



Parking Committee Meeting
May 13, 2025 @ 6:00 PM
This meeting is recorded for public record.

Committee Members:

Sheila Vaccaro, Chair
Lisa Dorsey
Bernie Flynn

Director of Parking Services: Ramsey Reiner
Borough Manager: Sean Metrick

Parking Committee Meeting:

- I. Call to Order
- II. Announcements
- III. Comments
 - A. Comments, suggestions, petitions by residents in attendance regarding items that are not on the agenda (Please be advised that all public comment has a 5-minute time limit.)
- IV. Reports
 - A. Garage Management Report
 - B. Director's Report
 1. Permit petition policy
 2. Public Survey
- V. Old Business
 - A. Motion to approve April 2025 Parking Committee meeting minutes
- VI. New Business
 - A. Katie Walker, ED of West Chester Chamber of Commerce, to discuss Christmas Parade.
 - B. Consideration of motion to modify monthly parking hours for daily parkers from 6am-9pm to 6am-6pm.
Issue: Monthly parking for daytime hours extend far into the evening and should be closer to work hours. Anyone needing extra time in the Borough can use the 24/7 rate.
 - C. Consideration of motion to award bid for Garage Membrane Project to CPS

Construction Group.

Issue: Bid for garage membrane at Bicentennial Garage to CPS Construction Group in the amount of \$167,700. Capital budget amount is \$285,000 carried over from 2024.

VII. Other Business

VIII. Adjournment

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

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

West Chester Borough Combined Parking Garage Performance Report

Executive Summary

Month: Apr-25



	Current Month				Year-To-Date		
	Apr-25 Actual	Apr-25 Budget	Mar-25 Actual	Apr-24 Actual	Apr-25 Actual	Apr-25 Budget	Apr-24 Actual
	Current Month		Prior Month	Prior Year	Current Month		Prior Year
Total Revenue	248,562	208,334	213,744	212,135	817,074	802,670	812,455
Operating Expenses	49,066	48,475	65,861	64,740	196,311	192,325	345,880
Net Operating Income	199,496	159,859	147,883	147,395	620,763	610,345	466,575

	Apr-25 Actual	Mar-25 Actual	Apr-24 Actual
	Current Month	Prior Month	Prior Year
# of Contract Parkers billed			
Bicentennial Garage	305	304	355
Chestnut St Garage	674	615	819
Combined WC Garages	979	919	1,174
Average Transient Revenue/Day			
Bicentennial Garage	1,821	1,874	1,757
Chestnut St Garage	1,959	2,046	1,478
Combined WC Garages	3,780	3,920	3,235
Average Tickets/Day			
Bicentennial Garage	492	505	506
Chestnut St Garage	494	505	388
Combined WC Garages	986	1,010	894

WEST CHESTER BOROUGH COUNCIL: PARKING COMMITTEE

May 2025 Director's Report

- Sheila Vaccaro, Chair
- Lisa Dorsey
- Bernie Flynn

- Ramsey Reiner, Director of Parking Services
- Monica Campbell, Assistant to Director



Director's Report

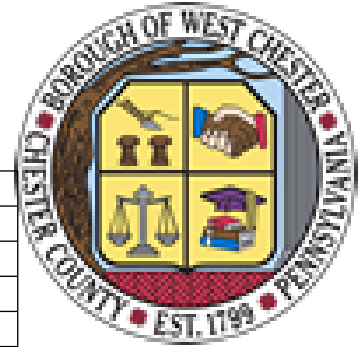


- PennDOT has delayed the approval of their internal streetry permit application. The Borough has been allowed to permit on-street dining platforms until 2026.
- Working on a plan to remove the meters on-street by July. Meter monitoring costs will be increasing by .30 per meter.
- Need for a new permit petition policy.
- During the month of June, the Parking Services Department will be releasing a parking survey. This will be the first step in reviewing the current permit areas for possible updates.
- Homeowner permits will become auto-renewing before the end of the year. This will allow for homeowners to renew automatically with a credit card on file. This will not apply to anyone that is not on the deed of the property County records. Policy and timeline to follow.

