



Public Works Committee Meeting  
**May 13, 2025 @ 6:30 PM**  
*This meeting is recorded for public record.*

**Committee Members:**

Bernie Flynn, Chair  
Sheila Vaccaro  
Bryan Travis

**Director of Public Works:** Donald Edwards  
**Assistant Director Public Works:** Donald Anderson  
**Wastewater Director:** Sean Mitchell  
**Director of Parks & Recreation:** Keith Kurowski  
**Borough Manager:** Sean Metrick

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**Public Works Committee Meeting:**

- I. Call to Order
- II. Announcements
  - A. Public Hearing to amend Chapter 62 – Garbage, Rubbish and Refuse on Wednesday, May 22, 2025, at 6:30PM, Borough Hall.
- III. Comments

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.)

  - A. 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. Engineer's Report - Pennoni
  - B. Public Works
  - C. Parks & Recreation
  - D. Wastewater
- V. Old Business
  - A. Approve April 2025 meeting minutes
  - B. Discuss public works building and facilities  
*Item:* Further discussion on a possible new public works building and complex
- VI. New Business

- A. Motion to approve 2025-2027 Household Hazardous Waste program with the Chester County Solid Waste Authority
- B. Motion to approve grant resolution for DCED: Greenways, Trails, and Recreation (GTRP) in support of future John O Green Park Projects (attachment)*Issue:* The Borough will be applying for the max award of \$250,000.00 with a match of \$37,500.00.  
(Grant is 85% funded by DCED ACT 13 and 15% locally)
- C. Motion to approve grant resolution for People, Parks, and Community Foundation for John O Green splash pad rehabilitation.  
*Issue:* *The Borough will be applying for the max award of \$30,000.00 with no match required.*
- D. Discuss award to bid for Gay St closure infrastructure  
*Issue:* Consider awarding bid for Gay Street closure infrastructure
- E. Discuss solutions for conflict between street tree and sidewalk maintenance.

VII. Other Business

VIII. Adjournment

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

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

## MONTHLY ENGINEERING REPORT

TO: Sean Metrick, Borough Manager  
FROM: Kelly Goff, PE, CFM, Consulting Engineer  
RE: West Chester Borough  
Monthly Engineering Report  
DATE: May 9, 2025

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Remington & Vernick Engineers (RVE) is pleased to provide this status update regarding various projects in the Borough.

Should you have any questions, please do not hesitate to contact me directly (484) 843-3653.

### **Capital Projects**

#### **1. General Engineering (PCWBT020)**

##### ***Progress Meetings***

Progress meetings are held with RVE and Borough staff on a monthly basis. Progress on various projects are discussed during the meetings. The last progress meeting was held on 05/01/2025 at 1:00 PM.

##### ***Grants***

RVE is working with Borough staff in order to determine grant opportunities that match the needs of the Borough. A 2025 grants memorandum was submitted to the Borough on 12/19/2024. RVE reviews updated grant information when available.

##### ***Flood Mitigation & Protection program***

The application is due 5/31. Flood Control projects are eligible. The Borough staff is considering a sewer lining project. A draft estimate was submitted to Borough staff on 5/7/2025.

##### ***Greenways Trails & Recreation Program***

The application is due 5/31. Park and trails improvements are eligible. The director of parks and recreation is working with Pennoni on this application.

##### ***Sewage Facilities Program***

This application is due 5/31. The Borough staff are reviewing priority projects.

*Watershed Restoration & Protection Program*

This application is due 5/31. Stormwater BMPs are eligible. The Borough staff are reviewing projects internally.

*Growing Greener*

This application is due 6/20. Stormwater BMPs are eligible. RVE reviewed the Darlington Parking Lot concept with the Growing Greener Staff and Borough staff. The Borough staff are reviewing projects internally.

*DCED Multimodal Transportation Fund*

This application is due 7/31. Transportation asset improvements are eligible. The Borough staff are reviewing projects internally

**2. MS4 Services (PCWBT006)**

The Borough has various requirements under the terms of the MS4 permit. RVE is working with the staff in order to ensure the Borough meets those requirements.

- Annual Report
  - RVE submitted the annual report on 9/23/2024.
- PRP and TMDL-Goose Creek
  - RVE submitted draft TMDL and PRP addenda to PADEP on 11/22/2024.
  - RVE received comments for the addenda on 3/6/2025. RVE revised per comments and submitted to the borough staff in 4/2025.
- RVE conducted outfall inspections in September 2024. A comparison of lab results were submitted to the Borough staff in 4/2025. Public works will review the drainage area for illicit discharges.
- RVE is preparing the PRP/TMDL progress report. A draft was submitted to borough staff in 4/2025.
- RVE is reviewing the MS4 program in order to determine deficiencies within the Borough's program.
- RVE submitted public education information to the Borough staff on 5/9/2025.

