____

9) What are the new dimensions? Height: 40" x Width: 24' Depth: 1 1/4"

10) What were the old colors? Na

11) What are the new colors? black

12) Why do you wish to make these changes? Barrier for proposed seating for Chicken West Chester.





Signage

Door Glass 5'5" x 2'6" Decals will cover about half of the glass

Window Glass 6' x 3' Decals will cover 1/4 of glass

Wooden Sign 3' x 1'



72" railing. 32" high wrought iron

\$25



Grand patio

[Visit the Store](#)

4.6 ★★★★★ (4,646)

Grand Patio Premium Frame Patio Bistro Set, Folding Outdoor Patio Furniture Sets, 3 Piece Patio Set of Folding Patio Table and Chairs, Red

50+ bought in past month



APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

Borough of West Chester
Historical and Architectural Review Board

PROJECT ADDRESS: 34 S. High Street

- 1) **Date of HARB Review:** *October 30, 2025*
- 2) **Applicant's Proposal:** *Sign / Door Decal & Railing for café seating*
- 3) **Findings:**

The applicant, Carlos Vargas, was present and described the proposed 3-part project as follows:

- *Hanging Sign - Provide a projecting, 1' H x 3' W double-sided, hanging sign, mounted from an existing bracket above the building's front door. The message on the sign is "Chicken – West Chester." Red and black text on a white background.*
- *Window Decals – Provide Decals on the interior face of the entrance door and storefront glass window. The busy message includes the name of the business, phone number, menu items, and a large scan code symbol on the door.*
- *Curbside Café Railing – A metal railing with twisted spindles. No railing location drawings were provided to the HARB members for review.*

The HARB reviewed the application as follows:

- *Hanging Sign - The new hanging sign on the existing bracket was deemed appropriate. The white background color was recommended to be off white. The applicant stated he would use light grey, which the HARB endorsed.*
- *Window Decals - The HARB stated since the decals are on the interior of the glass door and window, they are not subject to HARB review/approval. However, the HARB did comment that the depicted decal signage was quite busy and overwhelmed the small 10-foot wide storefront.*
- *Curbside Café Railing – The HARB commented there was insufficient information on the railing to review and render a final decision. The twisted metal railing illustrated was deemed inappropriate. They recommended the applicant to revise the railing design to be similar to existing café railings in the downtown. Because the storefront is very narrow (10-foot wide), the application needs to include an accurate location plan of the sidewalk and railing; and full photographs of the subject building and the adjacent buildings to illustrate the context.*
 - *On the HARB's recommendation, the applicant requested the café railing portion of the application to be tabled.*

- 4) **Recommendations from HARB:**

The Board recommends Approval of a Certificate of Appropriateness for Application 2025-32 as submitted, with the following clarifications:

1. *The hanging sign design is approved as presented, with the background color to be revised from start white to light grey.*
2. *The door and window decals on the inside face of the glass do not require HARB approval.*
3. *The café railing has been tabled and is not included in this recommendation for approval.*

Application Numbers: [2025-32](#)

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS
Borough of West Chester
Historical and Architectural Review Board

PROJECT ADDRESS: [34 S. High Street](#)

5) Borough Council's Action and Date

- Approved per HARB recommendation:
- Denied for the following reasons:
- Approved with the following differences from HARB recommendation:

.....

Date of Action Taken: _____, 2025

Borough Manager's Signature:

main | contacts | contractors | submittals | details | workflow | fees | conditions | inspections | other requirements | notes

Current processing time is 35 days (In review 35 days)

Project Name: KOOMA.RENOVATIONS Add Note

Project Description: Existing Restaurant renewal.

Permit Number: COA-25-0021	Applicant: Yao
Initial Application Number: REFERENCE-25-0965	Primary Contact: Yao i
Permit Type: CERTIFICATE OF APPROPRIATENESS- REPAIR	Primary Contractor:
Status: UNDER REVIEW	Last Activity: 09/26/2025 08:49
Process State: Technically Complete	Last Inspection Date:
Parent Permit: <input type="text"/>	Initiated: 09/25/2025 📅
Assigned To: User WENDY MECKE	Submitted: 09/25/2025 📅 🕒 Application is 36 days old
Fast Track: <input type="checkbox"/>	Completed: 09/26/2025 📅 ✔ 3 of 3 submittals received, 3 of 3 submittals accepte
Applied for Online: <input checked="" type="checkbox"/>	Approved: 📅 📄 2 of 3 (67%) steps approved.
	Ready: 📅 ✔ \$0.00 paid (100%), \$0.00 due.
	Issued: 📅
	Finalized: 📅 ✔ No inspections.
	Closed: 📅 ✔ \$0.00 deferred fees due.
	Expires: 03/25/2026 📅 🕒 Exp Override: <input type="checkbox"/>


Site Address

Site Address: 123 N CHURCH ST 📍 Verify Address and Coordinates

Site City: WEST CHESTER **Latitude:**

State: PA Site Zip: 19380 **Longitude:**

Inspection Area:

