



Borough of West Chester, Pennsylvania
West Chester Borough Council
Committee to Reestablish Rail Service to West Chester

Approved MEETING MINUTES

PURPOSE: Monthly Meeting of the Committee to Reestablish Rail Service to West Chester

LOCATION: West Chester Borough Hall, Room 232

DATE/TIME: Wednesday, January 14, 2025, at 7:00 PM

TEAMS LINK: [MEETING LINK](#)

Meeting ID: 243 349 623 894

Passcode: 7M594X

Dial in by phone +1 814-580-5758,,279105431#

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1. **Call to Order** 7:02 PM
 - a. The meeting was called to order with committee members present. A quorum was reached and the December 2025 meeting minutes were approved and authorized for submission to the Borough.
 2. **Summary of the Meeting** –The Committee reviewed major developments including:
 - a. Welcome and introduction of new committee members present
 - a. Steve Laarkamp
 - b. Review of open action items including stakeholder outreach and surveys.
 - c. Discussion of follow-up with Senator Kane's staff regarding grant opportunities.
 - d. Updates on nonprofit 501(c)(3) approval and next steps for fundraising and banking setup.
 - e. Coordination with Transportation Advisory Committee (TAC) survey outreach and results.
 - f. Reciprocal letters of support with Turks Head Trail advocacy group
 - g. Planning for future municipal engagement and engineering firm involvement

3. **Attendees**

Attendee	Affiliation
Jason Levinn	RR Committee
Craig Blizzard -phone	RR Committee
Liz Young -phone	RR Committee
Charlotte Barker	RR Committee
Jim Sargent	RR Committee

Steve Laarkamp	RR Committee
Barbara Clarke	RR Committee

4. Business

a. Review of Open Action Items

#	Full Description	Due Date	Responsible Party	Comments
20	Develop a template for a letter writing campaign to all major stakeholders	11/30/2025	Barker	Template under review; minimal feedback received; recirculate for comment
35	Student/Resident Transit Surveys	2/2/2026	Barker	Westtown & WCU surveys underway; Cheney outreach pending.
43	Meet with Sen. Kane's staff to discuss applying for state grants for the pedestrian bridge. Identify engineering firms for bridge design funding	2/28/2026	Levinn/ Laarkamp	Priority follow-up; Steve to assist with Media Borough outreach.
45	Quarterly Briefing to Borough Council	4/14/2026	Levinn	April presentation for Annual Report
46	Project Presentations to Media Borough and Middletown Township	2/28/2026	Laarkamp	Provide run through of standard presentation
47	501(c)(3) organizational development	1/14/2026	Young	IRS approval received; next step is opening bank account and fundraising.
48	Borough Financial Contributions Summary (2018 and 2021 studies)	2/15/2026	Levinn	Council requested a summary of Borough financial contributions over the years. Compile available figures related to 2018 and 2021 studies.
49	Turks Head Trail (THT) Reciprocal Letters of Support	2/15/2026	Barker	Committee approved mutual letter signing with THT group.

b. Bridge Strategy

- i. Committee to pursue engineering firm consultation for bridge and station planning

c. University & Community Outreach

- i. Send stakeholder letter template to West Chester University, Westtown School, and identify a contact at Cheney University
- ii. Prepare reciprocal letter signing with the Turks Head Trail group
- iii. Steve Laarkamp to attend Media Borough Transportation Committee meeting and report back.

d. Transportation Advisory Committee (TAC) Update

- i. Coordination with Transportation Advisory Committee (TAC) survey outreach and results.

e. Nonprofit Development (501c3)

- i. Liz Young to follow up on nonprofit bank account requirements and contact suggested credit union.

5. New Business

6. **Next Meeting:** Wednesday, February 11, 2026, at 7:00 PM (Room 232 and via Microsoft Teams)

7. **Adjourn** -8:18 PM

Committee Membership

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| • Jason Levinn, Chair | • Craig Blizzard | • Kim Bove |
| • Jim Sargent | • Steve Laarkamp | • Liz Young |
| • Bill McCann | • Charlot Barker | • Barbara Clarke |
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