**3. Gay Street Closure (PCWBT015)**

This project includes the installation of bollards along Gay Street.

- A bid package is available on PennBid (Bonfire).
- The bid opening was postponed to 1/9/2025. The opening was postponed due to the holiday timing. All bids were rejected.
- This project is out to bid for a second time. The bid opening was held on 4/9/2025. Bids received were above the budget. RVE is reviewing alternate products.

**4. Price & Darlington Traffic Study**

RVE submitted a cost of services estimate to the Borough staff on 10/18/2024. This project has been authorized and will begin once K12 school hours and the University hours commence. Field data was collected in January 2025. A draft memorandum with recommendations was sent to Borough staff on 3/4/2025. A revised draft memorandum was sent on 3/17. A proposal for a sketch plan was submitted to the Borough on 3/26/2025. A sketch plan was submitted to PennDOT on 5/5/2025.

## 5. Bus shelter Memorandum

RVE reviewed the proposed bus shelter location with Borough staff on 10/29/2024. RVE submitted a memorandum with proposed recommendations. RVE submitted a draft permit plan and sketch plan to the Borough on 2/18/2025. The most recent permit plan uploaded onto the PennDOT website does not include the latest pedestrian improvements along High Street. RVE is waiting on a PennDOT response in order to determine how to proceed.

## Planning Projects

### 1. 410 High Street (PCWBP001)

The applicant is proposing to construct a proposed mixed-use building 128 residential apartment units with 149 off-street parking spaces.

- A SALDO application was submitted to RVE on 2/9/2023.
- RVE issued review letter #1 on 3/3/2023. The comments contained engineering concerns related to parking and traffic.
- RVE issued review letter #1, revision #1 on 3/22/2023. The comments included engineering concerns related to parking, and traffic.
- RVE attended the Planning Commission meeting on 3/28/2023 in order to address concerns from the public.
- A second review letter was issued on 6/21/2023.
- A third review letter was issued on 8/18/2023.
- RVE attended the Planning Commission meeting on 8/29/2023 in order to address concerns from the public. The applicant reviewed significant forthcoming revisions including the building footprint location, building use, and parking driveways.
- RVE received a 4<sup>th</sup> submission on 9/26/2023. RVE submitted a draft review 4 letter to the borough staff on 10/6. A 4<sup>th</sup> review letter was sent on 10/9.
- RVE received a 5<sup>th</sup> submission on 10/27. Review letter #5 was issued to the Borough on 11/20.
- RVE attended the Planning Commission meeting on 11/28.

### 2. 330 Market (PCWBP002)

The applicant is proposing to construct an apartment building with 185 units and a garage.

- RVE received the first submission on 5/3/2023. RVE is reviewing this submission.
- A second review letter was issued on 8/18/2023.
- RVE attended the Planning Commission meeting on 8/29/2023 in order to address concerns from the public.
- RVE issued a 3rd review letter on 1/9/24.
- RVE issued a 4<sup>th</sup> Review letter on 2/23/24.

### 3. 611 E Nields (PCWBP003)

The project proposes to construct two separate industrial warehouse buildings totaling 523,653 square feet at 611 East Nields Street within the Industrial (ID) zoning district. The site is bounded by East Nields to the south, Adams Street to the west and Bolmar Street to the east. Building #1 is to consist of 356,167 square feet while Building #2 is to consist of 167,486 square feet. There are 6 proposed access driveways; 4 full movement driveways (2 along South Adams Street, E. Nields Street and South Bolmar Street), 1 along South Bolmar Street with restricted left-out, and 1 along South Bolmar with restricted right-in/left-out. This application has preliminary land development approval.

- RVE issued a review letter #1 on 2/27/24.

- RVE issued a review letter #2 on 5/9/24.

### **3. 410 High Street, Application #2 (PCWBP004)**

The applicant is proposing to construct a multi-family residential apartment building consisting of 139 residential apartment units with 175 off-street parking spaces. This is the second application by the same developer for this property.

- RVE issued review letter #1 on 6/14/2024.
- RVE issued review letter #2 on 7/26/2024.
- RVE issued review letter #3 on 8/27/2024.
- RVE issued review letter #4 on 10/14/2024.