 Replace Photo	Contractor: No	Active: <input checked="" type="checkbox"/>	
	First Name: Yao-Chang	Middle Name: <input type="text"/>	Last Name: Huang
	Display Name: Yao ✎		
	Primary Phone: 2676791407	Primary Email: design@skyardlab.com	
	Portal Access Code: *VQAQY-SPXQ1		

Mailing Address

555 Hollow Road
Wayne, PA 19087































[Edit Address](#)

Physical Address

[Edit Address](#) [Copy Mailing Address](#)

Save
Reset
Close
Delete
Audit
Convert to Contractor
Associations

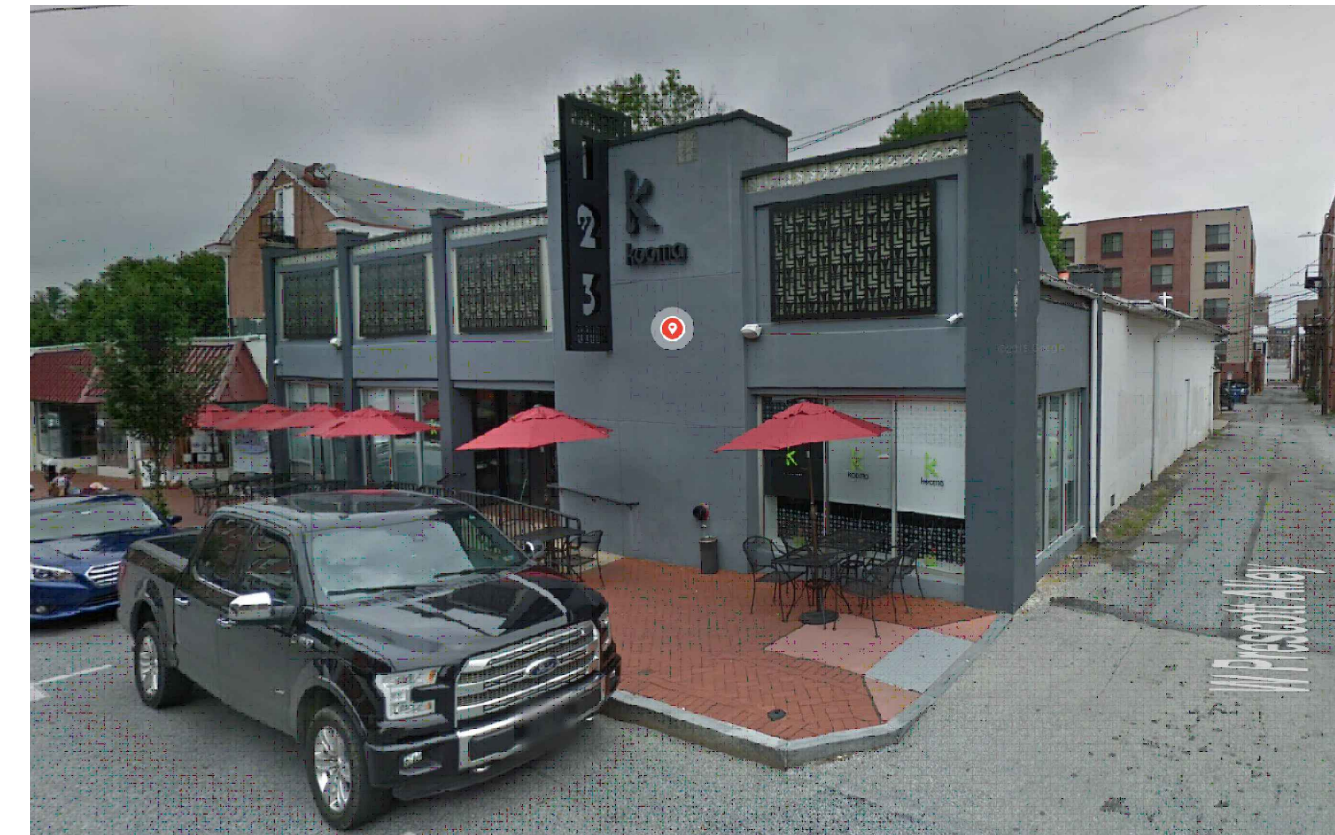
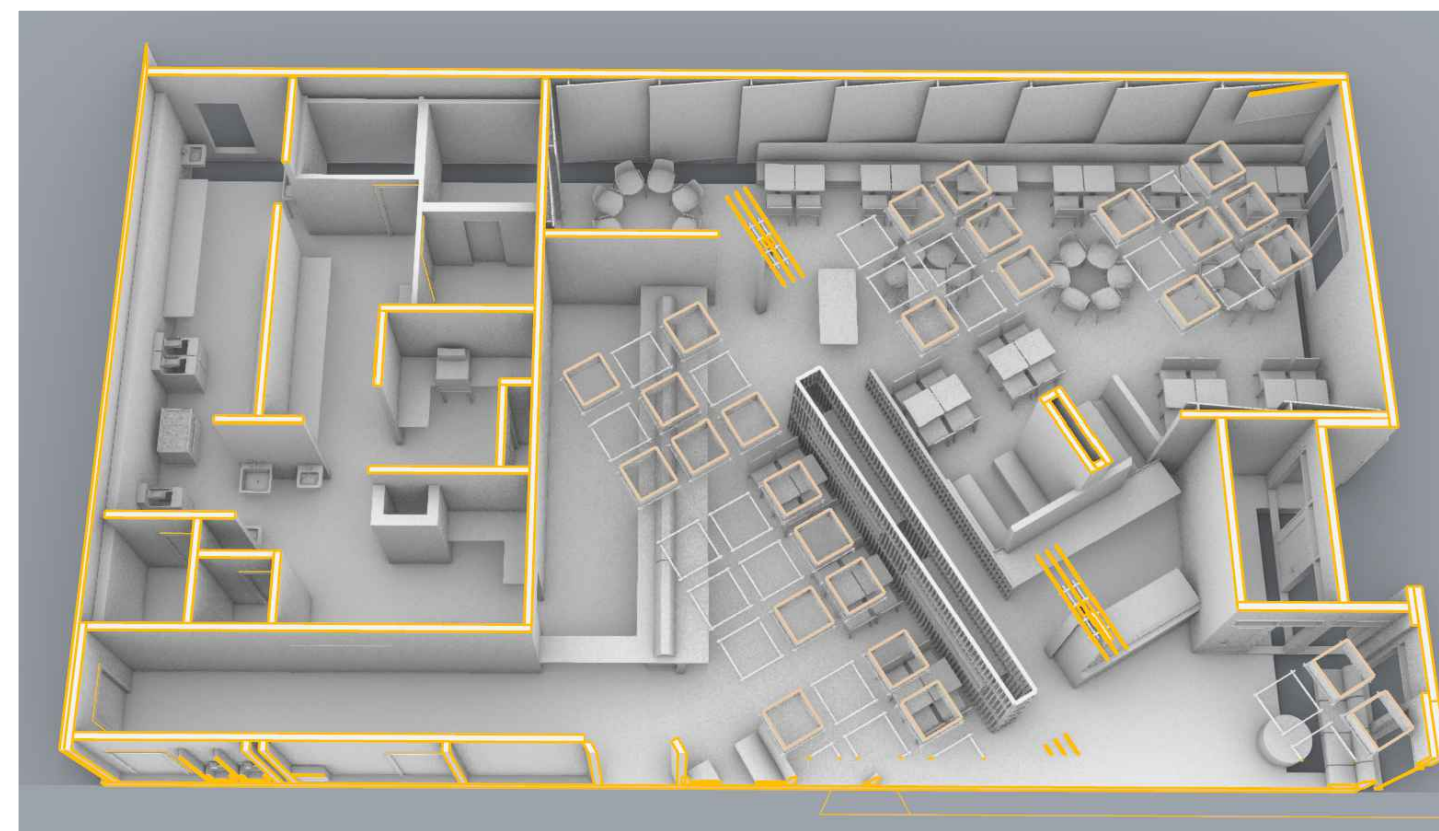
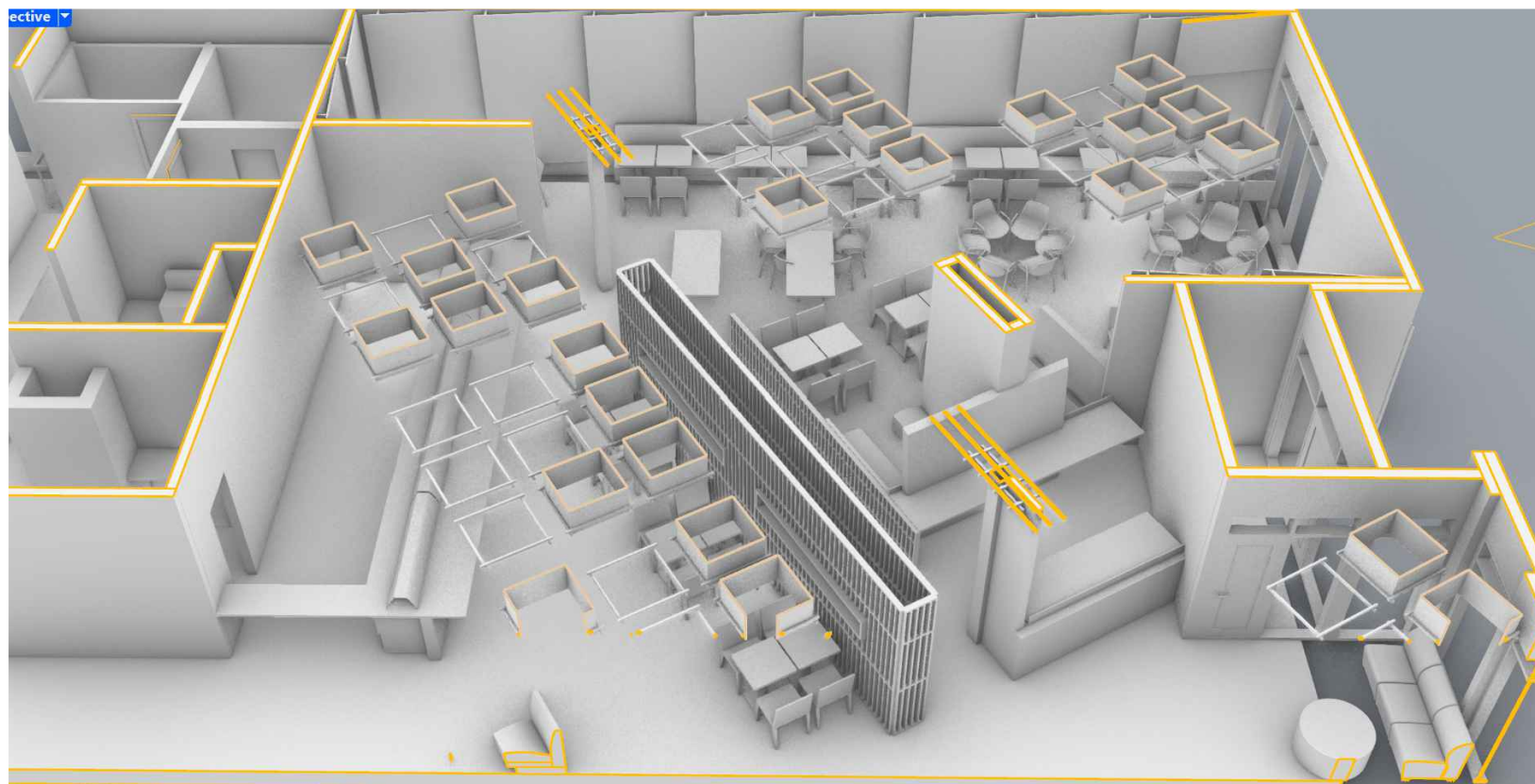
Permit #: COA-25-0021	Status: UNDER REVIEW	Contact: Yao	Site Address: 123 N CHURCH ST
Type: CERTIFICATE OF APPROPRIATENESS- REPAIR	Project Name: KOOMA RENOVATIONS	Contractor:	WEST CHESTER, PA 19380