CASH BASIS

Date of report 5/9/2025

BUDGET VS ACTUAL - PARKING FUND MAJOR REVENUE - UNAUDITED 2025 TOTALS



ACTUAL	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
33103 Parking tickets	\$ 100,534	\$ 106,778	\$ 135,012	\$ 125,341									\$ 467,665
36321 Parking meters	\$ 158,807	\$ 157,841	\$ 206,849	\$ 188,431									\$ 711,928
36323 Parking garages Rev	\$ 70,741	\$ 97,965	\$ 427,136	\$ 106,809									\$ 702,651
44545 Parking garages Maint	\$ 26,338	\$ 13,107	\$ 18,046	\$ 9,688									\$ 67,179
44549 Parking garages Mgmt													\$ -
Parking garages net Rev	\$ 44,403	\$ 84,858	\$ 409,090	\$ 97,121	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 635,472
All revenue less exp	\$ 303,744	\$ 349,477	\$ 750,951	\$ 410,893	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

BUDGET	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
33103 Parking tickets	\$ 96,788	\$ 96,788	\$ 96,788	\$ 96,788	\$ 96,788	\$ 96,788	\$ 96,788	\$ 96,788	\$ 96,788	\$ 96,788	\$ 96,788	\$ 96,788	\$ 1,161,456
36321 Parking meters	\$ 162,500	\$ 162,500	\$ 162,500	\$ 162,500	\$ 162,500	\$ 162,500	\$ 162,500	\$ 162,500	\$ 162,500	\$ 162,500	\$ 162,500	\$ 162,500	\$ 1,950,000
36323 Parking garages Rev	\$ 208,333	\$ 208,333	\$ 208,333	\$ 208,333	\$ 208,333	\$ 208,333	\$ 208,333	\$ 208,333	\$ 208,333	\$ 208,333	\$ 208,333	\$ 208,333	\$ 2,500,000
44545 Parking garages Maint	\$ 12,083	\$ 12,083	\$ 12,083	\$ 12,083	\$ 12,083	\$ 12,083	\$ 12,083	\$ 12,083	\$ 12,083	\$ 12,083	\$ 12,083	\$ 12,083	\$ 145,000
44549 Parking garages Mgmt	\$ 44,667	\$ 44,667	\$ 44,667	\$ 44,667	\$ 44,667	\$ 44,667	\$ 44,667	\$ 44,667	\$ 44,667	\$ 44,667	\$ 44,667	\$ 44,667	\$ 536,000
Parking garages net Rev	\$ 151,583	\$ 151,583	\$ 151,583	\$ 151,583	\$ 151,583	\$ 151,583	\$ 151,583	\$ 151,583	\$ 151,583	\$ 151,583	\$ 151,583	\$ 151,583	\$ 1,819,000
All revenue less exp	\$ 410,871	\$ 410,871	\$ 410,871	\$ 410,871	\$ 410,871	\$ 410,871	\$ 410,871	\$ 410,871	\$ 410,871	\$ 410,871	\$ 410,871	\$ 410,871	

VARIANCE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
33103 Parking tickets	\$ 3,746	\$ 9,990	\$ 38,224	\$ 28,553	\$ (96,788)	\$ (96,788)	\$ (96,788)	\$ (96,788)	\$ (96,788)	\$ (96,788)	\$ (96,788)	\$ (96,788)	
36321 Parking meters	\$ (3,693)	\$ (4,659)	\$ 44,349	\$ 25,931	\$ (162,500)	\$ (162,500)	\$ (162,500)	\$ (162,500)	\$ (162,500)	\$ (162,500)	\$ (162,500)	\$ (162,500)	
36323 Parking garages Rev	\$ (137,592)	\$ (110,368)	\$ 218,803	\$ (101,524)	\$ (208,333)	\$ (208,333)	\$ (208,333)	\$ (208,333)	\$ (208,333)	\$ (208,333)	\$ (208,333)	\$ (208,333)	
44545 Parking garages Maint	\$ 14,255	\$ 1,024	\$ 5,963	\$ (2,395)	\$ (12,083)	\$ (12,083)	\$ (12,083)	\$ (12,083)	\$ (12,083)	\$ (12,083)	\$ (12,083)	\$ (12,083)	
44549 Parking garages Mgmt	\$ (44,667)	\$ (44,667)	\$ (44,667)	\$ (44,667)	\$ (44,667)	\$ (44,667)	\$ (44,667)	\$ (44,667)	\$ (44,667)	\$ (44,667)	\$ (44,667)	\$ (44,667)	
Parking garages net Rev	\$ (107,180)	\$ (66,725)	\$ 257,507	\$ (54,462)	\$ (151,583)	\$ (151,583)	\$ (151,583)	\$ (151,583)	\$ (151,583)	\$ (151,583)	\$ (151,583)	\$ (151,583)	
All revenue less exp	\$ (107,127)	\$ (61,394)	\$ 340,080	\$ 22	\$ (410,871)	\$ (410,871)	\$ (410,871)	\$ (410,871)	\$ (410,871)	\$ (410,871)	\$ (410,871)	\$ (410,871)	