### **4. 250 East Market (PCWBP005)**

The applicant is proposing to construct a four-story apartment building.

- RVE issued review letter #1 on 8/17/2024.
- RVE issued review letter #2 on 10/01/2024.
- RVE received a letter on 10/29/2024.

### **5. 210-214 W. Washington Street (PCWBP006)**

The applicant is proposing to construct 8 single-family attached homes on three parcels along West Washington Street within the Neighborhood Conservation District (NC-2) zoning district. The site is bounded by West Washington Street to the West, Patton Alley to the east, and Birdseye Alley to the south. The proposed subdivision plans to demolish the existing automotive repair building and consolidate the three parcels. Each home will have a 2-car garage and share a common driveway.

- RVE sent review letter #1 to the Borough staff on 11/07/2024.
- RVE sent review letter #2 to Borough staff on 1/30/2025.
- RVE sent review letter #3 to Borough staff on 5/8/2025.



## Borough of West Chester

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[www.west-chester.com](http://www.west-chester.com)

### 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

May 5, 2025

### Public Works Department Monthly Report

The following activities occurred during the reporting period:

1. Finalized the contract documents for the 2025 Paving Project.
2. Finalized the contract documents for the High Street Parking Lot Paving Project.
3. Removed stumps along Market Street where we will plant new trees.
4. Received updated proposals for the Goose Creek drainage study.
5. Working with Aqua for the replacement of about 390 lead water services in the Borough.
6. Working on plan to reline brick storm sewers that may be at the end of their useful lives.
7. Opening bids for the Bicentennial Garage, Level 3, Membrane Project for the Parking Department.
8. Prepared a draft infiltration/inflow (I/I) abatement plan. Discussed flow metering. Will begin cleaning and televising sanitary sewers soon to identify sources of I/I.
9. Ordered a new recycling truck, which is scheduled for delivery in mid-July.
10. Ordered a litter truck body, which should be finished in about three months.
11. Assisted with the preparation of a draft Ordinance to amend Chapter 62.
12. Discussed a plan to eliminate a bottleneck on Cedar Alley near Franklin Street along with re-opening the road.
13. Discussed plans for a Public Works Building.
14. Worked on a plan to order and install new Big Bellies to replace old, unsightly Big Bellies.
15. Working with PECO and its Harmony 5 – Substation project that includes setting utility poles in multiple locations in the Borough.

16. Assisted with various capital improvement projects. Working with PennDOT on the South High Street project from Rosedale to Miner Streets. Continued rain gardens project at Public Works building.
17. Assisted with land development and subdivision projects.
18. Cartegraph work order system is operational. Addressing concerns with Cartegraph's reporting functions.
19. Performed all routine work for trash/recycling, fleet maintenance, building maintenance, road maintenance and stormwater facilities maintenance.
20. Responded to service requests from residents, business owners and internal Borough departments such as Parking, Police, Fire and Parks.

Sincerely,

Donald T. Edwards  
Public Works Director

## Park Notes and Projects April 2025

Projects can be Capital, ARPA funded, or General.

### Hoopes Park

Hoopes Park Racquet Center Rehabilitation Project

- Two grants had been applied for and received.
  - o DCNR - \$137,300.00
  - o DCED - \$100,00.00
  - o Construction cost by J.J. Danielle Inc
    - \$243,090.21



**Marshall Square Park** – Projects on the horizon with the FOMSP

- Civil War Memorial area upgrade to historic layout – 2025

**Everhart Park**- No project at current time

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

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

**Horace Pippin Park** – Design work has begun on replacement of playground equipment

- Meeting was held with several residents to discuss potential options on 4.24.25

- Concepts are now being vetted through the Recreation Commission
  - o This is a budgeted item and we will, most likely, use SourceWell for procurement

**Kathy McBratnie Park** - No projects at current

**Greenfield Park** – ordered 16 tons of infield mix for the ballfield

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

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

**Bayard Rustin Park** – We will be relining the basketball courts to add portable pickleball courts (similar to what we had at Hoopes Park). Trying to utilize the park space we have to incorporate as many activities as possible.

- We have rec’d two quotes for the relining of the basketball courts
  - o Home Court Advantage **3,191.00**
  - o Path Pro \$4.034.00

**John O Green Park** –

Fall zone project 2025

- We are working on two different grants in support of, one project that has been budgeted, and another larger scale project, that will help transition the park into what the PROS Plan findings have discovered.