Name	Value
REASON FOR APPROPRIATENESS APPLICATION:*	Replacement or alteration from original   
LOCATION OF PROJECT:*	123 N Church St  
NAME OF BUSINESS:*	Kooma  
WHICH ELEMENTS DID YOU CHANGE:	Interior/exterior renovation for an existing re:  
ON HOW MANY FACADES:	<input type="text"/>  
WHAT WAS THE OLD IS THE MATERIAL:	<input type="text"/>  
WHAT IS THE PROPOSED NEW MATERIAL:	<input type="text"/>  
HOW WILL IT BE INSTALLED:	<input type="text"/>  
ARE YOU USING ANY HISTORICAL MATERIALS:	<input type="text"/>  
IF SO, WHAT AND HOW:	<input type="text"/>  
WHAT WERE THE OLD DIMENSIONS:	<input type="text"/> 
WHAT ARE THE NEW DIMENSIONS:	<input type="text"/>  
WHAT ARE THE OLD COLORS:	<input type="text"/>  
WHAT ARE THE NEW COLORS:	<input type="text"/>  
WHY DO YOU WISH TO MAKE THESE CHANGES:	<input type="text"/>  

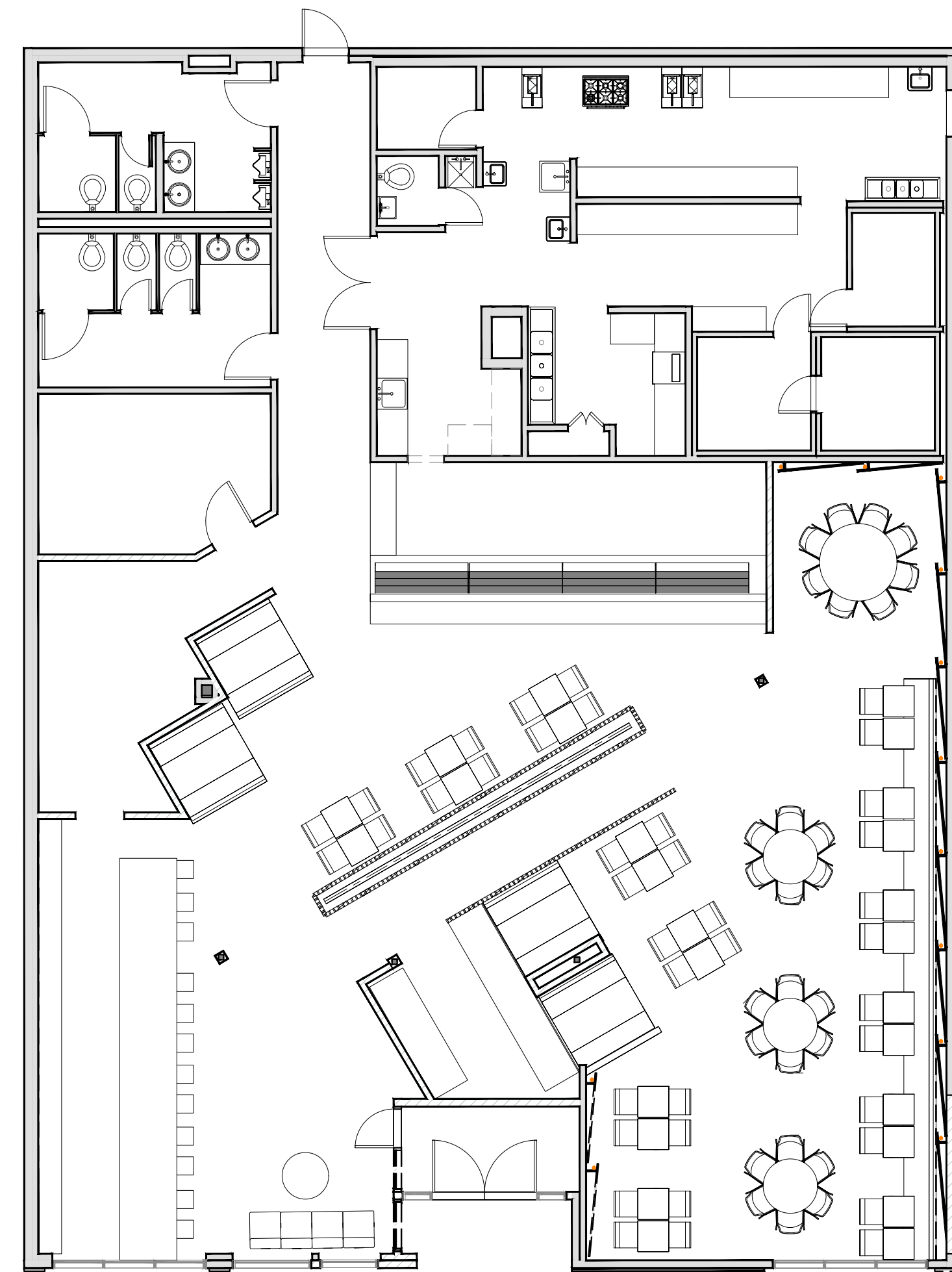
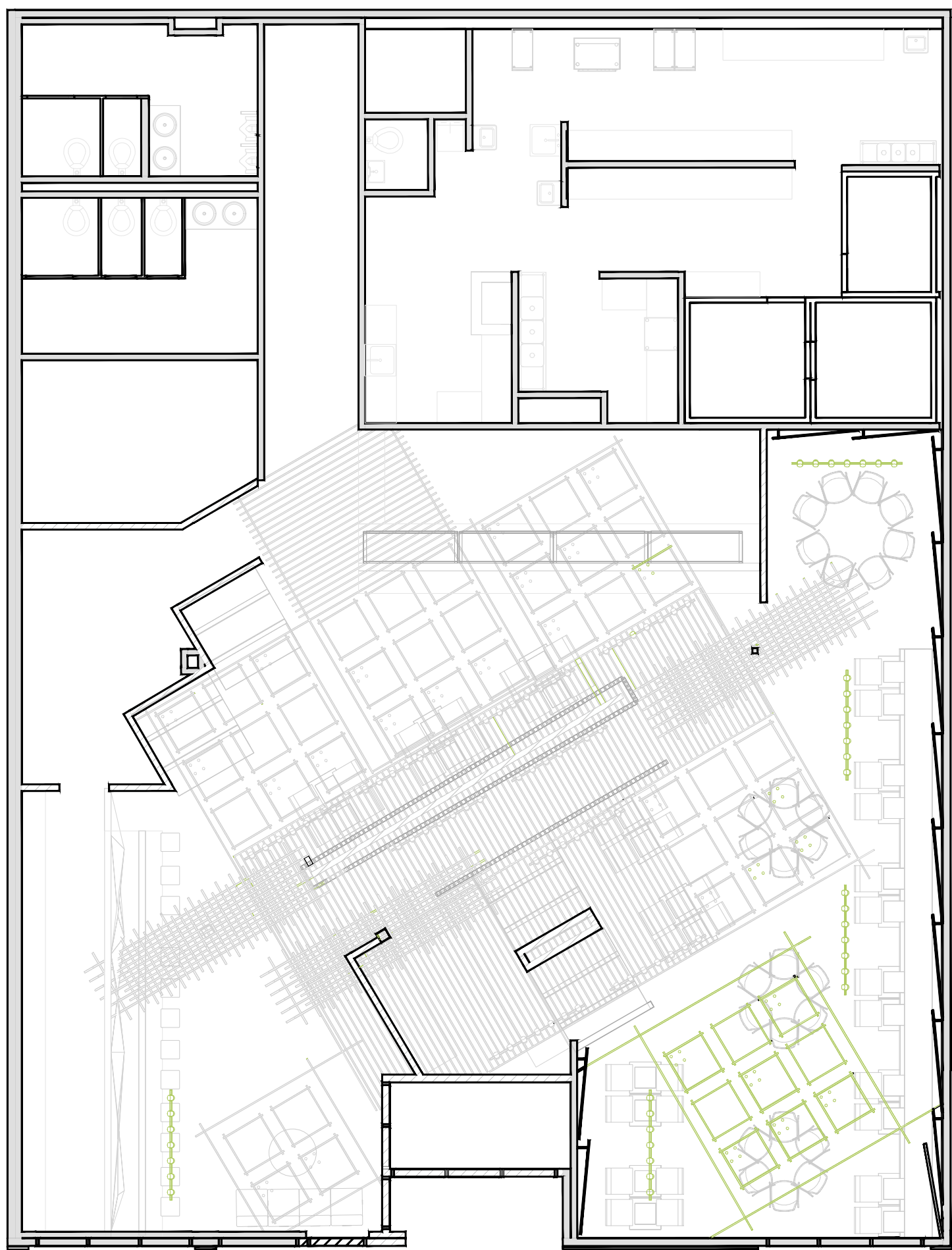


