



Borough Council Meeting Voting Session
December 17, 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. Public Hearing to revise the monthly sewer rates effective February 1, 2026 (attachment)

II. Call to Order

III. Pledge of Allegiance

IV. Announcements

- A. 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.
- B. The Borough of West Chester offices will be closed on December 18, 2025 from noon until 2 PM for the annual Holiday Lunch

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

- A. Tree Commission Annual Report, Chip Horne (attachment)

- B. Presentation of Appreciation to outgoing Council Members: Lisa Dorsey; Patrick McCoy; Shiela Vaccaro

VIII. New Business

IX. Old Business - Discussion

- A. 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.
- B. Motion to make appointments to 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

X. Old Business - Consent

- A. Motion to approve the November 18th and 19th Borough Council Meetings Minutes
- B. 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
- C. 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
- D. Motion to approve 2026 Meeting Schedule (attachment)
Issue: Approve 2026 Meeting dates
- E. Motion to approve Wayfinding Phase 2 sign– 2026 Capital project. (attachment)
Issue: Choose Sign Option #1
- F. Motion to approve and adopt Goose Creek Pollution Reduction Plan (attachment)
- G. Motion to approve 60-day tree maintenance services contract (attachment)
- H. Motion to approve 60-day extension of custodial services contract (attachment)

- I. Motion to approve 60-day extension of traffic signal maintenance (attachment)
- J. Motion to enter into a three-year contract with Good Fellowship Ambulance & EMS Training Institute (attachment)
Issue: Review three year agreement
- K. Motion to approve BS&A contract for accounting software (attachment)
Issue: Review and approve contract for new accounting software
- L. 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
- M. Motion to approve extension of sewer treatment agreement with East Bradford Township (attachment)
Issue: Consider approving an extension
- N. Motion to 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
- O. Motion to approve 2026 Fee Schedule (attachment)
Issue: Review and approve 2026 Borough fees
- P. 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.
- Q. 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
- R. Motion to direct 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
- S. 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

T. Motion to approve Borough Manager Contract

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.