MINUTES

Parking Committee of Borough Council

Date: Tuesday, April 8th, 2025 @ 6:00 PM

Committee Members: Sheila Vaccaro, Chair
Lisa Dorsey
Bernie Flynn

Staff: Ramsey Reiner, Director of Parking Services
Sean Metrick, Borough Manager

I. Call to order by Sheila Vaccaro at 6:54 PM

II. Announcements

None

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

IV. Reports

A. Garage Management Report

Chris Hankins from Colonial Parking gave the monthly report on both garages. Considering consolidating rates for different monthly parking groups. Lighting updates- Will Williams on it.

B. Director's report- Ms. Reiner gave a monthly report that can be found online and at Borough Hall.

V. Old Business

A. Motion to approve March 2025 Parking Committee meeting minutes (attachment) Approved 3-0

B. Discuss special event fees on Borough lots during special events. Item tabled

C. Discuss use of 3 spaces at Chestnut Street Garage by WCBID MOU approved 3-0

D. Resolution to approve ceremonial street sign commemorating Stan Zukin (attachment)
Approved 3-0

VI. New Business

A. Request for use of Chestnut Street Parking Garage (top level) and sponsorship for SEA: Up On the Roof event, September 13, 2025, John O'Brien, ED of Downtown West Chester.
Approved 3-0

B. Request free parking on First Friday May 2nd to begin at 4pm for annual Gallery Walk, John O'Brien, ED of Downtown West Chester. Approved 3-0 Lisa Dorsey requested that this be added to ordinance in the future so that this does not need to be done annually.

C. Discuss the 2025 Annual Christmas Parade, Katie Walker, Executive Director of the Greater West Chester Chamber of Commerce. Item tabled.

D. Resolution for handicapped parking (attachment) Approved 3-0

1. 527 E Barnard (add)

2. 707 E Barnard (add)

3. Hoopes Park (add)- Update to add HP space

4. 508 East Miner Street (remove)

5.

VII. Other business

VIII. Adjournment at 7:20 PM



Borough of West Chester

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Borough Council

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

Mayor

Lillian L. DeBaptiste

Borough Manager

Sean Metrick

Memorandum

To: Sean Metrick, Borough Manager

From: Don Edwards, Public Works Director

Cc: Ramsey Reiner, Parking Director

Date: May 8, 2025

Re: Bicentennial Garage, Third Level, Traffic Membrane

We opened bids for the above-referenced project. The bids were as follows:

1. CPS Construction Group, Inc.	\$167,700.00
2. Masonry Preservation Group	\$169,000.00
3. Concrete Protection & Restoration	\$195,595.00
4. Elite Restoration	\$205,200.00
5. Sealcrete Contracting	\$217,750.00
6. Restoration Solutions	\$226,700.00
7. Quinn Construction	\$245,201.00
8. G. C. Zarnas & Co., Inc.	\$242,250.50
9. Maarv Waterproofing	\$277,500.00
10. Culbertson Restoration	\$362,900.00
11. Premier Building Restoration	\$397,991.00

The low bidder appears qualified. CPS Construction Group's bid is responsive. Therefore, we recommend that a contract be awarded to CPS Construction Group.

DTE:dte