design@skyartlab.com
267 679 1407

PROJECT
123 N Church St
WEST CHESTER,
PA 19380

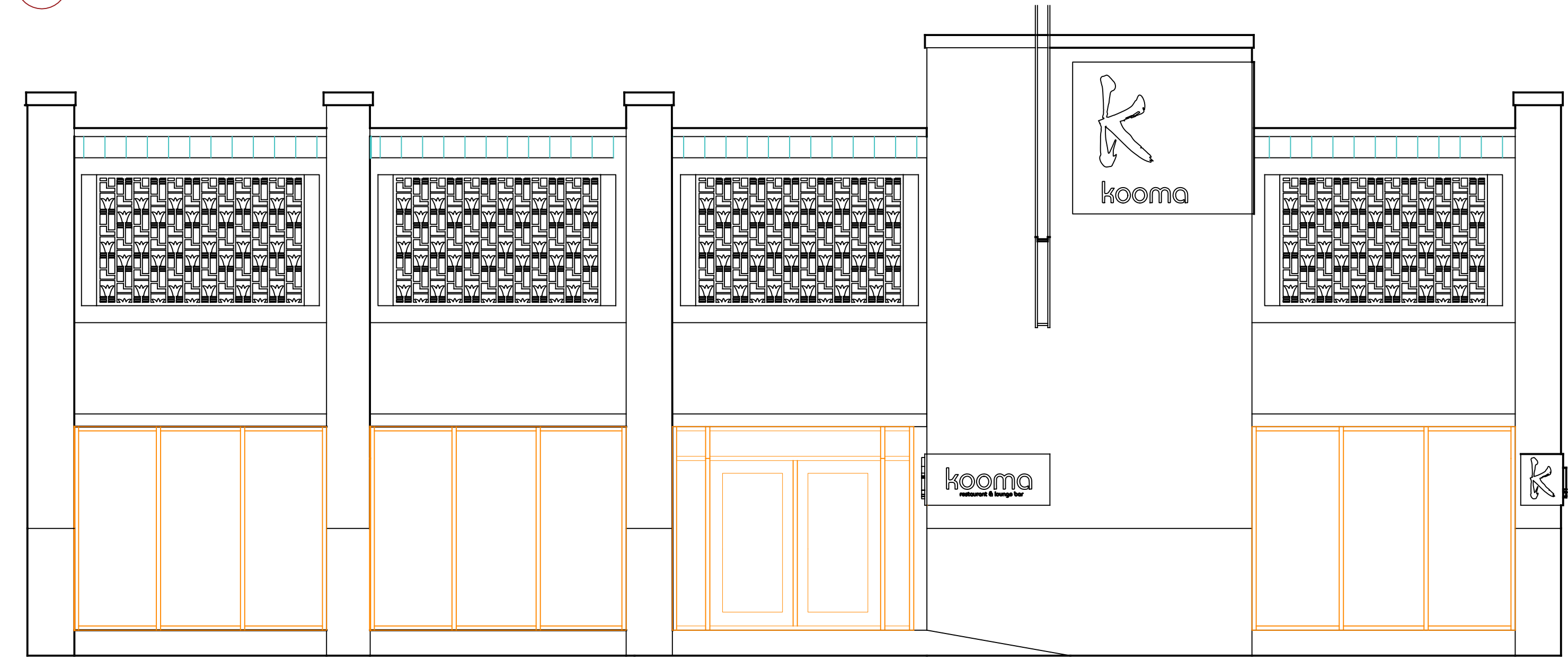


CONSULTANTS



SUBMISSION
ISSUED 2025.09.13

2 FACADE CHANGES
A-101



SEAL

HISTORICAL

1 REFLECTIVE CEILING PLAN
A-101 SCALE: 1" = 1/4'-0"

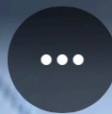
2 FLOOR PLAN
A-101 SCALE: 1" = 1/4'-0"