**Park Usages/Rentals**

Month	Day	Year	First Name	Last Name	Location	Event Date	Start Time	End Time	Total	Title	Head Count	Purpose
March	5	2025	Ryan	Michael	Green Field Park - Multi-Purpose Athletic	4/3/2025	8:00 PM	10:00 PM	\$0.00	WC club softball	50	
March	5	2025	Ryan	Michael	Green Field Park - Multi-Purpose Athletic	4/4/2025	6:00 PM	10:00 PM	\$0.00	WSLL	50	
March	5	2025	Ryan	Michael	Green Field Park - Multi-Purpose Athletic	4/6/2025	10:00 AM	12:00 PM	\$0.00	WC club softball	50	
March	5	2025	Ryan	Michael	Green Field Park - Multi-Purpose Athletic	4/10/2025	8:00 PM	10:00 PM	\$0.00	WC club softball	50	
March	5	2025	Ryan	Michael	Green Field Park - Multi-Purpose Athletic	4/11/2025	6:00 PM	10:00 PM	\$0.00	WSLL	50	
March	31	2025	Gloria	Aviles	Hoopes Park - Pavilion	4/12/2025	12:00 PM	7:00 PM	\$75.00	Baby shower	60	Baby shower
March	5	2025	Ryan	Michael	Green Field Park - Multi-Purpose Athletic	4/13/2025	10:00 AM	12:00 PM	\$0.00	WC club softball	50	
April	11	2025	Ryan	Michael	Green Field Park - Multi-Purpose Athletic	4/15/2025	6:00 PM	8:00 PM	\$0.00	ESLL	50	
April	11	2025	Ryan	Michael	Green Field Park - Multi-Purpose Athletic	4/16/2025	4:00 PM	8:00 PM	\$0.00	PA Rebels	50	
March	5	2025	Ryan	Michael	Green Field Park - Multi-Purpose Athletic	4/17/2025	8:00 PM	10:00 PM	\$0.00	WC club softball	50	
March	5	2025	Ryan	Michael	Green Field Park - Multi-Purpose Athletic	4/18/2025	6:00 PM	10:00 PM	\$0.00	WSLL	50	
February	18	2025	Elizabeth	Hess	Everhart Park	4/19/2025	8:00 AM	11:00 AM	\$75.00	Community Easter Egg Hunt	300	Community Easter Egg Hunt
March	21	2025	Megan	Magee	Marshall Square Park	4/19/2025	2:30 PM	4:00 PM	\$75.00	Family gathering	19	Family gathering
March	5	2025	Ryan	Michael	Green Field Park - Multi-Purpose Athletic	4/20/2025	10:00 AM	12:00 PM	\$0.00	WC club softball	50	
April	11	2025	Ryan	Michael	Green Field Park - Multi-Purpose Athletic	4/22/2025	6:00 PM	8:00 PM	\$0.00	ESLL	50	
April	11	2025	Ryan	Michael	Green Field Park - Multi-Purpose Athletic	4/23/2025	4:00 PM	8:00 PM	\$0.00	PA Rebels	50	
March	5	2025	Ryan	Michael	Green Field Park - Multi-Purpose Athletic	4/24/2025	8:00 PM	10:00 PM	\$0.00	WC club softball	50	
April	15	2025	Kathleen	Rife	Everhart Park	4/25/2025	4:00 PM	7:00 PM	\$25.00	Child birthday party	25	Child birthday party
February	27	2025	Lee	Irvine	Marshall Square Park	4/25/2025	5:00 PM	8:00 PM	\$25.00	Clothing Swap	30	Clothing Swap
March	5	2025	Ryan	Michael	Green Field Park - Multi-Purpose Athletic	4/25/2025	6:00 PM	10:00 PM	\$0.00	WSLL	50	
April	1	2025	Keith	Kurowski	Marshall Square Park	4/26/2025	9:00 AM	6:00 PM	\$0.00	PARKS CLEAN UP	50	PARK CLEAN
March	5	2025	Ryan	Michael	Green Field Park - Multi-Purpose Athletic	4/27/2025	10:00 AM	12:00 PM	\$0.00	WC club softball	50	
March	24	2025	Carolyn	Ansley	Hoopes Park - Pavilion	4/27/2025	5:00 PM	7:00 PM	#####	Scout meeting	20	Scout meeting
April	11	2025	Ryan	Michael	Green Field Park - Multi-Purpose Athletic	4/29/2025	6:00 PM	8:00 PM	\$0.00	ESLL	50	
April	11	2025	Ryan	Michael	Green Field Park - Multi-Purpose Athletic	4/30/2025	4:00 PM	8:00 PM	\$0.00	PA Rebels	50	

