



Borough Council Meeting Work Session
December 16, 2025 @ 6:00 PM
This meeting is recorded for public record.

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

Mayor: Lillian L. DeBaptiste

Borough Manager: Sean Metrick

Borough Council Meeting:

- I. Call to Order
- II. Pledge of Allegiance
- III. Announcements
 - A. Announce the Public Hearing to revise the monthly sewer rates effective February 1, 2026 - December 17, 2025 @ 6:30 PM
 - B. Employee Acknowledgement for years of service to the Borough of West Chester
Michael Polito - Wastewater Treatment Plant, Goose Creek: 20 years
 - C. The Borough of West Chester offices will be closed on December 18, 2025 from noon until 2 PM for the annual Holiday Lunch
- IV. Comments
Comments, suggestions, petitions by residents, taxpayers and visitors in attendance regarding items that are not on the agenda. Please be advised there is a 5-minute time limit which is at the discretion of the Council President and/or Chair.
- V. Reports/Presentations
- VI. Old Business
 - A. Motion to approve the November 18th and 19th Borough Council Meetings Minutes
- VII. New Business
 - A. Interviews for Vacancies: Boards/Commissions/Committees (attachment)

B. Administration, Communication & Technology

- 1) Motion to amend the Borough Council Meetings Rules and Regulations to include presentation requests from organizations or individuals (attachment)
Issue: Include a policy to establish rules for outside groups/individuals who wish to make a presentation to Borough Council
Committee Recommendation: 3-0
- 2) Motion to direct the Solicitor to research attendance and quorum requirements at Council and Committee meetings
Issue: Determine legality of meeting attendance and quorum requirements and create a policy
Committee Recommendation: 3-0
- 3) Approve 2026 Meeting Schedule (attachment)
Issue: Approve 2026 Meeting dates
Committee Recommendation: 3-0

C. Parking Committee

- 1) Motion to approve Wayfinding Phase 2 sign– 2026 Capital project. (attachment)
Issue: Choose between Options 1 and Options 2
Committee Recommendation: 3-0 to choose Sign 1 with modification
- 2) Motion to approve request from Downtown West Chester to share parking garage revenue for Christkindl Market and all future events in the Central Business District (attachment)
Issue: John O' Brien, ED of Downtown West Chester, is requesting garage revenue sharing for Christkindl Market and future BID events, based on the new Special Event Parking Policy.
Committee Recommendation: 2-1

D. Public Works Committee

- 1) Motion to approve and adopt Goose Creek Pollution Reduction Plan (attachment)
Committee Recommendation: 3-0
- 2) Motion to approve 60-day tree maintenance services contract (attachment)
Committee Recommendation: 3-0
- 3) Motion to approve 60-day extension of custodial services contract (attachment)
Committee Recommendation: 3-0
- 4) Motion to approve 60-day extension of traffic signal maintenance (attachment)
Committee Recommendation: 3-0

E. Finance & Revenue Committee

- 1) Motion to enter into a three-year contract with Good Fellowship Ambulance & EMS Training Institute (attachment)
Issue: Review three year agreement
Committee Recommendation 3-0

- 2) Motion to approve BS&A contract for accounting software (attachment)
Issue: Review and approve contract for new accounting software
Committee Recommendation: 3-0
- 3) Motion to award the bid for the installation of the electrical substation equipment at Goose Creek (attachment)
Issue: Review and award bid
Committee Recommendation for further discussion
- 4) Motion to approve extension of sewer treatment agreement with East Bradford Township (attachment)
Issue: Consider approving an extension
Committee Recommendation: 3-0

5) Approve the following purchase orders:

1. BelforPropertyRestoration for \$89,930.63
2. Fire Line Equipment for \$15,399.78
3. Fire Line Equipment for \$75,638.17
4. GL Sayre Inc for \$11,551.46
5. Horgan Tree for \$24,500.00
6. Organizational Research and Development for \$15,000.00
7. Signal Service for \$55,403.38
8. Usalco for \$15,280.00
9. Usalco-GC for \$20,460.00
10. Butts Tickets for \$11,947.36
11. Bergey's for \$12,105.27

Issue: Review and recommend the approval of qualifying purchase orders
Committee Recommendation: 3-0

- 6) Approve 2026 Fee Schedule (attachment)
Issue: Review and approve 2026 Borough fees
Committee Recommendation: 3-0

F. Public Safety

- 1) Motion to direct the Civil Service Commission to create an eligibility list for the position of Police Officer, Police Corporal, and Police Sergeant upon the retirement of Sgt. McFarlane effective December 22, 2025.
Committee Recommendation: 3-0

G. Smart Growth

- 1) Motion to approve the elevation plans for the Land Development project at 210-214W. Washington St, Axel Properties (attachment)
Issue: Final approval of elevation plans for Land Development approval
Committee Recommendation: 3-0
- 2) Consider directing the Solicitor to attend Zoning Hearing Board (attachment)
 516 N. Church St-Relief from building coverage requirements to construct an ADU
Issue: Determine if Solicitor attendance is required
Committee Recommendation 3-0 for Solicitor attendance

- 3) Motion to approve HARB applications (attachment)
2025-36: 39 W. Gay St-Sign and front door color change
2025-37:29 S. Darlington St-Repairs and roof replacement
Issue: Review and approve the November HARB Certificate of Appropriateness
Committee Recommendation: 3-0 to approve both COAs

H. Motion to approve Borough Manager Contract

VIII. Other Business

IX. Adjournment

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

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