3 FRONT ELEVATION
A-102 SCALE: 1" = 1/4'-0"

A101

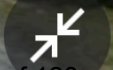


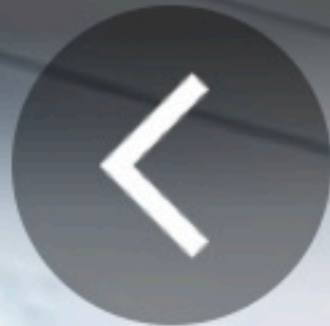
Google
© 2025 Google



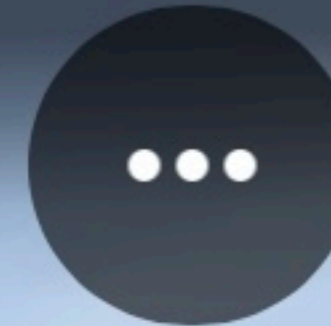


Google
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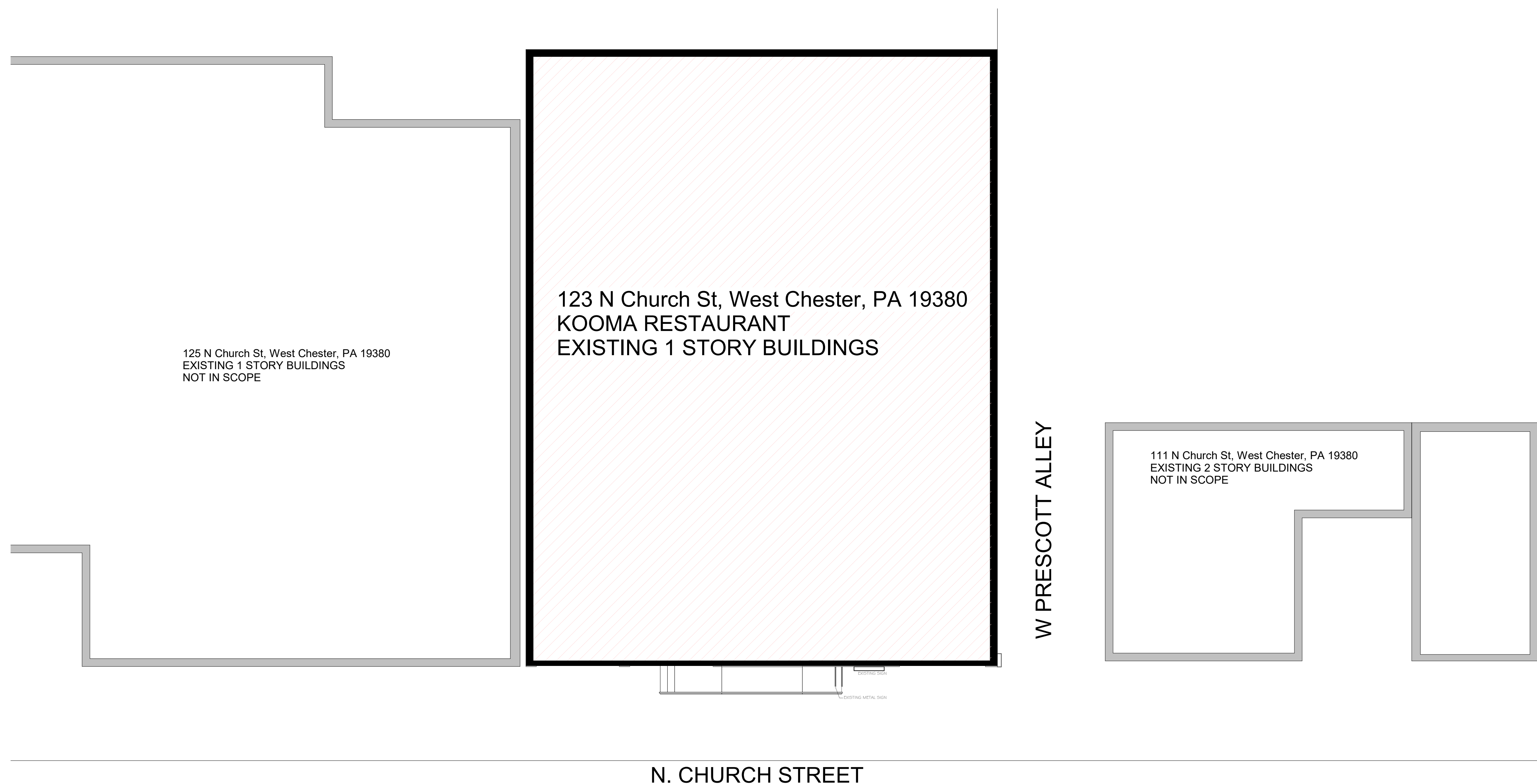