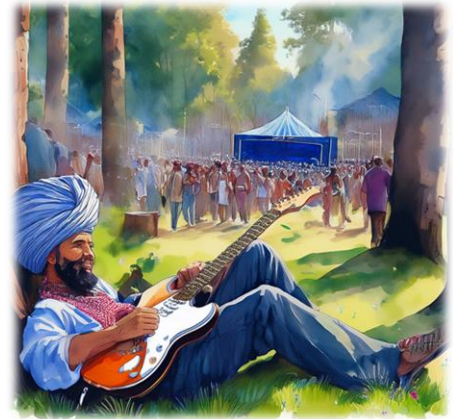
**Events**

Annual Borough of West Chester Easter Egg Hunt

- Was moved indoors due to inclement weather
- We included new ‘sensory sensitive’ elements to this year’s activities
- Even with the inclement weather, we still had a full house at the Municipal Bldg.
  - o Estimate – 400+ in attendance

**Upcoming Events**

- May 16<sup>th</sup> Movie Night at Marshall Square Park – How to Train Your Dragon
  - o Showtime is at dusk
- May 29<sup>th</sup> Concert at Hoopes Park – Joe Kenny Band
  - o 630-830pm
- June 8<sup>th</sup> 42<sup>nd</sup> Annual Turks Head Music Festival at Everhart Park (2025 design below)
  - o 12-7pm
- June 14<sup>th</sup> Mini Golf on Gay St.
  - o 12-4pm
- June 26<sup>th</sup> Concert at Everhart Park – band TBD
  - o 630-830pm
- June 27<sup>th</sup> Virtual Golf on Gay St. (near post office)
  - o 4-8pm
- June 29<sup>th</sup> Skate and Break on Gay St. (near SideBar)
  - o 12-4pm



**Camps, classes, and bus trips**

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

April 2025 myrec.com report

Program Name	Res Count	Non-Res Count	Total Count	Res Total	Non-Res Total	Totals
42nd Annual THMF Non-Food Vendor Application	6	18	24	\$600.00	\$1,750.00	\$2,350.00
42nd Annual Turks Head Music Festival - Food Vendor Application- June 8th, 2025	0	2	2	\$0.00	\$500.00	\$500.00
44th Annual Chester County Restaurant & Food Truck Festival Application	3	10	13	\$315.00	\$1,460.00	\$1,775.00
Brandywine School of Wizardry	0	4	4	\$0.00	\$0.00	\$0.00
Cape Cod	0	3	3	\$0.00	\$3,475.00	\$3,475.00
Just Tennis with Justin DePietropaolo	1	6	7	\$105.00	\$460.00	\$565.00
Pickleball - Univeral Rackets & Tyler Stroyek	5	7	12	\$880.00	\$1,470.00	\$2,350.00
Skateboarding 101	7	50	57	\$0.00	\$0.00	\$0.00

Skyhawks Sports	1	12	13	\$120.00	\$1,155.00	\$1,275.00
Washington D.C. Cherry Blossom Trip	0	3	3	\$0.00	(\$60.00)	(\$60.00)
<b>Totals</b>	<b>23</b>	<b>115</b>	<b>138</b>	<b>\$2,020.00</b>	<b>\$10,210.00</b>	<b>\$12,230.00</b>

**PROS Plan Steering Committee**

- JMT/Toole Recreation Planning, along with the WC Parks and Recreation Dept. has developed DRAFT scenarios and approaches for many of our parks, and parks system as a whole.
  - o This info is still a work in progress and not yet ready for public consumption.
  - o We hope to have a draft plan presents to Council in the May/June timeframe.
- We invite all council members and the mayor to share the link with their constituents.
- [West Chester Borough Parks & Recreation Survey](#)

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

**Ed Jamieson**  
Superintendent



**Sean Mitchell**  
Wastewater Director

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

**Michael Findley**  
Superintendent

## WASTEWATER DEPARTMENT

### May 2025 Wastewater Department Report

#### **Goose Creek**

With the help of the Public Works Dept., the main incoming line was sewer jetted removing large amounts of grit and debris.

Preventive maintenance was performed on all lawn mowing equipment in preparation for the upcoming cutting season.

Spring oil changes and lubrication were performed on all clarifier drive units (8), mixers (5), blowers (5), and compressors (4).

All spray nozzles on the clarifiers were removed, cleaned, inspected, and replaced.

Employees discovered a leaking pipe behind sludge dewatering building in the plant. Upon excavation by employees, the hole in the pipe expanded causing a small overflow. The flow was shut down and a plug was installed until a contractor could replace the small section of the pipe. The PA DEP was notified and satisfied with cleanup by wastewater employees.

The plant had its annual inspection performed by PADEP with no violations.

Avg. Monthly Flow: 1.020 MGD

#### **Taylor Run**

Employees drained two of three RBC trains (14 units total), pumped out the snails and cleaned tanks before inspecting the tanks and placing them back online. Each train had approximately 4 tons of debris cleaned out.

Crews dropped, cleaned and checked the seals and scrapers at the bottom of T-6B before placing the tank back online.

Replaced the spray hoses and nozzles on T6A & T6B.

Avg. Monthly Flow: 0.761 MGD

#### **Pumping Stations**

Monthly cleaning and inspections were performed at all four pumping stations. Crews pumped down, hosed out wet wells and bar screen chambers and adjusted floats where needed.

This meeting is being audio recorded for the public record.

## Public Works Committee

**Date:** April 8, 2025 @ 6:30 PM

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

Department Heads Present:  
Don Edwards, Director Public Works  
Don Anderson, Asst. Director Public Works  
Will Williams, Sustainability Director - absent  
Sean Mitchell, Wastewater Director  
Keith Kurowski, Director Parks & Recreation - absent

Borough Manager: Sean Metrick

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1. Call to Order - meeting was called to order at 7:25 PM
2. Announcements
  - A. none
3. Comments, suggestions, petitions by residents in attendance regarding items not on the agenda.
  - Darryl Cook, S. Walnut Street, said he thinks West Chester University's Police Officers need to hand out flyers on "How to cross the street using the crosswalks". With the lack of crosswalks at E. Nields and High Streets pedestrians are crossing against the light and they are causing vehicles to back up at University Avenue.
3. Departmental Reports
  - a) Traffic & Engineering Reports
    - Kelly Groff from RVE Engineering stated they are regularly reviewing grant opportunities. They are currently working on responding to questions regarding the Gay Street Closure bids regarding the bollards. They anticipate receiving multiple bids. Finally, we performed a traffic study at Price and Darlington and our recommendation is to do something similar to what was done at Price and Brandywine including signage and striping. Mr. Travis said at one point they talked about narrowing the roadway with bump outs to slow people down, is that still an option? Ms. Groff stated it wasn't an option. Mr. Flynn stated the Brandywine and

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Price improvements have made the area brighter. Ms. Vaccaro stated that while the improvements at Brandywine and Price were helpful there is one neighbor that isn't happy and feels it brings down the home values. She also said Price and Darlington are so dark that she feels this will help.

#### b) Public Works

- Mr. Edwards, Public Works Director, highlighted some of the previous month's events. The High Street Parking Lot paving bids have been received. We advertised the repairs to the 3<sup>rd</sup> level decking of Bicentennial Garage. We prepared Standard Operating Procedures for trash and recycling. We installed a new stormwater inlet on N. High and Goshen Road. The sewer relining at Hoopes Park was completed and solar powered motion detector lights were installed at Vets Park.

#### c) Wastewater

- Sean Mitchell, Director of Wastewater, stated that Goose Creek performed maintenance on three blowers. They did their annual maintenance on the six-inch pump, tore down the micro screen shaft and checked all the bushings and placed it back online. Both polymer tanks were cleaned and put back in service. The recirculation lines were reconnected with the warmer weather so there is less chance of the lines freezing. The clarifier was inspected for annual maintenance. The average flow for Goose Creek was 938,000 gallons per day. Taylor Run performed concrete repair work on some stairs. They replaced some parts on the primary sludge pump which for fortunately under warranty. The three tertiary filter systems were cleaned out and they replaced floats in the wet wells. The average daily flow at Taylor Run was 739,000 gallons per day.
- The pump stations were all cleaned out and 13 manholes were inspected in March. We have been updating Cartegraph with the pipe sizes and flow direction. An infiltration/inflow program was started jointly between Public Works and Wastewater. We plan on continuing to monitor and do video inspections for flow rates.
- Capital Projects – Wastewater has submitted four purchase order requests to Finance. For Taylor Run the PO for the sludge pump for \$29,000 was submitted and we anticipate an 8-10 week turn around for delivery and we will save on installation by having Borough employees install. For Goose Creek we will be installing two sludge pumps once we receive, but again there is an 8-10 week delivery cycle. Purchase Orders for tanks, pumps and flow meters and everything for the chemical storage have been submitted.
- The utility locator work is finished and Pennoni is now working on the design and will prepare the permit for the DEP. Mr. Travis asked what is the timeline? Mr. Mitchell stated the hope is to have everything submitted by June, go to bid in July and start the

This meeting is being audio recorded for the public record. construction by September and have phase 1 be completed by November 2025. Then the plan is to work on Phase 2 in 2026. Mr. Flynn said earlier we discussed in the ACT Meeting the chemicals we purchase; and Mr. Metrick is going to probably do a top-down survey to see how we can protect ourselves from predatory prices. Also, by fixing phase 1, do you think the DEP will allow the smaller businesses to connect like the steak shop? Mr. Mitchell stated that it is part of the 250 E Market connection management plan. If the DEP approves the connection management plan, we will not need to wait for phase 1 to be completed. Mr. Flynn asked if there was an update on the Davis Property. Mr. Mitchell stated that he emailed a contact at the DEP, and they are waiting on PECO as they need approval to put generators and electrical equipment on the property. PECO is waiting for the work order. Mr. Flynn asked who would be responsible for cutting back the grass and weeds. Mr. Metrick stated that it is the property owner's responsibility.

#### d) Parks and Recreation

- Keith Kurowski, Parks & Recreation Director, highlighted that the Hoopes Park Raquet Rehabilitation moving along. While Mother Nature hasn't been kind they are behind schedule and looking at a mid-May completion. They also have to wait until the courts cure. Parks and Recreation is waiting on designs for Pippin Park upgrades. The handicapped spot mentioned in the Parking Committee earlier is being placed as close to the tennis courts as possible as per the grant/ADA requirements. We held the annual Easter Egg Hunt inside 401 E Gay Street instead of Everhart Park due to inclement weather. Mr. Flynn asked how they got the word out that the Egg Hunt moved location. Mr. Kurowski stated they posted signs at the park and did social media blasts. Mr. Flynn stated he saw a sign that the Presbyterian Church is doing an egg hunt at the park and Mr. Kurowski stated he didn't have a special event permit. Darryl Cook stated the sign says it is the Saturday before Easter.

#### 4. Old Business

##### a) Approve March 2025 meeting minutes

- Approve 3 – 0

##### b) Schedule a public hearing for Chapter 62 – Garbage, Rubbish and Refuse.

- Anne Carroll, S. Franklin Street, stated they held a CASE meeting in April. Ms. Carroll thanked Mr. Travis for going over the ordinance with her. She also pointed out that "Toters" is trademarked so we need to change to "Tote". Kristen Camp, the Solicitor, stated that those changes have been made. Mr. Edwards stated that we incorporated most of your suggestions as long as it wasn't a policy change. Ms. Carroll asked if the trash isn't picked up because of non-compliance, will it sit there, or will the Borough collect and charge the property owner? Mr. Edwards stated he was not

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in favor of a special pick-up fee. Ms. Carroll stated that CASE members would prefer totes with multiple pick-ups in NC districts rather than a dumpster with a weekly pick-up. Mr. Travis stated he was in favor of multiple pick-ups to keep the number of dumpsters down.

- Move to worksession 3 - 0

c) Discuss the Public Works Building and Facilities

- Mr. Flynn asked if this was being tabled. Mr. Metrick stated that they circulated a draft to Council, and we are currently working on getting documentation that will fill the gaps between what happened in 2007, 2011 and 2017. The most recent discussion was building on the Wyeth property, but at that time Council didn't execute that option. Mr. Flynn stated he was against that option because the selected area was too close to residential homes, but that ship had sailed.

5. New Business

- Discuss the Chester County Historical Society Banner Proposal
  - Mr. Flynn asked if anyone had any issues with the proposal.
    - Approve 3 – 0
- Motion to approve the 2025 Paving Bid (attachment)
  - Mr. Edwards stated we received one bid, and it was from Glasgow. They have done the paving project for the past two years and are good contractors. The price came in good, and it is our recommendation to award the project to Glasgow. Mr. Travis asked why no other bids were received. Mr. Edwards stated he couldn't speak to why there weren't any other bids, but I think the responsible contractor ordinance could be a reason. Mr. Flynn asked how much was budgeted for this project and Mr. Edwards said approximately \$342, 000. The bid came in at \$275,000. Glasgow will be faster with the alleys since it is a one-pass, so I think that is why there is a cost savings. Mr. Flynn said with regards to the alleys we are milling, putting down stone and paving with black top. Mr. Edwards stated we are milling 2 1/12 inches and then putting back 2 1/12 inches of blacktop. We are looking to seal the alleys which is a PennDOT requirement. Mr. Flynn asked if the material in the alleys was different than the roadways and Mr. Edwards explained yes, it is called ID3 and contains bigger stones. Asphalt is comprised of oil and aggregate for structural strength whereas ID3 is like a hybrid between the top and bottom coat. This is really good because the alleys haven't received this level of paving before.
    - Approve 3 – 0

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- Motion to approve the High Street Parking Lot Paving Project (attachment)
  - Mr. Edwards stated that this bid did not require the responsible contractor ordinance, and we received nine bids. The lowest bidder was John DiRocco with a price a little lower than projected. Mr. Flynn asked if the daycare has been notified? Mr. Travis said he would ask the daycare if there were good times to do the project. Mr. Edwards stated there would be a pre-con meeting and we will include the daycare in the discussions.
    - Approve 3 – 0
- Motion to approve the new scoreboard installation at Farley Field by the Adult Baseball League (attachment)
  - Mr. Kurowski and Mr. Metrick said the Recreation Committee recommended approval. Mr. Kurowski added that it is one foot wider 20 x 8 and there is no cost to the Borough. The Adult Baseball League is fully aware that they are responsible for the electrical costs. Mr. Metrick stated that they have all the necessary permits and inspections. Mayor DeBaptiste asked if it was going to be in the same location and Mr. Kurowski said yes, they are using the existing posts to erect. The Mayor asked if it was still considered the Borough's property and Mr. Kurowski stated that anything that goes in the parks becomes the Borough's property. Mr. Flynn confirmed with Mr. Kurowski that the scoreboard becomes Borough property, but the baseball league is responsible for all maintenance.
    - Approve 3 – 0

## 6. Other Business

- The Mayor thanked Councilman Flynn for the follow-up on the Davis Property. She also requested that we remain vigilant and fine the property owner if necessary to keep the grass and weeds compliant. The Mayor also thanked Anne Carroll for coming to the National Foam meeting and representing CASE. She stated she was disappointed with the turnout. Only five people showed up: Anne Carroll, Darryl Cook, Patrick McCoy, myself and another lady whose name I didn't get. With Ward 2 being affected by companies who leave the borough and possible remediation work needed, we need to hold the companies accountable. She was not happy with the advertising of the meeting and the poor showing of attendance.

Adjourn – 8:11 PM



**2025-2027**  
**REGIONAL HOUSEHOLD HAZARDOUS WASTE**  
**COLLECTION PROGRAM**  
**COMMITMENT FORM**

\_\_\_\_\_ will commit its support for the above

(Municipality Name)

program, by contributing its estimated proportionate share for three years, as determined from the 2020 Census Housing Units. PLEASE MAINTAIN A COPY OF THIS SIGNED COMMITMENT.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
**(Municipal Manager/Title)**

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
**(Finance Officer/Title)**

**Please return this completed form to my attention by February 14, 2025. Thank you.**

Patti Lynn, Chester County Recycling Resources Manager  
Chester County Solid Waste Authority  
Narvon, PA 17555

Phone 484-796-4039      [plynn@chesterccswa.org](mailto:plynn@chesterccswa.org)

## Appendix II – Authorized Official Resolution

Be it RESOLVED, that the Borough of West Chester (Name of Applicant) of Chester County (Name of County) hereby request a Greenways, Trails and Recreation Program (GTRP) grant of \$ 250,000 from the Commonwealth Financing Authority to be used for John O. Green Memorial Park – Phase 2 Improvements .

Be it FURTHER RESOLVED, that the Applicant does hereby designate Sean Metrick, Borough Manager (Name and Title) and Patrick McCoy, Borough Council President (Name and Title) as the official(s) to execute all documents and agreements between the Borough of West Chester (Name of Applicant) and the Commonwealth Financing Authority to facilitate and assist in obtaining the requested grant.

I, \_\_\_\_\_, duly qualified Secretary of the Borough of West Chester (Name of Applicant), Chester County (Name of 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 Council (Governing Body) at a regular meeting held May 22<sup>nd</sup>, 2025 (Date) and said Resolution has been recorded in the Minutes of the Borough of West Chester (Applicant) and remains in effect as of this date.

IN WITNESS THEREOF, I affix my hand and attach the seal of the West Chester Borough (Applicant), this 22<sup>nd</sup> day of May, 2025.

West Chester Borough

\_\_\_\_\_  
Name of Applicant

Chester County

\_\_\_\_\_  
County

\_\_\_\_\_  
Secretary