Google
© 2025 Google



LOCATION MAP	PROJECT INFORMATION
	BUILDING ADDRESS: 123 N CHURCH ST, WEST CHESTER, PA 19380
	OCCUPANCY USE: A-2 RESTAURANT (KOOMA)
	SCOPE OF WORK: INTERIOR RENOVATION FOR EXISTING RESTAURANT IN 1 STORY BUILDING. NEW LED LIGHTING FIXTURE AT EXISTING ELECTRICAL CIRCUIT
	CONSTRUCTION CLASSIFICATION: TYPE VB, SPRINKLERED (EXISTING)
	BUILDING HEIGHTS: EXISTING NO CHANGE
	BUILDING AREA: 4,754 SQ.FT
	WORK AREA: 3,095 SQ.FT
	APPLICABLE CODES - 2018 International Building Code (IBC) - 2018 International Existing Building Code (IEBC) - 2018 International Fire Code (IFC) - 2017 National Electrical Code (NEC) - 2018 International Plumbing Code (IPC) - 2018 International Mechanical Code (IMC) - 2018 International Energy Conservation Code (IECC) - ANSI A117.1-2009 (Accessibility)



CONSULTANTS

SUBMISSION
ISSUED 2025.08.13

SEAL



SITE PLAN

1 SITE PLAN
Z1 1/8" = 1'-0"

Z1

Application Numbers: [2025-33](#)

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

Borough of West Chester
Historical and Architectural Review Board

PROJECT ADDRESS: 123 N. Church Street

- 1) **Date of HARB Review:** *October 30, 2025*
- 2) **Applicant's Proposal:** *Kooma Restaurant/ Exterior paint color change*
- 3) **Findings:**

The applicant, Yao Chang, was present to describe the proposed signage project. The owner of the Kooma restaurant was also present. An updated drawing A101, that included new notes on the location of black accent painting, was submitted at the meeting. Mr. Chan described the project's exterior work as follows:

- *Exterior Painting – Repaint existing gray painted exterior masonry walls. The new color scheme will be a slightly darker gray field, with dark gray and black accents.*
- *Existing Sign - The single existing upper level sign of black wall-mounted letters will be painted white on a new black accent field. The existing sign is mounted high on the front wall adjacent to the existing metal “1-2-3” projecting vertical address banner (the banner is not counted as a business sign).*
- *New Wall Mounted Signs - Provide two new smaller wall mounted signs on the front elevation. The signs are designed in plan as ‘L’-shaped and wrap around the corners of the existing masonry piers. The size of the signs is not specified in the application, but scale as approximately 2-ft H x 6-ft L. Message is “K - kooma.” The text is white on a black background. The signs have metal back panels with raised letters. The signs are not illuminated.*
 - *One new sign is located on the main front projecting pier adjacent to the entrance door.*
 - *The second new sign is located at the southwest corner of the building.*
- *Window Alterations – The application proposes to remove and infill the south storefront window facing the south alley. The goal is to provide privacy for diners from the alley.*
- *Door Alterations – The existing entrance doors will not be altered. An interior vestibule door will be relocated. Because this is an interior alteration, it is not subject to HARB review.*

The HARB reviewed the application as follows:

- *Exterior painting – HARB liked the new paint scheme but does not typically review or dictate wall and trim painting.*
- *Existing Sign - The HARB agreed the repainting of the existing sign was appropriate.*
- *New Wall-Mounted Signs – The HARB agreed the design of the two new proposed signs was appropriate. The issue is that only one wall mounted sign is permitted. Since there is an existing sign, the two new signs are not permitted. The HARB suggested a new projecting blade or hanging sign would be permitted. After much discussion, the applicant requested that they be allowed to remove the existing upper level wall mounted sign and mount one new wall mounted sign adjacent to the entrance door. The HARB agreed.*
- *Exterior Window Alteration – The HARB stated the existing window could not be removed. However, the existing glass could be replaced with a frosted-type glass or have interior window film or curtains installed. The applicant agreed to that revision.*

4) Recommendations from HARB:

The Board recommends Approval of a Certificate of Appropriateness for Application 2025-33 as submitted, with the following clarifications:

- 1. The existing upper level wall-mounted sign will be removed.*
- 2. One new proposed wall-mounted, non-illuminated sign may be installed adjacent to the front entrance door as presented.*
- 3. The second proposed new wall-mounted sign at the southwest corner will not be installed.*
- 4. The existing alley-facing south storefront window frame will be retained. The glass may be replaced with frosted glazing.*

Application Numbers: [2025-33](#)

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

Borough of West Chester
Historical and Architectural Review Board

PROJECT ADDRESS: 123 N. High Street

5) Borough Council's Action and Date

- Approved per HARB recommendation:
- Denied for the following reasons:
- Approved with the following differences from HARB recommendation:

.....

Date of Action Taken: _____, 2025

Borough Manager's Signature: